

## A Guide To Understanding Transfer Credit

### Policies And Procedures For Awarding Undergraduate Transfer Credit

#### *University Policy*

##### *For Awarding Transfer Credit*

RWU awards transfer credit only from regionally accredited colleges and universities and recognized international institutions. A complete listing of the regional accreditation agencies and the states they represent appears at the end of this publication. Most accredited institutions note their accrediting agency on their transcripts and include it in their official catalog.

Transfer credit at the **undergraduate level** may be granted on a course by course basis for course work completed with a grade of “C” or above.

Courses that are not accepted for general transfer credit include:

- Courses from a non-accredited school, or one whose accreditation is not recognized.
- Remedial/developmental /pre-college level courses.
- Continuing Education and/or professional development units/courses.

In addition, individual academic units reserve the right to limit or restrict transfer credit beyond the University’s general policy based on professional accreditation and other considerations. RWU students are urged to discuss their plans with their advisor in advance of enrolling at other college or universities.

Students with transfer credit should be aware that a minimum of 45 of the last 60 semester credit hours needs to be completed at RWU. Students transferring from an accredited two-year college must complete at least 60 credits at Roger Williams University. Those transferring from a four-year institution must complete at least 45 of their final 60 credits at Roger Williams University. Transfer students with a completed baccalaureate degree from an accredited college or university must complete at least 30 credits and all major course requirements for the second degree at Roger Williams University.

#### *Steps*

##### *Followed For Posting Transfer Credit*

Matriculated students who plan to take courses at other regionally accredited U.S. institutions or recognized international institutions and transfer credit to Roger Williams University must:

1. Determine the course you need with your faculty advisor and determine another institution that offers an equivalent.
2. Provide catalog copy of the course description(s) at the time the request is made or find it on the website of the other college or university.
3. Obtain prior approval from the dean of their college or school by completing a Transfer Course Pre-Approval form available at the Office of the Registrar. Attach the course description.
  - The Dean’s Office evaluates the course or sends it to the appropriate RWU college/school that teaches the equivalent.
  - The Dean’s Office approves or denies the transfer course and the form is sent back to the Registrar’s Office. If the dean does not approve, you will not receive credit for the course. Be sure to check that the course was approved before you register and pay for it.
4. Request that an official transcript be sent to the Registrar’s Office directly from the other institution when course work is completed with a grade of “C” or higher. Transcripts that are stamped “student copy” or “unofficial copy” are not acceptable even if they are in sealed envelopes.
  - When the transcript is received from the other college or university credit will be posted to your RWU transcript by the Registrar’s Office.

##### **Notes:**

- If there are several courses that would be appropriate, and you are not certain which course you should take, follow these steps for each course.
- Transcripts from other universities become part of the student’s permanent record. The Registrar’s Office keeps the official copy in the student’s folder.
- The titles of the courses taken at another university appear on the RWU transcript.
- The University does not factor transfer credit into the RWU cumulative grade point average (GPA).
- RWU accepts transfer credit for courses completed at other accredited postsecondary institutions that are comparable in quality, content, and character to courses offered at RWU.

# Frequently Asked Questions

## 1. Did you receive my transcript from my other university yet?

The Registrar's Office can tell you if we have received it and when it was evaluated.

## 2. How will I know how many transfer credits were awarded from my other university?

The Registrar's Office will give you a copy of the Transfer Credit Evaluation Form or your Pre-Approval Form that lists the courses along with the number of credits you were awarded.

## 3. My previous university gave Pass/Fail grades for courses. Will RWU accept courses with these grades?

Credit for courses successfully completed with a grade of "P" will be transferred only if appropriate documentation is provided from the issuing institution certifying that the grade of "P" had the equivalent grade of C or higher.

## 4. I received a C- in some courses at my other school. Will I be able to transfer these courses?

No, C- grades may not be considered for undergraduate transfer credit.

## 5. I want a copy of my transcript from the other university I attended. You have it in my student folder. Why won't you give me a copy? It's my transcript.

Transcripts from other US and international universities as well as other documents submitted to RWU for admissions or transfer become the sole property of RWU and therefore cannot be returned to the student or other institutions. Our refusal to copy these records for the student or to send them to other universities is based upon the following:

- The documents that we have received are a reflection of a student's records while attending the other institution at a particular point in time. The record may have been changed since then and therefore the transcript we have on file may not reflect the most current record.
- Students who have not fulfilled their financial obligations at their prior institution can be refused an official transcript until such obligations are met.

## 6. Will the GPA from my other university appear on my RWU transcript?

No. We do not record GPA or grade information that you received from another university.

## 7. I took Credit by Examination for a course at my other university? Will RWU accept this for transfer credit?

No. If a course appears as Credit by Exam on a transcript for another school we do not award credit for this course. The reason for this is that every school has different academic standards. We have no way of knowing what material your former school used to award credit by exam.

## 8. I received 3.0 Continuing Education Units (CEU's) in Desktop Publishing at another school. Will RWU accept these for transfer credit?

No. Transfer credit is limited to collegiate level course work completed with a grade of "C" and above. Continuing Education Units are noncredit by definition and are not graded so we do not grant transfer credit for CEU's.

## 9. My previous university had a quarter calendar and RWU has a semester calendar. How do you convert quarter hours to semester hours?

The conversion of quarter to semester hours is based on a two-thirds rule. Students enrolled at a semester calendar school attend two 15 week semesters during a typical 30 week academic calendar. At a quarter calendar school, students attend the same number of weeks over a three 10 week period (quarters), hence  $10/15 = 2/3$ .

To convert quarter hours to semester credit hours, multiply quarter hours by  $2/3$ . Using this formula, the following credits expressed in decimal form may be awarded from schools using quarter credit hours. Listed below is a conversion table. RWU also determines hours granted according to course content, level of the material and whether or not the course applies to your program.

Quarter Hours	x 2/3 = Semester Hours
1	.66
2	1.33
3	2.00
4	2.66
5	3.33

Students are cautioned that while quarter hour courses may transfer as an equivalent to a RWU course the fractional hours may result in a problem. RWU requires a set minimum number of credits for graduation. A program requiring 120 hours, as an example, demands the full amount be earned. A student earning 119.66 credits will not be eligible for graduation.

## 10. RWU indicates that it only considers awarding credit from "regionally accredited" U.S. colleges and universities. What does this mean?

RWU only awards credit from schools that are regionally accredited. Many of these universities also have obtained professional accreditation in individual disciplines. The list of regional agencies appears below.

### Regional Accrediting Agencies



#### Middle State Association of Colleges and Schools

Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands

#### New England Association of Schools and Colleges

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

#### North Central Association of Colleges and Schools

Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming

#### Northwest Association of Schools and Colleges

Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington

#### Southern Association of Colleges and Schools

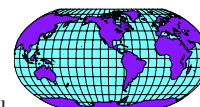
Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia

#### Western Association of Schools and Colleges

California, Hawaii, American Samoa, Guam, Commonwealth of the Northern Marianas, and the Trust Territory of the Pacific Islands

## 11. What about taking courses abroad where the other institution does not have U.S. regional accreditation?

If you are taking a course through the RWU Semester Abroad International Studies program then the other university has been approved. You



still need to secure course advisement and approval before enrolling (see steps on reverse). If you are going to enroll at a foreign institution not associated with RWU you must follow all the steps listed on the reverse and be very certain that you are seeking to enroll in a recognized university. Your advisor can assist you in determining this prior to enrollment.