

# Webber International University

## Florida and North Carolina Campuses

Acceptance and Evaluation of Credit for Transfer	Approved: September 13, 2016
	Approved By: Joint Institutional Planning Committee
SACSOC Standard: CS3.4.4	Reviewed:

CS3.4.4 “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.”

### Policy

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.

Transfer credits are accepted from Regionally Accredited Institutions for appropriate courses which will pertain to the declared degree at Webber International University (WIU). Courses with grades considered for transfer must have a grade of “C” or better. Courses with any other grade other than A – C will not be considered. Pass/Fail courses are not considered for transfer. Students who have earned an academic degree prior to attending Webber such as an AA, AS, BA, or BS may receive credit for a course with a grade of “D” if the course grade was earned within the degree.

Course credits are transferred, earned grades appear on the transcript but quality points are not calculated in the WIU GPA. Life Experience is not considered for credit.

### Policy on Transfer from an Institution Accredited by Other U.S. Department of Education Recognized Accreditors

In order for WIU to consider credits from an institution accredited by other U.S. Department of Education recognized accreditors, additional information on the courses taken is required. Care is taken to ensure courses transferred are adequately similar to WIU courses in quality and content.

1. Official transcripts

2. Course catalog description from the school's catalog or website catalog that was in effect at the time of the student's attendance.
3. Copy of the course syllabus from the semester the course was taken showing the teaching professor's name along with the professor's earned degree credentials. The syllabus term dates must match up with the official transcript term dates. In addition, the syllabus must include the specific learning outcomes addressed in the course.
4. Only WIU 100 and 200 level courses will be considered for possible transfer.
5. A maximum of 60 hours will be considered toward a Bachelor of Science degree. A maximum of 30 hours will be considered toward an Associate of Science degree.
6. In the case of transferring credits from institutions phasing out, students may be allowed to transfer more than 60 hours with 300 level courses if they are determined comparable to the courses offered at WIU for the selected majors.
7. In the case of clock hour program credits, conversion from clock hour to semester hour will be calculated, as appropriate.
8. Determinations will be made after all documentation is received and reviewed by faculty of selected majors and university Registrar.
9. Courses not appropriate toward a Webber International University degree will not be considered for transfer.
10. The Academic Dean will make the final determination of course applicability toward a Webber International University degree.

**Implementation responsibility:** President, Vice president, Registrar

**Policy review cycle:** At least every three years

**Compliance:** Mandatory