

Oklahoma Wesleyan University

Transfer Credit Policy

Oklahoma Wesleyan University has established a transfer credit policy that is designed to facilitate the transfer of students' credits from one college or university to OKWU. The goal is to maximize the utilization of prior learning and help students advance in the educational system in the pursuit of their educational goals.

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I. Introduction

Oklahoma Wesleyan University recognizes that it is in the interest of educational effectiveness and transfer student mobility to have a definitive policy for the evaluation of transfer courses and the award of University transfer credit. The ultimate authority for the evaluation of transfer courses and the award of University credit is dependent upon the departmental faculty and the preliminary evaluation by the Registrar's Office.

The University distinguishes between acceptance of transfer courses for University transfer credit and the application of those credits toward OKWU degree requirements. This policy governs the acceptance of undergraduate courses for University transfer credit; the application of that credit for a specific degree rests with the student's degree-granting School and Department. Because of the varied requirements for individual degree programs, uniform application of transfer credit awarded is not possible.

The evaluation of transfer courses to determine the award of University transfer credit is a process that begins with an assessment of the institutional source and educational quality of the course work as evidenced by the national, regional, or professional accreditation held by the originating institution. This University Transfer Policy is mainly for United States institutions, but non-United States institutions that hold regional accreditation are also covered by this policy. Course work from non-United States institutions must be evaluated by an approved agency such as World Education Services (WES.org) or American Association of Collegiate Registrars and Admissions Officers (AACRAO.org).

If a course is from a regionally accredited institution and the student has done satisfactory work in the course, then the criteria of nature, level, content, comparability will be used to determine the acceptability of the course for University transfer credit.

The goal of the policy is to provide equitable treatment for transfer students, and ensure that students will not be required to repeat a course that was completed successfully at a previously attended institution.

II. Accreditation and Award of Credit

The main criteria used to assess the eligibility of a course for evaluation and University transfer credit will be the accreditation of the original institution. The accreditation must be national, regional or professional recognized by OKWU.

A. Collegiate Sources

1. The University will evaluate and award credit for successfully completed college course work at post-secondary institutions (e.g. colleges, universities, community/junior colleges, technical colleges/institutes) that hold accreditation from one of the six regional accrediting associations (e.g. North Central Association of Colleges and Schools).

2. General college level course work (e.g. non-remedial, non-technical) successfully completed at post-secondary institutions holding faith based accreditation recognized by CHEA is also eligible for evaluation. University transfer credit will be evaluated according to the nature, level, content, and comparability of the course to University offerings.
3. Course work offered at collegiate institutions that do not hold national, regional or professional accreditation as recognized by OKWU will not be eligible for evaluation and University transfer credit.

B. Non-Collegiate Sources

1. Seminars, workshops, training programs and other formal learning experiences provided by non-collegiate agencies and organizations (e.g. Armed Forces, American Companies) may be eligible for an evaluation process. This would include the Professional Schools and Training evaluation process.
2. Formal learning experiences that have been evaluated and recommended by a University recognized accrediting body (e.g. American Council on Education - ACE) will be evaluated on the basis of this policy considering the nature, level, content and comparability of the courses offered by the University.

C. Location and Origination of Course Work

1. Domestic institutions: Course work must appear on an official transcript from the United States institution that offered the course and credit given initially to be eligible for evaluation. These would be regionally accredited institutions.
2. Foreign Institutions: Official transcripts of course work taken at foreign institutions will have to be submitted for official evaluation by an approved organization such as World Education Services or AACRAO. These evaluations will then be reviewed by the Registrar's Office. This policy does not govern this type of course work at foreign institutions.
3. Inter-institutional Affiliations: Course work that originates at a branch/regional campus of an institution will be treated in the same manner as course work originating from the institution's main campus. This will apply unless the branch/regional campus is separately accredited.
4. Other: Up to 35 hours of Vocational Tech credit can be accepted if they are posted on a transcript of a regionally accredited college toward a completed degree such as an associated of applied science degree.
5. Articulation Agreements: Oklahoma Wesleyan University has signed articulation agreements with the following institutions:
 - a) Central Technology Center – the student must have completed an OKWU approved technical program and received a diploma with a graduation date. A maximum of 30 block hours is transferrable and transcribed as a block of neutral credit after the student completes 12 hours at OKWU.
 - b) Community Care College – after completion of an associate degree at Community Care College, a block of credit, with a maximum of 63 hours, may be transferred and applied as elective hours toward a bachelor's degree at OKWU. The hours would be transcribed as a block of neutral credit after the student completes 12 hours at OKWU.
 - c) Northeast Technology Center – the student must have completed an OKWU approved technical program and received a diploma with a graduation date. A maximum of 30 block hours is transferrable and transcribed as a block of neutral credit after the student completes 12 hours at OKWU.
 - d) Rhema Bible Training Center – course work from this institution is evaluated on a course-by-course basis. There is an approved list of acceptable courses that have been evaluated by the School of Religion. Thirty (30) accepted credits may be applied to an associate degree and sixty three (63) credits toward a bachelor's degree at OKWU. These credits are transcribed as a block of neutral credit after the student has completed 12 hours at OKWU. The only exception is that if

the student has successfully completed both Old Testament and New Testament courses, they may receive credit for either Old Testament Literature or New Testament Literature at OKWU.

- e) Tri County Technology Center - the student must have completed an OKWU approved technical program and received a diploma with a graduation date. A maximum of 30 block hours is transferrable and transcribed as a block of neutral credit after the student completes 12 hours at OKWU.
- f) Victory Bible Institute – course work from this institution is evaluated on a course-by-course basis. There is an approved list of acceptable courses that have been evaluated by the School of Religion. Thirty (30) accepted credits may be applied to an associate degree and sixty three (63) credits toward a bachelor’s degree at OKWU. These credits are transcribed as a block of neutral credit after the student has completed 12 hours at OKWU. The only exception is that if the student has successfully completed both Old Testament and New Testament courses, they may receive credit for either Old Testament Literature or New Testament Literature at OKWU.
- g) Victory World Missions Training Center – course work from this institution is evaluated on a course-by-course basis. There is an approved list of acceptable courses that have been evaluated by the School of Religion.
Thirty (30) accepted credits may be applied to an associate degree and sixty three (63) credits toward a bachelor’s degree at OKWU. These credits are transcribed as a block of neutral credit after the student has completed 12 hours at OKWU.

III. Credit Award Based on Level and Nature of Transfer Course Work

A. Level of Course Work

- 1. Undergraduate Level: This policy shall govern the process of evaluating courses and the awarding of University transfer credit for undergraduate course work as defined by the originating institution. Lower division course work is usually taken during the first two years of a baccalaureate degree program and for an associate degree program. Also, included are the upper division courses associated with the last half of a baccalaureate degree program.
- 2. Graduate Level: This policy is for the evaluation of undergraduate course work only. Course work that is deemed to be at the graduate level (course numbering is usually 5000 and higher), will be sent to the appropriate Dean of the School for which the course is applicable for evaluation and determination of University credit.
- 3. Non-collegiate Level: Courses (e.g. Math and English) that are developmental or remedial in nature and are often designated by a zero (0) at the beginning of the course number are not given University transfer credit. Some of the types of courses in this category are study skills, speed reading, vocabulary, as well as ones designated ESL –English as a Second Language. These courses are not evaluated for University transfer credit.

B. Nature of Course Work

- 1. Basic and General Courses: Courses that are considered to be general education undergraduate (e.g. English, Math, History, Art) would be eligible for evaluation for transfer credit.
- 2. Technical Courses: Technical courses will not be eligible for evaluation except where the University has an articulation agreement with a technology school.
- 3. Continuing Education Unit (CEU): OKWU does not consider continuing education credits eligible for evaluation or as transfer credits.

IV. Determining Course Acceptability, Comparability, and Credit Hour Values

A. Acceptability of Courses

1. **Acceptable:** Course work that will be evaluated and is considered acceptable based on its content and that it is comparable to standard college/university curricula. After evaluation it may be awarded University transfer credit. These credits will be posted on the OKWU transcript after the student enrolls.
2. **Unacceptable:** Course work that will be evaluated and is considered unacceptable based on its content and the fact that it is not considered comparable to standard college/university curricula. This course work will not be awarded University transfer credit.
3. **Referred:** Some course work may need to be referred to the faculty of a department to determine whether or not this is appropriate course work for evaluation for University transfer credit.

B. Compare Content to Existing Oklahoma Wesleyan University Course

1. **Content match identified:** Transfer credit will be given for course work that is considered to be equivalent to an OKWU course. University department and course number will be specified and transfer credits applied.
2. **Content match possible, but not confirmed:** Transfer credit may be awarded and designated as general credit when it cannot be determined to be equivalent to an OKWU course. This type of transfer credit may only be used as elective credit toward the desired degree.
3. **Content match does not exist for a basic or general course:** Special transfer credit may be awarded for a course that is not offered at OKWU. This decision may need to be made by the Dean or faculty of the appropriate School or Department.
4. **Content match not possible for a technical course:** Transfer credit may be awarded by the University for technical courses that have no equivalent at OKWU. This will usually be done in accordance with Articulation Agreements with Schools of Technology.

C. Assigning Course Credit to OKWU School

1. When the content of a course is determined to be within a specific discipline of a School, the course will be assigned to that School. If the course requires further review, it would be that School that would review the course work.
2. If the content of a transfer course is interdisciplinary, then it would be assigned a generic category (e.g. Social Sciences) rather than a specific School.

D. Semester Hour Equivalency

1. Oklahoma Wesleyan University courses are offered based on the semester-hour system. Whenever students take courses at another university that is using the quarter-hour credit system, the following policy governs the number of credit hours that will transfer to OKWU. Quarter hours convert to semester hours at the value of 1 quarter hour = $\frac{2}{3}$ semester hour. The mathematical calculation is represented as follows: Semester Hours = Quarter Hours/1.5.

As a general guideline, this conversion chart is based on the above mathematical calculation:

- 5 Quarter Hrs is equal to 3.33 Semester Hrs
- 4 Quarter Hrs is equal to 2.67 Semester Hrs
- 3 Quarter Hrs is equal to 2.00 Semester Hrs
- 2 Quarter Hrs is equal to 1.33 Semester Hrs
- 1 Quarter Hr is equal to 0.67 Semester Hrs

For courses converted from quarter to semester hours, including conversions resulting in a decimal, if the student has fulfilled the intent of the requirement (General Education, Program, General Electives, etc.), and satisfies the minimum number of hours required to complete the degree program, then the institution has the flexibility to accept these hours as fulfilling the requirement.

Examples: If a student transfers from a quarter hour school with a US government course that is three quarter hours (which converts to two semester hours), the student has fulfilled the US government requirement. Similarly, if the student transfers a Science course that is five quarter hours (which converts to 3.33 semester hours), the student has fulfilled the Science requirement.

DISCLAIMER: A course from another university or college using the quarter-hour credit system may be approved to fulfill a general education requirement. However, students must be aware that the above conversion formula may affect the student fulfilling, in a timely manner, the degree hour requirement for graduation. Contact the Office of the Registrar, if questions regarding this transfer/conversion policy.

2. If the academic calendar of the originating institution is other than semester hours, appropriate conversion will be done to convert to semester hours, always using only whole numbers for the awarded credits.

V. Determination of Satisfactory Academic Performance

A. Completion Outcome

1. Complete: For course work to be considered successfully completed for University transfer credit, the grade must be a C- or above.
2. Audit: OKWU transfer credit is not awarded for transfer work that has a grade of Audit.
3. Incomplete: OKWU transfer credit is not awarded for transfer course that has an Incomplete grade.
4. Withdrawn: OKWU transfer credit is not awarded for transfer course that has Withdrawn (e.g. grade of W, WP, WF) as the grade.

B. Completed Course Outcomes

1. Pass: OKWU transfer credit may be awarded to transfer courses that have the grade of Pass (e.g. P/Pass, CR/Credit, S/Satisfactory). This will be neutral credit for GPA purposes.
2. Non-Pass: If the transfer work was considered non-passing grade (e.g. F/Fail, U/Unsatisfactory, NC/No Credit) it will not be awarded OKWU transfer credit.

C. Passing Grade Level

1. A grade of C- (C Minus) or above is considered acceptable for undergraduate transfer credit.
2. Courses that have been awarded a passing grade (e.g. P/Pass, S/Satisfactory, CR/Credit) are eligible for evaluation for neutral transfer credit.

VI. Additional Ways for Students to Earn Credits

A. Examination Credit

1. Credit by Examination: If the originating institution transcribed the passing of an examination (e.g. Advanced Placement, CLEP, DANTES) this will be eligible for OKWU transfer credit. The transcription should include the Department and Course Number of the equivalent course.

NOTE: A total of 54 hours may be earned may be earned from non-traditional sources. 22 hours may be from Professional Schools & Training (PS&T) and up to 36 hours from credit by exam with a maximum of 36 hours from the combination of the two. 40 hours is the maximum for military credit with a total of all three categories being 54 credit hours.

2. Course Credit for Advanced Placement: If the originating institution did not assign course credit for AP, the student may request that an official AP transcript be sent to OKWU Student Academic Services for evaluation.
3. Course Credit for College Level Examination Program (CLEP) tests: If the originating institution did not assign course credit for CLEP tests, the student may request that an official transcript be sent to OKWU Student Academic Services for evaluation. OKWU does have a pre-approved list of Subject Tests. A total of 36 hours of credit by exam may be earned towards a bachelor's degree at OKWU.
4. Course Credit for Defense Activity for Nontraditional Education (DANTES) tests: If the originating institution did not assign course credit for DANTES tests, the student may request that an official transcript be sent to OKWU Student Academic Services for evaluation. OKWU does have a pre-approved list of tests.

B. Life Learning Credit

1. Life learning credit may be awarded when the student has proof (e.g. certificates, licenses, etc.) of specialized training. These will be evaluated based on the list of pre-approved training programs.
2. Life learning credit may also be awarded when the student submits a Professional Schools and Training (PS&T) form with supporting documentation. This packet is submitted to the Dean of the appropriate School for evaluation and determination of credit to be awarded. The Dean also assigns the Department and Course Number for the credit as well as number of hours. A maximum of 22 hours of credit may be earned toward a bachelor's degree with PS&T.

C. Military Education

1. Credit may be awarded for Basic Military training if the student provides the documentation of DD214. Four (4) hours of credit are normally awarded for this training.
2. Block neutral military credit may be awarded for an official military transcript based on the recommendations of the American Council on Education (ACE). A maximum of 40 hours may be earned for military credit.
3. Military credit on an official transcript from a military institution such as Community College of the Air Force is evaluated like any other regionally accredited community college.

VII. Appeals

This transfer policy is constructed to act as a guide for the evaluation of previous learning experiences and awarding of University transfer credit.

Degree-granting departments within the Schools of the University have the responsibility to determine how transfer credit will be used for specific degree requirements.

A. Appeal Submitted by Student

1. If a student wants to appeal a decision regarding awarding of transfer credit, or the application of that credit to their degree plan, the appeal must be submitted in writing.
2. If the appeal is against the policy, the Registrar's office, in conjunction with the Chief Academic Officer, will research the issue and in some cases contact the originating institution for further information regarding course work and will determine if the policy was properly applied.
3. The appeal will be denied if it has been shown that the policy was properly applied. If the policy was not properly applied, an appropriate correction will be made.
4. If the appeal is in regard to a direct course to course equivalency, the appeal will be sent to the Dean of the appropriate School for a decision.

B. Appeal by an Institution

1. If an institution wants to challenge the transfer credit policy, the appeal must be submitted in writing to the Registrar's Office.
2. If the transfer policy is the issue, the Registrar's Office will research the situation to see if a correction needs to be made to the policy. If it is deemed necessary to change the transfer policy, the changes will need to be approved by the Chief Academic Officer and Academic Affairs Committee.

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