

## **Western State College of Colorado Transfer Policy**

### **Criteria for Admission of Transfer Students**

Official transcripts should be sent directly to Western's Admissions Office by all prior colleges or universities attended. Transfer applicants must have a combined grade-point average of at least 2.5 from all prior colleges or universities to be considered for admission. Transfer applicants must have completed at least the same level of course work required of freshmen applicants. Only academic courses for which students have earned a letter grade of "C-" or better will be considered for transfer credit. Consideration will be given to applicants who demonstrate that the work completed at other institutions is of such quality that normal progress toward graduation is being made. Test scores, recommendations, high school records, interviews, and other relevant information may be used in assessing the application for admission. Transfer applicants who have earned fewer than 30 semester credits are required to submit scores from either the ACT or the SAT, along with final high school transcripts. Grades earned at other institutions are not included in the calculation of grade-point averages at Western.

### **Admission of International Students**

International students seeking admission must submit an application for admission and official high school and/or college transcripts (translated into English), along with the \$30 non-refundable application fee in American currency. Applicants must be graduates of high school programs equivalent to similar programs in the United States. Applicants from countries where English is not a national language must have a score of 550 or better on the Test of English as a Foreign Language (TOEFL) or 213 on the computer-based TOEFL. Applicants must demonstrate by bank affidavit (English translation) that a total sum of \$20,000 in U.S. currency is available to cover the costs of each year of anticipated study.

### **Transfer Credit, AP Credit, CLEP, Other Credit and Credit for Advanced Placement**

Outstanding high school seniors may accelerate their academic progress by taking one or more subjects which are taught at the college level. Western allows credit for Advanced Placement in all subject areas. A minimum score of 3 is required for credit to be granted for most AP tests (for some tests, a score of 4 is required). Scores must be submitted by the College Board directly to the Admissions Office.

### **Credit for International Baccalaureate Program**

Western recognizes the International Baccalaureate (IB) Program, and for students who have completed the IB diploma program, grants credit based on performance on individual IB exams. Western will grant a minimum of 24 semester credits of course equivalencies toward the student's general education or graduation requirements as long as all IB exam scores are 4 or greater. Students who have completed the IB diploma program and have earned a score below a 4 on any of the individual subject exams may earn fewer than 24 semester credits of course equivalencies. Official IB scores must be sent to the Admissions Office from the International Baccalaureate Organization.

### **Credit for Transfer from Two-Year Colleges**

Western will accept courses for which grades of "C-" or better have been earned from accredited two-year colleges. The maximum that Western will accept toward a bachelor's degree is 60 semester credits. Articulation agreements and transfer guides have been developed with all of the Colorado two-year institutions. Transfer students from Colorado two-year programs who graduate with an associate of arts or associate of science degree will be considered to have satisfied Western's General Education Program. Credit accepted in transfer from two-year institutions can only be counted as lower division credit. This applies even if the course equivalency is for an upper-division course at Western. Transfer credit accepted on a provisional basis from a college that is a candidate for accreditation (as recommended in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices) can only be validated by the student completing 30 credits at Western with a 2.000 cumulative grade-point average.

### **Credit for Transfer from Four-Year Institutions**

Western will accept courses for which grades of "C-" or better have been earned from accredited four-year colleges or universities. The maximum that Western will accept toward a bachelor's degree is 90 semester credits. Credits accepted in transfer that are comparable to those offered at Western or are State Guaranteed General Education Transfer Courses may apply toward satisfying requirements of the General Education Program and requirements of the major and minor programs. Courses not equivalent to specific courses at Western or those excluded from acceptance toward any of Western's program requirements may or may not be accepted as electives. Exceptions to evaluations of transfer credit by the Admissions Office may be requested by the appropriate academic department. Transfer credit accepted on a provisional basis from a college which is a candidate for accreditation (as recommended in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices) can only be validated by the student completing 30 credits at Western with a 2.000 cumulative grade-point average.

### **Credit for Transfer by Correspondence and Non-traditional Programs**

Western will accept credits for both military service training and non-traditional training as recommended by the American Council of Education. The maximum number accepted by Western toward a bachelor's degree is 30 semester credits. Credits accepted in transfer that are comparable to those offered at Western will apply toward satisfying requirements of the General Education Program and requirements of major and minor programs. Courses not equivalent to specific courses at Western or those excluded from acceptance toward any of Western's program requirements may or may not be accepted as electives. Exceptions to evaluations of transfer credit by the Admissions Office may be requested by the appropriate academic department. Western will not grant credit for "life experience," that is, credit for experience gained from "work-related" activities.

### **Credit for College Level Examination Program (CLEP)**

Western will award credit for both the general and subject CLEP exams. Students may be awarded a maximum of 18 semester credits as a result of completing the general CLEP examinations. This credit may only be used to satisfy General Education requirements at Western. In awarding credit on the basis of subject examinations, Western follows (approximately) the recommendations of the American Council on Education. This means that credit is awarded on the basis of a scaled score of 50, with the exception of the Level 2 foreign language exams. For a list of subjects and courses awarded CLEP credit, contact the Admissions Office. Total credit generally permitted under CLEP and other programs leading to credit by examination for any one student is limited to 40 semester credits. Exceptional cases may be appealed. Students granted CLEP credits from another institution must submit an official CLEP Score Report to Western for credit to be awarded.

### **Resolution of Transfer Disputes Among Colorado Institutions**

Students transferring from Colorado institutions may file an appeal of Western's evaluation of their transfer credits by adhering to the following procedure. The Admissions Office is responsible for the appeals process. The appeal must be filed in writing to the Admissions Office of Western State College of Colorado within 15 calendar days of receipt of the evaluation. Failure to file in this timely manner means that the original evaluation will be binding. Western will respond to any timely appeal in writing within 15 calendar days of the receipt of the appeal. If the initial appeal does not resolve the dispute, the student may appeal in writing to the student's previous institution(s) within 15 calendar days. The presidents of the two institutions (or their representatives) may then resolve the dispute. If the issue is still not resolved, the student may file an appeal with the Colorado Commission on Higher Education (CCHHE) within 15 calendar days of receipt of written notification by Western of the presidents' decision. The CCHHE may then resolve the dispute. The decision of CCHHE will be final and binding.