



Admission of Transfer Students

The University welcomes the application of students with academic credit earned at other accredited colleges and universities. Students are required to report all college-level credit attempted and/or completed, and are required to submit official transcripts of such work. The primary factor for consideration of admission of a transfer student is the student's cumulative GPA. Other factors considered for admission include letters of recommendation, a personal interview, extracurricular activities, and work experience. Applicants are advised to have at least a cumulative GPA of 2.5 or better for unconditional admission. Students may be admitted with less than a 2.5 GPA on the recommendation of the Admissions Committee. The Committee reserves the right to place conditions or requirements on the admittance of such a student.

Applicants with fewer than 24 transferable hours of college credit must submit an official high school transcript with the scores of any SAT or ACT exam(s) previously taken. Transfer applicants out of high school for more than two years, or are GED recipients, are not required to submit SAT or ACT exam scores.

Applicants with credit earned at non-accredited institutions, such as trade, technical, and career schools, are advised that such credit is generally not transferable to the University. However, an official transcript of coursework is required for admission consideration.

Transfer of University Work

All courses completed with a grade of C or higher that are normally considered part of an associate or bachelor degree program will transfer to the University of the Incarnate Word. The cumulative grade point average at UIW is based upon all hours attempted, regardless of the grade earned, and to include both transfer and UIW credits. Some transfer work may not apply toward degree requirements.

Acceptance of transfer work does not reduce institutional requirements (e.g. residency, advanced hours, etc.). Refer to the institutional requirements sections of this catalog for information pertaining to institutional policies.

It is the student's responsibility to provide the Registrar's Office with an official transcript reflecting completion of the course work. Transcripts from all previously attended colleges or universities, regardless of whether credit was awarded or whether credits apply toward the current program, must be received by the Registrar's Office at the University of the Incarnate Word by the beginning of the first semester of enrollment. Students who fail to meet this admission requirement will not be permitted to enroll for future semesters until all required transcripts are received.

Credit submitted for transfer to the University of the Incarnate Word must be recorded on an official transcript received by the Registrar's Office from the institution where the credit was earned. Once

submitted for admission or transfer consideration, the transcript becomes the property of the University of the Incarnate Word and cannot be released back to the student. The transfer of course credit will be determined by the Office of the Registrar on a course-by-course basis. Course content will be determined from the catalog description or the course syllabus issued by the transferring institution. The following policies will be used by the Registrar when evaluating transfer credits.

A. Credit from Regionally Accredited Institutions

1. A course that is normally considered part of a bachelor's degree program will be accepted in transfer.
2. A course with a grade of less than C will not be accepted in transfer. Grades for all courses that are normally considered part of an associate or bachelor degree program, regardless of whether or not they apply toward the degree or transfer for credit, will be used to determine the transfer grade point average.
3. A course that is essentially equivalent to a UIW course will be transferred as an equivalent course. Discipline Coordinators will be consulted when there is a question regarding the similarity of a transfer course to a UIW course. Lower level courses accepted as equivalent to courses offered at the advanced level at UIW will not satisfy the advanced hour requirement (refer to Chapter 5, Degree Requirements, section A, policy #2).
4. Developmental course work (including ESL/ELS) and/or preparatory courses, such as orientation, will not be accepted in transfer and will not be included in the calculation of the transfer grade point average.
5. A course that is intended for use in a vocational, technical, or occupational program normally will not be accepted as transfer credit unless it is applied as partial fulfillment of the BAAS degree program. Courses of this nature applied to BAAS degree program will be used in the calculation of the cumulative transfer grade point average. All exceptions must be approved by the Discipline Coordinator and the appropriate Dean.
6. Graduate level courses will not be transferred for undergraduate credit unless the Discipline Coordinator and the appropriate Dean have approved the courses for use in the student's undergraduate degree program.
7. Discipline courses offered in a professional degree program, such as nursing, nuclear medicine, or teacher certification, will not be accepted as degree credit until approved by the Discipline Coordinator and the appropriate Dean.
8. Credit for field experience, internship, or practicum may be transferred from a senior college or university if credit is approved by the Discipline Coordinator and the appropriate Dean. Since these credits are usually taken in the junior or senior year, credit for such courses will not be transferred from a two-year college.
9. Credit reflected on an incoming transcript for life experiences or from an evaluation of a —portfolio will not be accepted in transfer by UIW.
10. Credit may be awarded for completion of educational programs conducted for business and industry. After matriculation, credit may be determined on an individual bases, based upon UIW equivalence, and upon American Council on Education credit recommendations. The student must petition for credit through the Registrar who confers with the appropriate discipline faculty and Dean. A maximum of 30 semester hours may be earned by professional certification or in combination with correspondence or credit by examination. A \$50.00 fee will be charged per course. After matriculation, students must obtain the Advisor and Dean's approval to transfer such credit to the University.

11. After matriculation at UIW, a maximum of 12 semester hours may be accepted through correspondence work. The discipline coordinator must approve courses taken by correspondence before the work begins. Enrollment in correspondence study during the student's final semester may change the date of graduation if work is not completed and a grade received by the Registrar's Office at UIW before the end of the semester during which the student anticipates graduating.
12. A maximum of 30 semester hours may be earned through non-resident instruction (through a combination of correspondence, professional certification, or credit by examination).
13. After matriculating at UIW, a student must obtain advance permission to enroll at any other college or university with the intent of transferring course credits to UIW for application toward degree requirements. Procedurally, if the course is offered at UIW, a request for enrollment for the same course at another institution will be denied.
14. All work completed at a two-year college will carry lower-division credit. In exceptional circumstances, a lower-level course may be substituted for an upper level course with the approval of the Discipline Coordinator and the appropriate Dean. A lower-level course substituted for an upper-level course will not count toward the advanced hour requirement for the degree (refer to Chapter 5, Degree Requirements, section A, policy #2).
15. Course work taken at St. Mary's University and Our Lady of the Lake University while enrolled at UIW will be treated as resident credit; however, work taken prior to matriculating at UIW will be treated the same as other transfer work.
16. In any case where a decision cannot be made using the above criteria, the Registrar's Office will determine the transfer of credit based on University policies and prior experience of that office.

B. Credit From Non-Accredited Schools

Students transferring to UIW from an institution of higher education that is not accredited by one of the regional accrediting associations may validate the work taken at the institution by:

1. Successful completion of a departmental —Challenge Examination or through a nationally approved subject examination.
2. Completion of 30 hours of residence credit at UIW with a GPA of 2.5. Students must apply to the Registrar for consideration of this option. Specific course credit will be approved by the Discipline Coordinator and appropriate Dean.

C. Block Credit in Religious Studies

A student may receive up to 12 semester hours of credit for lower-level undergraduate religious studies by successfully completing a post-secondary program of religious education. The criteria are available from the Religious Studies Coordinator.

D. Credits from International Schools

1. For consideration of transfer credit, official transcripts translated to English are required. Course descriptions or syllabi may be required to determine transfer acceptance or equivalence to UIW courses.
2. English credit will not be awarded for courses completed in non-English speaking countries. Students may take CLEP or departmental challenge examinations to validate these credits. Such courses may be considered for meeting the foreign language area of the degree plan and the hours for this area will be waived.

3. Credit from international sister institutions with which the University has documented articulation agreements will receive special consideration.

E. Credit for Military Experience

1. Students who have completed a minimum of six months of active duty in the armed forces of the United States may receive academic credit for 2 semester hours of physical education. A student should provide the Registrar's Office with an official copy of form DD214.

The University of the Incarnate Word recognizes and accepts in transfer credit for military training courses. Some transfer work may not apply to degree requirements. An official military transcript must be sent to the Office of the Registrar for evaluation.

Advanced Placement and Advanced Credit

See Credit by Examination (refer to Chapter 5, Credit by Examination, Certification, or Correspondence Policies).

Admission to the Adult Degree Completion Program (ADCaP) and Virtual University

Admission Requirements for Extended Academic Programs

To be eligible for this matriculation, students must meet the following criteria:

1. Students must typically* be out of high school for at least five years. Students are not required to submit ACT or SAT test scores.
2. Students must have worked in a full-time job for a minimum of three years, in or outside of the home.
3. Students who desire Unconditional Admission must demonstrate a GPA of 2.5 or better in any previous college work. In order to judge this, students will be required to obtain —official transcripts‖ from all regionally accredited institutions previously attended.
4. Students can be considered for Conditional Admission with unofficial copies of their previous college work. Official copies must be received by the end of the second term of attendance.
5. Students with less than the expected 2.5 GPA may qualify for Conditional Admission.
6. Students may be considered for Non-Degree seeking status using the following criteria:
7. Students may be placed into Non-Degree seeking status prior to matriculation; provision of transcripts is not required. However, proof of high school graduation or GED must be supplied. Non-degree seekers within this category will be limited to enrollment in no more than three (3) undergraduate classes. Upon the completion of the third course, the student must either apply for admission or discontinue all attendance at the university.
8. Students may be admitted into Non-Degree seeking status if official transcripts are provided. Non-degree seekers within this category will be limited to the accumulation of no more than 24 undergraduate semester hours.
9. Students attending another home institution may be admitted into Non-Degree seeking (Transient) status by either supplying official transcripts or a letter of —good standing‖ from the Academic Dean or Registrar at the home institution.

These conditions and requirements of Conditional and Non-Degree seeking admission will be stated in the admissions letter. Students who do not meet all requirements in the time frame stated will be removed from eligibility to enroll.