

# TRANSFER CREDIT POLICIES

## Transfer Credit from Other Institutions

The University considers awarding transfer credits from other regionally-accredited institutions on two conditions:

1. the institution's accreditation is recognized in the directory *Accredited Institutions of Postsecondary Education* published by the American Council on Education (credits from international institutions will be considered on a case-by-case basis), and
2. the credits are for graded courses which are deemed appropriate for a liberal arts and sciences degree at the University of Mary Washington.

Regulations governing the consideration of courses for transfer credit vary according to whether the credits are transferred **BEFORE** or **AFTER** matriculation.

## Before Matriculation

As a rule, transfer credit is given for courses of the same type, on the same level, and under the same guidelines as University of Mary Washington courses. Courses for which transfer credit is awarded must neither overlap nor repeat those that the student takes at the University, and a grade of C (2.00) or better must be earned. Previously awarded transfer credits will be forfeited and removed from the UMW record if the equivalent course work is later completed at UMW or another university. This does not apply to students receiving GI Bill® benefits; the VA will not pay for courses/credits that have not been successfully completed and transferred to UMW. For more information, please see the school Certifying Official in the Office of the Registrar. Approved transfer credits can count toward the major program or general education requirements, or can be used as elective credits.

After an official transcript has been received and evaluated by UMW, a student will be notified of the transfer credit that can be counted toward a University of Mary Washington Bachelor of Arts, Bachelor of Science degree, Bachelor of Nursing degree, or a Bachelor of Liberal Studies degree. B.A./B.S./BSN students who wish to have their transfer credit award re-evaluated should contact the Office of the Registrar to make a specific re-evaluation request. BLS students should contact the BLS Office.

## After Matriculation

All students at the University of Mary Washington who wish to earn transfer credit at another university (e.g., during summer school) must secure written permission from the Office of the Registrar **before registering for the course**. Students seeking transfer credit from a foreign university as part of an education abroad program must work with the Center of International Education in order to secure all the necessary transfer credit approvals prior to the beginning of their abroad program.

Transfer credit will only be awarded for courses completed within the semester for which approval has been granted by the Office of the Registrar. Approved transfer credits can count toward the major program or general education requirements, or can be used as elective credits. A student wishing to apply for transfer credits for courses for the academic major must submit a pre-approval form, signed by the department chair, to the Office of the Registrar. This form is available in the Registrar's Office or online via the Registrar's web page.

The student seeking transfer credit is responsible for seeing that an official transcript, complete with the final grades for requested course work, is received by UMW. Pre-approved transfer credit will be applied to a UMW degree only if the Office of the Registrar receives an official transcript of that course work by the University's final deadline.

## Transfer Credit Deadlines

No UMW credit will be awarded for any transfer work (including all pre-approved transfer work) for which UMW has not received official transcripts by the following deadlines:

- For continuing B.A., B.S., BLS, and BSN students, official transcripts for pre- approved transfer credit **MUST** be received by UMW **by November 15** for spring and summer courses taken in the same calendar year.
- For continuing B.A., B.S., BLS, and BSN students, official transcripts for approved transfer credit **MUST** be received by UMW **by April 15** for fall courses taken in the previous calendar year.

If the official transcript from the other institution is received by UMW by the appropriate deadline, the pre-approved credits on which the student has earned a grade of C (2.00) or better, will be recorded on the student's permanent record at the University of Mary Washington

Transfer credit is not awarded for duplicate courses (courses already taken, either at UMW or another institution).

The one exception to this policy is ENGL 101 Writing Workshop. An additional three hours of transfer credit will be awarded Writing Intensive designation if two transfer courses are considered equivalent to ENGL 101 Writing Workshop or if a student earns a grade in ENGL 101 Writing Workshop at UMW after receiving transfer credit for one course equivalent to ENGL 101 Writing Workshop. There is a limit of six, 100-level English composition credits that can be applied to the graduation requirement of 120 credits.

## Guidelines Covering the Application and / or Deletion of Transfer Credits

The following provisions apply to transfer courses taken at other institutions.

1. Transfer credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).
2. Transfer credits are counted as completed credits toward graduation, and thus affect all decisions regarding probation, suspension, and
3. A student may request the permanent deletion of transfer credits from his or her record at any time except when he or she is on disciplinary or honor suspension or after academic.