Walla Walla University
Transfer Policy and Procedure
Senate Approved May 6, 2010

Admissions Policies and Procedures
Transcripts for courses taken prior to the student's first quarter at the University must be submitted to the Office of Enrollment Services as part of the admission procedure. Walla Walla University requires official transcript(s) from all post-secondary institutions attended, even if credit may not be transferable.

Applicants who have attended North American accredited institutions of higher education and who have official transcripts showing a minimum grade-point average of 2.00 on all course work may be admitted at a level determined by the number of credits transferred.

Walla Walla University recognizes that in some instances a student may not be able to provide an official transcript immediately prior to enrolling at the University. At the University’s discretion, some students may be allowed to enroll prior to admission on the basis of work shown on unofficial or incomplete transcripts. Transfer students allowed to enroll on this basis must have their official complete transcript(s) on file by the end of their first quarter in order to continue enrollment.

Evaluation of Transcript
A preliminary evaluation of transfer credit can be made on the basis of a student copy of a transcript. However, official transfer credit will be granted only upon receipt of an official transcript. Walla Walla University does not have a limit on the number of credits that can be transferred in, however every student must meet all degree and residency requirements.

Credits appearing on the transcript of another accredited college that were taken at that college are evaluated on a course-by-course basis by the Office of the Registrar for transfer to Walla Walla University. Transfer credits for courses taken at institutions that operate on a semester system are computed to equivalence in quarter hours. (To convert semester to quarter credits, multiply by 1.5. For example, a student who earns 30 credits at an institution on a semester calendar would have earned 45 quarter credits at WWU.) Acceptance of any credit does not imply that major or University requirements have been satisfied. Therefore, in order to graduate, students may be required to complete more than the minimum number of credits necessary for a particular degree program.

Foreign Transcript Evaluation
Transcripts received from foreign institutions will be evaluated on an individual basis. In some instances, the student may be required to request an official evaluation from a foreign credentialing education service. Accepted courses will be issued a pass/fail grade and will not be calculated into the cumulative GPA for graduation.

Nursing Credits
Walla Walla University does not directly transfer in nursing courses from another school of nursing, but uses a process of validation of previous nursing education to give advanced placement to RN's with an associate degree in nursing or a diploma in nursing.

Military Credits
Two quarter credits of the general studies Physical Education requirement will be waived for students eligible for VA benefits. Students who provide an official accredited military transcript listing Basic Training may be awarded a maximum of 6 quarter credits of Physical Education. The remainder of the transcript will be evaluated as other accredited transcripts. No credit will be awarded for specialty training or vocational programs.

Science Credits
Science courses that will not meet the major or minor requirements for the institution of record will not be accepted as major or minor courses at WWU.
Extension Course Work
WWU accepts extension course credit from other institutions provided the institution offering the course accepts similar credits toward a degree on its own campus.

Advanced Placement (AP) Program
Regular university credit may be awarded by successful completion of an Advanced Placement (AP) examination. These tests are graded on a scale of 1 to 5. Credits will be established upon the receipt of an official College Board transcript and according to the articulation printed in the university bulletin. Credits accepted will be on a pass/fail basis.

College-Level Examination Program (CLEP)
WWU grants credit for selected undergraduate college courses. These tests may not be repeated and must be taken prior to the student’s completion of a total of 45 quarter hours of university credit.

International Baccalaureate (IB) Program
Students who engaged in college-level study in high school through the International Baccalaureate (IB) Program can obtain credit toward a WWU degree on the basis of their performance on the higher level IB exam. Students should submit an official IB transcript to the Academic Records Office for evaluation. All IB evaluations will be in collaboration with the appropriate WWU department. Credits accepted will be on a pass/fail basis.

Courses Receiving No Credit
The University reserves the right to deny credit for courses that are not compatible with those offered in its baccalaureate degree programs. Some general categories of courses never receive transfer credit. Examples include:

- courses below college level (usually numbered below 100)
- repeated courses or courses with duplicate subject content
- coursework earned at an institution that did not hold at least candidacy status with its regional accrediting association when the coursework was taken
- mathematics courses considered below college level, including basic math and beginning and intermediate algebra
- courses offered for noncredit continuing education units
- remedial English (e.g., reading, vocabulary development, grammar, speed reading, or any courses that are preparatory to an institution’s first freshman composition course)
- courses providing instruction in English as a second language (100-level or above)
- non-academic or vocational-technical courses
- work or life experience

Alternative Credit Options
Walla Walla University recognizes that students who have independently achieved college-level proficiency on the basis of work experience and study may receive credit for what they already know by challenging, validating, or waiving comparable classes offered by the University. All options require a formal approval process and a fee will be charged as listed in the WWU Financial Bulletin. For examination request forms, contact the WWU Academic Records Office. A maximum of 24 quarter credits by examination may be counted toward a baccalaureate degree. (Exam limit of 24 credits includes AP, CLEP, Challenge, Validation, and ASE.)

- **Challenge Exams**
  A challenge examination is a university-prepared or standardized examination which, if successfully completed, will yield regular university credit. The student must take the examination before enrolling for further study in the field of the examination. The challenge examination may not be repeated and must be taken prior to the final quarter of residence. Grades will be issues in the same manner as the university course. (Certain university classes may not be challenged.)

- **Validation Exams**
  Students who have transcripts from non-accredited colleges and/or transcripts showing nontransferable college courses may request to take validation examinations in courses which are comparable to those
offered by WWU. Upon successful completion of the examination(s), the student will be given pass/fail credit as specified.

- **ASE Exams**
  Based on successful completion of a standardized examination, students with current National Institute of Automotive Service Excellence (ASE) certification will be granted automotive credit as listed in the WWU bulletin.

**Transfer Credit by Examination**
Credit earned by examination at other colleges or universities may be transferred provided such credit meets the guidelines used by WWU for credit by examination.

**WWU Transcript**
The evaluation is not an official transcript. The official WWU transcript – which is sent to other institutions, employers, etc. – does not include the transfer GPA or a detailed listing of the transfer credit that WWU awarded; it merely lists the other colleges the student has attended and the total number of transfer credits awarded. Transfer grades are not included in the WWU GPA.

**Cumulative GPA**
A student may request their cumulative GPA at any time from the Academic Records Office. Candidates for the baccalaureate degree with the appropriate GPA, both overall and for credits earned at WWU, will be awarded the degree with appropriate distinctions as outlined in the University bulletin.

**Residency and Degree Requirements**
The University's policies governing transfer credits stipulate that all transfer students:
1. be enrolled at WWU during the three quarters and 36 credit hours preceding graduation;
2. a minimum of 20% of the requirements in each major and minor must be taken at WWU in residence;
3. must have completed at least 9 upper-division quarter hours in the major and three upper-division quarter hours in the minor at WWU;
4. complete 60 credits in courses at the 300 or 400-level toward overall degree requirements;
5. completed a minimum of 96 quarter credits at a 4-year institution;
6. course work for which an F grade was received at WWU must be repeated at WWU unless permission to do otherwise is granted by the Academic Standards Committee.
7. all transfer transcripts must be on file in the Academic Records Office prior to the end of the final quarter in residence to avoid delay in graduation;
8. meet all degree requirements.

**Pre-approval for Transfer Credit**
Before taking courses off-campus it is advisable to complete a Transfer Course Approval process to be sure proposed credits satisfy requirements needed. Forms are available in the Academic Records Office or at http://www.wallawalla.edu/resources/forms/

**Appeal of Transfer Credit Evaluation**
If a student questions the evaluation of their transfer credits they may appeal to the Registrar. The student may be requested to submit a syllabus of the course(s) in question and/or any other documents that may support the appeal.

If resolution is not met in consultation with the Registrar, the student may petition Academic Standards Committee for a review of their request.