

Guidelines for HASS Transfer Credit Examiners

Revision of March 8, 2023

Forms requesting transfer credit for HASS subjects should be routed through the SHASS Dean's Office at shass-ug@mit.edu. This intermediate step is not a detailed second review of transfer credit, but rather a check to make sure that all of our sections are assigning credit in similar ways.

General Information

In general, two types of students will come to you seeking transfer credit: traditional “transfer students” (i.e., students who started their studies elsewhere and transferred to MIT) or regular MIT students who have taken classes elsewhere under a variety of circumstances (study abroad, summer sessions, etc.).

- ▶ **Students request credit through the [form](#) entitled “MIT Request for Additional Credit for Subject(s) Completed at Outside Institution.”** Information about this Transfer Credit Request Form can be obtained online at <https://registrar.mit.edu/registration-academics/transfer-credit>. Questions concerning this form may be directed to the Registrar's Office at hassreq@mit.edu.
- ▶ **Students should receive an A or B in a subject in order to qualify for transfer credit.** The MIT Registrar's Office strongly recommends that students receive a grade of A or B in order to qualify for transfer credit.
- ▶ **Students are advised to talk with the appropriate Transfer Credit Examiner before taking a subject away from MIT.** This is not required by the Institute (except for students planning to study abroad). Since you would be making predictions based on incomplete information, you are not bound by any advice you have given in advance, but we recommend assigning the credit you've agreed upon unless the subject content differs significantly from what was pre-approved. If students contact you in advance, use that opportunity to inform them of all requirements.
- ▶ **You are under no obligation to grant any transfer credit.** If you believe the work done at another institution is insufficient in quality or quantity to warrant MIT credit, you may deny credit. If you believe the work is insufficient for HASS credit, but warrants some acknowledgement, you may want to assign general unrestricted elective credit.
- ▶ **HASS Elective credit may be approved for subjects completed outside of MIT, when appropriate.** Subjects should be evaluated in relation to similar subjects offered at MIT before being approved to count towards HASS Requirement.
- ▶ **HASS Distribution credit for subjects completed outside of MIT is almost never allowed.** Normally, students may count subjects taken at other institutions towards the HASS Requirement as HASS-E elective subjects. In certain exceptional instances, students may petition the Subcommittee on the HASS Requirement for distribution credit. Questions about petitioning for HASS Distribution credit should be directed to the Registrar's Office at hassreq@mit.edu.

Assigning Credit

- ▶ **Students must provide** a grade report, syllabus, and as much additional material as possible, including assignment sheets and samples of written work.
- ▶ **Consider which university offered the subject in question.** If you are concerned about the rigor or depth of a subject, general elective credit may be assigned instead of HASS elective credit, or six units instead of nine or twelve.

► **If you believe the work warrants MIT credit, you have the following options:**

<p>Grant “General Unrestricted Elective Credit” and state the number of units on the form.</p>	<p>These units will count as general unrestricted elective credit toward the student’s graduation requirements.</p>
<p>Grant generic “HASS-E Credit” and state the number of units on the form. (A HASS-Elective must be at least 9 units.)</p>	<p>This subject may count toward the eight-subject HASS Requirement. Departments have the option of accepting these units toward the student’s major, minor, or concentration.</p>
<p>Assign a specific MIT subject number and assign “HASS-E Credit Only.”</p>	<p>This common outcome provides the best of both worlds by making it obvious what the subject matter is while reserving the distribution credit for those subjects not transferred in.</p>
<p>Recommend “CI-H Credit,” “CI-HW Credit,” “CI-M Credit,” “HASS-A Credit,” “HASS-H Credit,” or “HASS-S Credit.”</p>	<p>These are rare options requiring approval by other entities (see below). Students must petition for SHR or SOCR approval, including if a specific MIT subject number is to be listed on the transcript. For more information, contact hassreq@mit.edu (for HASS-A, HASS-H, HASS-S) or commreq@mit.edu (for CI-H, CI-HW, CI-M)</p>

Special Categories

- **College Subjects Taken during High School:** If a student requests transfer credit for a college or university subject taken while the student was still in high school, the student must have an official transcript from the university or college and have received a grade of A or B.
- **Subjects Taken Abroad:** Students planning to study abroad must coordinate with MISTI about their plans and are expected to consult in advance with the appropriate TCE’s. The host institution is an important consideration when assigning transfer credit, so MIT professors unfamiliar with international universities may consult the MISTI Office (misti@mit.edu). TCE’s may consult with Global Languages faculty to evaluate syllabi submitted in languages other than English.
- **Online or Hybrid Subjects:** There is no formal rule banning transfer credit for online subjects, but it is currently discouraged. If you assess that an online or hybrid course is rigorous enough to count for one of a student’s eight required HASS subjects, you may assign HASS Elective credit.

Subjects for which Transfer Credit May Not Be Granted

- **Advanced Placement (AP) credit** may not be used to satisfy any part of the HASS Requirement. More information can be found at <https://firstyear.mit.edu/academics-exploration/ap-and-transfer-credit/advanced-placement>, or by contacting ap@mit.edu.
- **Subjects taken at a secondary school**, whether in the U.S. or in another country, should never be granted transfer credit.
- **Subjects taken at unaccredited and/or non-degree-granting post-secondary institutions** should never be granted transfer credit.

If you have any questions or wish to talk further about any of these guidelines, please contact the SHASS Dean’s Office at shass-ug@mit.edu.