



1. Students who have previously been enrolled in a college or university may be admitted as a transfer student. For transfer admission, a student must be eligible to re-enter the institution(s) previously attended. To be considered for transfer status applicants must submit the following:
 1. A completed application for admission.
 2. An application fee of \$35 (non-refundable).
 3. Official transcripts from each institution attended. It is the responsibility of the student to provide official transcripts of all college work completed as of the date of the application. Failure to list all colleges attended is considered grounds for denial of admission into Wayland as well as possible immediate suspension for those currently enrolled at Wayland.
 4. A letter explaining the circumstances leading to a suspension from any previous institution
 5. A letter explaining the circumstances leading to a probation from any and all colleges within the last 5 years.

For regular Transfer admission, applicants must have a cumulative grade point average (GPA) of at least 1.6 if less than 60 transcribed hours are completed or 2.0 with 60 or more transcribed hours completed. If an applicant has fewer than 24 transcribed hours, an official high school transcript and official ACT or SAT test scores must be submitted. Transfer students who are at least 22 year of age on or before the first day of class will not be required to submit ACT or SAT test scores. Students who were enrolled for 12 or more hours at their previous institutions must have passed at least six semester hours of nonremedial college credit, and students who were enrolled in fewer than 12 semester hours must have passed at least three semester hours of college credit. Transfer students may be required to take additional placement testing as deemed necessary by the admissions committee.

Transfer students not meeting the conditions for regular Transfer admission may be considered for admission at the discretion of the university's admissions committee. After consideration of all documentation required for review, the committee may:

1. Admit the student under the category Transfer Admission.
2. Admit the student under an Entrance Probation category with our without stipulations.
3. Deny admission.
4. Require an interview, additional documents, and/or additional testing.

Transfer Credit

The University will consider for transfer collegiate-level work completed at an institution of higher education. To be acceptable for transfer, the work must be of comparable level and content with the degree being sought at Wayland. In no instance will remedial, high school, or duplicate work be accepted for transfer. Acceptability of work for transfer does not imply that it is applicable toward the requirements of a particular degree program. It is the responsibility of the student to provide official transcripts of all college work completed as of the date of the application. Failure to list all colleges attended is considered grounds for denial of admission into Wayland as well as possible immediate suspension for those currently enrolled at Wayland.

The student must provide official copies of transcripts from each institution attended. The records facility of the granting institution must mail such transcripts directly to the University Registrar's office. Students registering at one of the university's external campuses may have the transcript mailed to the executive director/campus dean of that external campus. The executive director/campus dean will then forward the transcript to the Office of the University Registrar. A hand-carried document will be accepted for evaluation if it is in a sealed institution envelope with a school seal, stamp, or signature on the back flap of the envelope. Upon receipt, the documents become the property of Wayland and will not be returned to the student either as originals or as copies. The university's transcript evaluators are responsible for the evaluation of transfer credit. For courses not previously assessed, a syllabus and course outcomes may be required and reviewed by the school dean for which that course would be considered equivalent to Wayland work. The university's academic council will hear appeals of decisions made by these evaluators and the judgment of this council is final.

All transferred work (with accompanying grades or marks) will be translated into Wayland terms. At the undergraduate level, when the content or level renders an equivalency impossible, the work will be given a generic title and number. Under no circumstance will work taken at the freshman or sophomore level count toward satisfying the upper-level requirements established for any degree. Should the record show work which is duplicated, in the university registrar's opinion, the first duplicated grade will be the grade of record. Work completed at universities or colleges that are designated as testing schools will be evaluated using the standards established under the advanced standing examination portion of the catalog.

Transfer work will become a part of the student's record only after matriculation (defined as enrollment continued after census date) and then only when the student has established a course of record. Transfer credit will be assessed and students will be informed of the amount of credit which will transfer, preferably prior to their enrollment, but at least prior to the end of the first academic term in which they are enrolled or permitted. A total of six hours of D grades may be accepted in transfer. No courses with a grade of D will be accepted from an institution at which the student has a GPA of less than a 2.0. A grade of D will not be accepted as transfer for any English course used to fulfill a general education core requirement. A grade of D will not be accepted on transfer into a student's major, minor or specialization.

Transfer Credit Equivalencies - For purposes of transfer, work taken on a trimester system will be converted to semester hours on a one-to-one basis. If the work was taken on a class hour basis, 15 class hours will be equated to one semester hour. For conversion from quarter hours to semester hours, the following equivalencies have been established: quarter hours semester hours quarter hours semester hours

1 = .66

2 = 1.33

3 = 2.0

4 = 2.66

5 = 3.33

6 = 4.0

The university will use the summation of the individual course equivalencies from a particular institution to compute GPA and/or credits earned. For credit systems other than those listed above, the university registrar will determine an appropriate mathematical relationship and apply it to the record in question.

Foreign Institutions

Students who wish to transfer work from foreign institutions must submit the following:

1. Official transcript(s) in the original language sent directly from the issuing institution to the Office of the University Registrar.
2. Translations of the official transcript(s) into standard English and certified by a translator approved by the university registrar.
3. Evaluation of the official transcript must be done by a professional evaluator service. This evaluation must include appropriate subject identification, upper/lower level designation, and U.S. equivalent GPA calculation. A copy of the results for each transcript must be sent directly to Wayland from the evaluation service. A list of acceptable companies is available from the university registrar or the international admissions representative. The preferred agency is World Education Services, Inc. (WES). WES may be contacted at:

World Education Services, Inc.

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Email: info@wes.org

Web Site: www.wes.org