

Webber International University

Florida and North Carolina Campuses

Acceptance of Academic Credit	Approved: November 21, 2011
	Approved By: Joint Institutional Planning Committee Florida Faculty: August 20, 2014 North Carolina Faculty: Dec. 3, 2014
CS 3.4.4	Reviewed & Revised: April 1, 2014

Reference CS 3.4.4: “The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, Advanced Placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution’s own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript. (*See Commission policy “Collaborative Academic Arrangements.”*) (Acceptance of academic credit)”

Policy on Acceptance of Transfer Credits

1. The acceptance and evaluation of credit for transfer is based on various factors, including: the level, content, quality, comparability, and degree program relevance of the proposed transfer credits; the institution’s accreditation; and assessment of course equivalency through evaluation of the transcript.
2. The University uses the semester credit hour system. Students with quarter hour transfer credit will have the hours converted to semester hours by dividing the earned quarter hour by 1.5.
3. Transfer credits toward a bachelor’s degree are granted for courses in which a “C” or better was earned. A student who has earned an AS or AA degree, may have grades of “D” transferred to the University only when the course is appropriate to the degree and when the course is included in the 2 or 4 year degree earned.
4. Upper level coursework (300 level and above) will not be awarded for coursework completed at a community college or state college two year program.
5. Transcripts from other institutions must be considered official, bearing an official seal or signature of the institution’s registrar. They should be either hand delivered in a university sealed envelope by the student, mailed directly from the institution to WIU or SAU, or emailed through a secure method directly from the institution. Transcripts, test reports and all other documents received become the property of the University. The University adheres to the Family Education Rights and Privacy Act, FERPA.
6. Transcripts from outside the United States are generally outside the scope of the regional accrediting agencies. If they cannot be evaluated by the University’s Office of the Registrar, the University requires that international students with possible transfer credit have their credentials evaluated by one of the agencies participating in the National Association of Credential Evaluation Services. Contact information for member agencies is available at www.naces.org. Official reports should be forwarded to the Admissions Office at the University.

7. The University will evaluate and consider transfer credits from recognized testing agencies, following the minimum score recommendations of The American Council on Education (ACE), Advanced Placement (AP), College Level Examinations Program (CLEP) and Defense Activity for Non Traditional Education Support (DANTES) in accordance with recommendations from the American Council on Education and the Service Member Opportunity Colleges Program (SOC). The University recognizes and awards advanced credit for courses taken in the International Baccalaureate (IB) program following the minimum standards for college credit in that program.
8. Except as allowed through specific articulation agreements, a maximum of 65 credits may be transferred from a two-year and/or technical college program; a maximum of 90 credits may be transferred from a four year institution or from a combination of the two. A maximum of 30 semester hours may be transferred to WIU toward an associate's degree.
9. Requirements for graduation must be met including any core courses not taken or passed at the community college, state college or senior institution; thus it may take more than 120 credits to graduate. Some programs within the university (such as education) may require more than 120 credits to complete the degree.
10. Students may submit a written appeal of the evaluation of their transfer credit to the office of the Registrar.
11. The university residency requirement stipulates thirty of the last thirty three semester hours must be taken and completed at the university.
12. The University does not impose a time limit on undergraduate credit. Certain degree programs (e.g. Education) within the University may impose limits as stipulated by the accrediting agencies for those individual degree programs.
13. Final authority for transcript evaluation rests in the Office of the Registrar. The Registrar will consult with Academic Department Chairs when individual transfer course equivalency issues arise.
14. The University has entered into an agreement for the continued education of law enforcement agency officers and staff. Agency personnel who have completed criminal justice related courses at a state approved college with a state approved law academy, received the Basic law Enforcement Certificate and have passed state's Law Enforcement Examination and received the state certificate may receive articulated credit with a maximum of 9 hours entry level Criminal Justice Management courses. An additional 3 hours of CJM course may be awarded to the student who has completed the Basic Corrections Officer Certificate. Students with the above credentials must be accepted and matriculated with the University to receive the credits.

For graduate degrees, transfer credits are granted for courses in which a "B" or better was earned. Students who are accepted into the Graduate school may transfer in no more than 6 credit hours from an MBA program at a regionally accredited college or university. The university grade point average is based solely on coursework completed at the University. Another institution's course grades not computed into the institutional grade point average.

Items which are not common to both campuses:

Transfer Courses for all degrees: The Florida campus records another institution's letter grades on the student's transcript, while the North Carolina campus only notes the designation: Tr to indicate transfer.

Applies only to the Florida Campus (WIU)

- 1) At least 12 credit hours must be completed at WIU within a student's major, and at least 6 hours must be completed at WIU toward a student's minor.
- 2) As provided in an articulation agreement with the Florida Community and State Colleges and the University, an incoming student with an AS or AA degree may transfer up to 69 credit hours for transfer toward a baccalaureate degree.

Applies only to the North Carolina Campus (SAU)

1. As provided in an articulation agreement with the North Carolina Community College System and the University, an incoming transfer student who has earned an Associate in Arts or Science degree may transfer up to 65 credits toward a baccalaureate degree. A transfer coming from the N.C. Community College System with a Associate in Arts or Science will be considered to have fulfilled lower- division, institution wide general education requirements. Students must have an overall grade point average of 2.0 and have earned a "C" or better on all general education courses. Students that do not complete a degree at a North Carolina Community College but who have fulfilled the General Education requirements will be considered to have fulfilled St. Andrews' lower division, institution-wide general education requirements.
2. The North Carolina campus (SAU) requires a student to complete 27 business credits at SAU as part of the Business major. No other majors require that a certain number of credit hours in the major be completed at SAU.

Implementation responsibility: Registrar (at each location)

Policy review cycle: At least every three years

Compliance: Mandatory

(Policy Acceptance of Academic Credit CS 3 4 4 REVISED.doc)