

WILLIAM CAREY UNIVERSITY

OFFICE OF THE REGISTRAR

TRANSFER OF CREDITS POLICY

In keeping with the mission of William Carey University that encourages individual students to develop his or her highest potential in scholarship, leadership, and service, William Carey University's policies for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates are defined and published annually for students' reference. These policies are consistent with the university's mission as a private, Baptist-supported institution accredited by the Southern Association of Colleges and Schools. It is the goal of William Carey University to ensure that coursework and learning outcomes are at the collegiate level and comparable to the institution's own degree programs.

Pages 57-59 of the 2009-2010 undergraduate catalog outline William Carey University's policy of accepting transfer credit from other colleges and universities.

TRANSFER CREDITS

A maximum of 64 academic credit semester hours earned in a community/junior college may be applied toward a degree at William Carey University. Once students have enrolled at William Carey University, they may not transfer a course from any other senior or community/junior college except by special permission of the vice-president of academic affairs. William Carey University will accept transfer credit only from regionally accredited institutions or from a recognized accrediting agency.

Students enrolled at William Carey University who wish to earn credits at another college must make an application in advance to the vice-president of academic affairs through their dean/advisor. The student must be in good standing at William Carey before permission will be granted to take a course elsewhere during any term.

Grades of D will not transfer if the student has a cumulative grade point average on all transfer credit for all college work attempted of less than 2.0.

William Carey University has an articulation agreement with Mississippi Gulf Coast Community College. Graduates from MGCCC interested in pursuing a bachelor's degree at William Carey should contact the admissions office at the Tradition campus for more information.

CREDIT BY EXAMINATION

William Carey University awards college credit to students through CLEP examinations and Advanced Placement Testing. Requirements are listed below:

Credit obtained by any combination of CLEP, Advanced Placement examinations, and International Baccalaureate (IB) higher level course scores may not exceed thirty hours. Credit by CLEP may not be earned for a subject in which more advanced credit has been earned. Credit by CLEP may not be earned for a course if the prerequisite courses have not been taken. Decisions regarding IB credit are made on a case-by-case basis for each applicant by the appropriate academic department. A minimum score of 5 is required for consideration.

CLEP Examinations----Humanities, college mathematics, natural science, social science, and history examinations are elective credit only. Students may, prior to or during their first term of enrollment (for part-time or summer students prior to having completed 15 hours), obtain degree credit for satisfactory performance (minimum score----scaled score of 500) on one or more of the exams named above, provided the student has not been enrolled in a comparable course for more than 30 calendar days. Six semester hours of credit may be obtained for each of the four examinations areas: humanities, mathematics, natural sciences, and social sciences/history.

CLEP Subject Examinations. William Carey University grants credit for CLEP Subject Examinations in lieu of enrollment in equivalent courses which are applicable to the degree program in which the student is enrolled. The acceptable scaled score for each subject examination is determined by the appropriate academic department, but must be a minimum of 50. Students may take subject examinations at any time during their college career, provided they have not been enrolled in the equivalent course for more than 30 calendar days. Credit may not be received for both the subject examination and its equivalent, either in another examination or in a course taken for credit. To receive credit for Freshman English 101, a student must take Freshman College Composition with essay. The essay portion of the CLEP Subject Examination will be graded by the department of language and literature at the university.

Credit by examination may not exceed eight semester hours in any area or discipline except in foreign language which has a maximum of 12 hours. Such credit may be entered on a record only after the student has earned 12 hours of credit in classroom courses at William Carey University.

Advanced Placement. Credit may be granted by examination on the College Board Advanced Placement Testing Program. No credit will be awarded for scores less than 3, and some academic departments may require a higher score than 3.

CORRESPONDENCE CREDIT

Correspondence credit will not be accepted in the department of the student's major unless it is in addition to the minimum credit required for the major. All correspondence credit must be approved by the chairman of the major department and the vice -president of academic affairs and must carry a grade of at least C. Transcripts for correspondence credits to be used to meet graduation requirements must be received by the registrar at least two weeks prior to the date of graduation. Correspondence credit is limited to six semester hours for a degree.

Courses evaluated by William Carey University transfer credit procedures from regionally-accredited institutions will carry the grade earned at the institution if the grading system is comparable to that of William Carey University.

Vocational and technical courses cannot be used toward a degree except in certain cases where technical courses may be used toward a Bachelor of General Studies degree. Developmental/remedial courses may be considered for general *elective* courses. (2009-2010 Undergraduate Catalog; p. 66)

No experiential credit is given at William Carey University.

Credit is given from foreign universities when students have their work translated by AACRAO (202-296-3359; www.aacrao.org/credentials) or WES (212-966-6311; www.wes.org). Students

are responsible for sending the syllabi to these agencies and having the results forwarded to WCU. Courses must be equivalent to courses at WCU to transfer.

A student may request a review or appeal (in writing) of specific courses not initially accepted for transfer equivalency. Upon receipt of this request, the Registrar's Office may ask the student for course descriptions/syllabi/qualifications of the faculty, etc., of the courses in appeal. This information is sent to deans/faculty for review and determination of the validity of the courses as equivalents to William Carey University courses.

The Registrar's Office is responsible for the security, maintenance, and integrity of academic student records. The Registrar's Office accepts the responsibility for ensuring that data contained within the academic transcript adheres to academic policies adopted by William Carey University.

THE TRANSFER OF CREDITS PROCESS

Upon official acceptance and registration of a student to William Carey University and upon receipt of official transcripts from all other institutions attended prior to attending William Carey, a transcript evaluation will be done for the student in the Registrar's Office.

Each course will be evaluated as to its equivalency to courses at William Carey University.

Those courses determined to be equivalent to WCU courses will be marked with the equivalent WCU course numbers.

All credits earned at other institutions will be entered into the computer, and a William Carey University transcript generated. All transcripts from other institutions will be entered as transfer work with the name of the institution and date(s) attended. All coursework will be combined, resulting in an overall GPA for the student. ***Due to this process, it is very important that all coursework from all institutions is reported upon making application for admission to WCU.***

The completed transfer equivalencies will be produced on a transfer transcript. This will become a part of the student's permanent record, the student database, and will be entered into WCU's document tracking system as a part of the student's file. Hard copies will be sent to the student and to advisors, deans when applicable, and assistant registrars on each campus. Advisor's transcripts and official transcripts will also be generated with information from other institutions.

The student has the right to appeal (in writing) the transfer of any course equivalency. The student may then be asked to provide further information (as before mentioned) that will be sent to the various department chairmen/deans for further review.

The above transfer of credits process is continually being evaluated and updated to make the transfer of credits process more-timely for the students and faculty, as well as for the registrar's office in the record-keeping process. Revisions are made as needed. (For example, the process is currently being refined to have information in the computer automatically generate the transfer equivalencies as the courses are entered.)