

9.2.34 Evaluation and Application of Undergraduate Transfer Credits [FS 2017-18/100]

Credit is awarded for college-level course work completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Transcripts issued by a non U.S. institution that do not have an International Institutional Agreement (consult 9.2.34.3 for additional definition) with UWRF in place that states that transfer credit will be reviewed and accepted using transfer credit evaluation processes need to be evaluated by a third-party transcript evaluation service. The purpose of the transcript evaluation service is to provide UWRF with an English translation of courses, credits and grading systems as they appear on the foreign transcripts, as well as to verify the foreign institution's accreditation. It is the responsibility of the student to request this service and pay any fees associated with the third-party evaluation service.

Prospective and enrolled students are required to use one of the approved third-party transcript evaluation services. A list of approved third-party transcript evaluation services is available from the Registrar. As of Fall Semester 2017, the list is comprised of the following organizations:

Educational Credential Evaluators: <http://www.ece.org>

World Education Services, Inc.: <http://wes.org>

American Education Research Corporation, Inc.: <http://aerc-eval.com>

International Education Research Foundation: <https://www.ierf.org>

AACRAO International Education Services (IES): <https://ies.aacrao.org>

9.2.34.1 Undergraduate Credit Transfer Evaluation

Upon receipt of an official transcript or a third-party transcript evaluation, an internal evaluation will be completed. Courses must be similar in nature, level, and content to a course in our undergraduate curriculum and applicable to one of our academic programs; this includes courses that are technical or vocational in nature. Continuing education courses, graduate-level courses, and courses that are remedial, or doctrinal in nature are not transferable. Courses which do not match with specific requirements may be accepted as elective credit, but may be allowed to substitute for specific requirements with approval of the appropriate Academic Department Chair and/or Academic Dean. Faculty Advisors, Department Chairs and Academic Deans work with transfer students to help them best apply their credits toward the UWRF degree.

Once an internal evaluation has been completed, accepted transfer credits and grades will be recorded on the students UWRF record as they appear on the transcript from the host institution or according to the International Institutional Agreement or as provided by the transcript evaluation service. Transfer grades will not be used in calculating the cumulative GPA. However, grades will be calculated in the major GPA if transfer credits are awarded to meet major requirements. The application of transfer credits and the calculation of cumulative and major GPAs affect eligibility for academic honors and awards. [FS 95/96-24]

9.2.34.2 Graduate Credit Transfer Evaluation

If allowed by the graduate program, students may be able to transfer as many as nine credits from other institutions or from within the university. Any exceptions need to be approved by the Director of Graduate Studies, upon recommendation from a program chair. If a student has credits earned at UWRF toward a prior graduate degree, they are treated as if they are transfer credits. In addition to meeting the requirements in 9.2.34, graduate credits must meet the following conditions:

- Be from courses with an earned grade of "B" or higher;
- Be from a regionally accredited institution and an acceptable graduate program;
- Be listed on an official transcript received by the UWRP Registrar's Office;
- Be approved by the graduate program director;
- Have been earned within seven years from the projected date of completion for a UWRP degree.

Once an internal evaluation has been completed, accepted transfer credits and grades will be recorded on the students UWRP record as they appear on the transcript from the host institution or according to the International Institutional Agreement or as provided by the transcript evaluation service. Transfer grades will not be used in calculating the cumulative GPA.

9.2.34.3 International Institutional Agreements

Transcripts issued by a non U.S. institution that do not have an International Institutional Agreement with UWRP in place that states that transfer credit will be reviewed and accepted using transfer credit evaluation processes need to be evaluated by a third-party transcript evaluation service.

International Institutional Agreements (IIA), which include Memoranda of Understanding (MOU) where applicable, Memoranda of Agreement (MOA), and International Articulation Agreements (IAA) are critically important tools that must include appropriate transfer language.

All IIAs to be proposed will include transfer credit language that conforms to one or more of the following options.

- Transfer credit from the partner institution(s) to be proposed will be reviewed and considered for approval using official, UWRP transfer credit evaluation processes.
- Individual courses may be proposed as pre-approved transfer credits by listing them within an IIA. These courses will be reviewed and approved by the relevant content experts prior to signing the IIA.
- Other program requirements (e.g. General Education) may also be proposed as appropriate transfer credits within an IIA. These requirements will be reviewed and approved by the relevant content experts prior to signing the IIA (e.g. the General Education and University Requirements Committee would review proposed transfers of general education credit).

The IIA must also contain language that the partner institutions will provide the following course information when transfer credit is requested: department, course number, course title, course description, course credits or credit equivalencies, learning outcomes or equivalencies, and course content.

Only the Chancellor and her/his designee are authorized to sign IIAs.

IIAs and links to them, will be listed on the university's accreditation and affiliations page.