



Acceptance of Transfer Credits Policy

Policy Title: Acceptance of Transfer Credits Policy

Policy Type: Administrative

Policy Number: ADM Policy #03-10-11 (2018)

Approval Date: 09/04/2018

Responsible Office: Office of the Registrar

Responsible Executive: Vice President for Academic Affairs

Applies to: College Community

POLICY STATEMENT

Wiley College accepts course credit earned at institutions fully accredited by their regional accrediting association. Credit earned at colleges and universities that have become candidates for accreditation by a regional association is acceptable in a manner similar to that from regionally accredited colleges if the credit is applicable to a degree program at Wiley College. In addition, the following guidelines are used by the College to determine whether transfer credit will be accepted:

Official transcripts will be evaluated, and course transfer credits may be granted provided the courses are applicable to the Wiley College degree. College catalogs from the previous institution may be requested from students. The evaluation is made using only official transcripts sent directly to the College from the last college attended or hand delivered in an original, sealed envelope which bears the official school seal. Electronic transcripts submitted from the last college attended are accepted as official transcripts. Transcripts that are faxed, marked "student copy" or "unofficial" are not accepted.

Credit will be accepted for individual courses for which a grade of S (Satisfactory), P (Pass) or C or better was earned.

No more than 15 credits will be awarded for dual credit courses (college courses taken while concurrently enrolled in high school or GED program). Combined dual credit and Advanced Placement or International Baccalaureate will be limited to 30 semester credit hours.

Courses must be college level and not remedial, developmental or vocational.

Credit for non-traditional learning experiences such as the armed services will be evaluated on a case-by-case basis and in accordance with the recommendations of the American Council on Education (ACE) and as described in this Catalog for Credit for Prior Learning (CPL). In awarding

credit for non-traditional learning, the College will review and evaluate documents such as certificates, publications, test scores, licenses, job performance appraisals, and the like and award credit if the assessment identifies the learning as creditable, relevant and college level.

Academic departments have the right to impose limits on the age and grade level of transfer credit courses.

When a transfer course is repeated at one or more institutions, the credit and grade for the course with the higher grade are counted in the transfer and cumulative GPAs.

Transfer credit is evaluated on a course-by-course basis. Based on total transferable credits, students transferring to Wiley College with an Associate of Arts degree or 60+ credit hours prior to matriculation are exempt from the Academic Success Seminar (GESS 1300, three credit hours) general education requirement.

Adult degree-completion program and evening and weekend students (at least 25 years old) are exempt from the Academic Success Seminar (3 credit hours) and the Physical Education (2 credit hours) general education requirements.

Students transferring to Wiley College with 30-59 credit hours with one or two Freshman Seminar or equivalent credits prior to matriculation are required to matriculate in the Academic Success Seminar (3 credit hours) and must complete one hour of the Physical Education general education requirement, if younger than twenty-five (25) years at the time of admission.

If the credits being transferred were awarded in quarter credit hours, the credits will be converted to semester hour equivalents using the ratio of 3.0 quarter credit hours equal 2.0 semester credit hours. If the credit hours for a parallel course are less than those granted by the college, the course will not be accepted for transfer. The student may receive credit by examination, if applicable.

A transfer course must closely parallel courses in the student's chosen curriculum as offered by Wiley College. Unrelated courses may be transferred to meet elective degree requirements as determined by the academic school granting the degree.

When a student changes his/her major or concentration, all transfer credits will be evaluated based on the new program requirements.

International students requesting transfer of credit courses from foreign institutions of higher education must present official records in the original language accompanied by a certified English translation of all non-English language transcripts. Translations must be literal and complete. Course evaluations must be obtained through an approved US foreign credential evaluation service. Faxed documents are not accepted.

After enrollment at Wiley College, a regular matriculated student must obtain permission before taking a course at another institution for the purpose of meeting degree or general education

requirements at Wiley College. Affected students should consult with their major field advisor and school dean and submit the appropriate application form to the Provost and Vice President for Academic Affairs for approval. Courses taken without prior approval may not be transferable to Wiley College.

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CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-11 (2018). Questions regarding this policy should be directed to the Vice President for Academic Affairs.

STAKEHOLDER(S)

- Office of Registrar
- Office of Academic Affairs
- Full-time Faculty
- Students

PUBLICATION

This policy shall be widely published and distributed to the College community to ensure publication and distribution thereof; the responsible office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the College community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate audiences on the policy’s content; as necessary
- Educated and train all stakeholders and appropriate audiences on the policy’s content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

List the following:

- Next Scheduled Review: 09/04/2023
- Approval by, date: Executive Cabinet, 09/04/2018
- Revision History: 07/21/2020
- Supersedes:

RELATED DOCUMENTS

Credit Hour Policy

FORMS

There are no forms associated with this policy and procedures.