

# Guidelines for Transfer of Credit



- **It is your responsibility to inform your advisor of plans for transfer coursework and consult with them for appropriate course planning.**
- Transfer Courses must:
  - Be completed at a regionally accredited institution at the time of your enrollment.
  - Receive a grade of "C" or better. Pass/Fail graded courses will not be accepted.
  - Online courses will **NOT** be accepted for natural science lab or second language requirement.
  - Be valued at more than .66 course units. If less, the course will NOT satisfy a general education, major or minor requirement. **(An IWU course unit is defined as being equal to 4 semester hours or 6 quarter hours. Therefore, a 3 semester hour course equals .75 course units.)** *(Beware that course unit values vary among the schools using this type of system, hence a course unit earned elsewhere may not exactly equal one course unit earned here.)*
- Under no circumstances may more than 50% of a major or minor be taken elsewhere. Students requesting coursework for the major/minor are strongly encouraged to meet with their advisor for course planning.
- Grades earned for transferred coursework will **NOT** be calculated into your GPA at IWU. However, the grade will appear on your IWU transcript.
- Once he/she has enrolled at IWU, a student may earn **NO** more than four units of general education credit through a combination of AP, IB, and CAM exams and Dual Credit courses transferred from other institutions, except for courses in approved off-campus study programs.
- **NO** course will be added to your transcript, regardless if pre-approved, if it results in receiving duplicate credit for coursework at IWU. This includes credit received by Advanced Placement (AP), International Baccalaureate (IB) and Cambridge (CAM) exams, or any coursework earned at another institution. Courses may only be repeated for improvement of grade (D or F) with permission of Department Chair of course subject area. This may be different than the Department Chair of your major or minor.
- **NO** course will be added to your transcript if it would result in an overload unless permission to overload was previously granted for that term.
- Courses must be similar to courses that are now, or would be, offered at IWU. They need not be exactly the same or even substantially similar to current IWU courses, but they must be of the level, kind, and quality that the IWU faculty would offer here should circumstances warrant. Courses such as typing, word processing, college algebra (or courses in other disciplines below the introductory level taught here), and trade school courses for instance, will **NOT** be accepted for transfer.
- All courses taken at the other institution will be transferred, you may **NOT** elect to transfer in only select courses.
- In general, courses transfer as lower division or upper division based on the course designation at the teaching institution, regardless of the designation of a similar IWU course. Do not assume that 100 & 200 level courses are lower division at every college -- they are not, nor are 300 level classes always upper division. For instance, regardless of the course number or content, credits earned at community colleges in Illinois are **ALWAYS** lower division.
- Under **NO** circumstances will an overload be approved for May Term.
- Science Lab and Second Language courses require an additional verification form to be completed by the transferring institutions registrar's office. Please contact the IWU registrar's office for a copy of this form.

# Transfer of Credit Request Form

This form must be completed prior to enrolling in any course if you wish to have that course apply to Illinois Wesleyan University's graduation requirements.

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Email: \_\_\_\_\_

Advisor: \_\_\_\_\_ Grad year/term: \_\_\_\_\_ Major: \_\_\_\_\_

When will you take this course? \_\_\_\_\_ From what institution? \_\_\_\_\_

Why are you unable to take this course at Illinois Wesleyan University? \_\_\_\_\_

Title of Transfer Course	Course Number	Credit Hours	Semester or Quarter (circle one)	Method of Instruction <sup>1</sup> (circle one)	Gen Ed <sup>2</sup> Category	IWU Equivalent Course #	Are you Repeating course (circle)	Is course Required in Major or Minor (circle one)	
<i>Example: Intro to Psychology</i>	<i>PSY 101</i>	<i>3</i>	<input checked="" type="radio"/> Sem <input type="radio"/> Quarter	<input checked="" type="radio"/> Campus <input type="radio"/> Online	<i>LSI</i>	<i>PSYC 100</i>	Yes No	Yes No	
1.			Sem Quarter	Campus Online			Yes No	Yes No	
(Office Use Only) Course 1 Transfers as:			General education attribute: (if granted)						Registrar
2.			Sem Quarter	Campus Online			Yes No	Yes No	
(Office Use Only) Course 2 Transfers as:			General education attribute: (if granted)						Registrar
3.			Sem Quarter	Campus Online			Yes No	Yes No	
(Office Use Only) Course 3 Transfers as:			General education attribute: (if granted)						Registrar

<sup>1</sup>Language and Natural Science Lab courses **must** be on-campus courses. <sup>2</sup>If requesting credit toward the General Education or Shared Curriculum, please list the attribute requested in the column above.

Providing false or misleading information in this regard can result in separation from the University. I have read the University's "Guidelines for Transfer" on the reverse side of this form, and understand that any change to the above approved courses when received on the official transcript will nullify approval and will require new approvals.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (emailing this form from my IWU email will count as my signature)

### Office Use Only

Course Posted As/Units Accepted:

Course 1: \_\_\_\_\_  
- notes: \_\_\_\_\_

Course 2: \_\_\_\_\_  
- notes: \_\_\_\_\_

Course 3: \_\_\_\_\_  
- notes: \_\_\_\_\_

Date: \_\_\_\_\_

Institution Code: \_\_\_\_\_ Initials: \_\_\_\_\_