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TRANSFER CREDIT POLICY

1. General

Regionally accredited colleges and universities in the United States which have been approved by regional accrediting associations are considered to have academic standards of sufficient quality to allow acceptance of their courses as transferable equivalents to Seattle University. Credits from all other U.S. schools are not usually accepted. International school transfer credit evaluations are done in accordance with nationally established norms. Students who enter Seattle University with a baccalaureate degree and wish to pursue a second undergraduate degree should refer to Policies #76-2 (*Second Degree and Dual Degree*) and #79-1 (*Unaccredited and Newly Accredited Colleges and Non-Traditional Programs*).

Only course content and credit are accepted in transfer. The associated grades do not become a part of the Seattle University record.

Students admitted while still attending another institution must submit a final, official record to the Office of Admissions by the tenth day of the student's first term of enrollment. Admission is provisional and contingent upon successful completion of coursework in progress. When a transferable associate degree is posted at a later date, another official transcript must be submitted immediately.

Regular matriculated Seattle University undergraduate or graduate students who wish to or are advised to attend another institution during a quarter when they are also enrolled at Seattle University either full- or part-time are required to obtain the written approval of their academic advisor and their dean in advance of registration at the second institution per the procedures outlined in Policy 75-6, *Dual Enrollment at Two Institutions*.

II. Undergraduate

Many undergraduate schools and departments have specific grade requirements for acceptability of courses to be used in the major. See section II. K. below as well as information in the *Undergraduate Catalog*.

Credits are accepted in chronological order, oldest courses first. The maximum number of transfer credits acceptable for any undergraduate student entering Seattle University is 135 and no credit is transferable from any school after a student reaches that senior level. Thus, a minimum of 45 quarter credits must be completed at Seattle University to earn the bachelor's degree. There are four exceptions to this rule, but in no case will more than 135 total credits be allowed in transfer from all schools.

1. Students studying for one or more terms in an approved education abroad program file an "Education Abroad Course Approval Form" and, with the registrar's approval, the senior residency requirement is waived.

2. ROTC degree credit from the University of Washington may be applied to the Seattle University degree even during the student's senior year; for this specific program the senior residency requirement is automatically waived and a petition is not required for transfer of credit.
3. Because the civil engineering program requires 192 total credits, the senior residency year commences with 147 credits. With the engineering department's approval for specific courses on a petition, credits may be transferred from a baccalaureate institution until the 147 ceiling is reached.
4. Credit transfer into Matteo Ricci College is strictly limited and in every case requires a signed petition from the college.

Students must meet core, school or college, and major requirements specified in the chosen program regardless of the number of credits transferred.

The maximum number of combined credits acceptable from community colleges, including CLEP and military course work credit from any source is 90 quarter credits. After a student has a total of 90 credits, including those from Seattle University and those accepted in transfer, additional AP, IB, or CLEP exam scores and additional lower level military course work cannot earn credit.

Courses taken at a community college after either limit is reached do not have to be repeated at Seattle University since the content of the course may fulfill a requirement, even though no credit is allowed in transfer. Thus, 90 university level credits must still be earned in order to receive the undergraduate degree.

A. <u>Normally Transferable Credit</u>

Transferable course work from accredited colleges may be:

1. Transfer credits that are equivalent to a Seattle University course or have been approved as satisfying a university requirement;
2. Transfer credits that are applicable to a student's major and allowed as major elective credit without precise course equivalency;
3. General elective credit;
4. Ten year old credit - credits over ten years old graded C (2.00) or better are evaluated and accepted, if deemed applicable, at the time of admission. Application of such credit to the major is determined by the student's dean and/or department chairperson. See policy 75-1, *Degree Requirements*;
5. Credits from schools outside the U.S. - these credits are evaluated in accordance with nationally established norms. Major departments may review coursework for applicability to the degree sought and some credit may be withheld pending validation by examination. Only credit applicable to the degree sought will be transferred; excess electives will not be granted.

Credit will not be allowed in transfer from any school, foreign or domestic, for coursework in English taught as a second language or intended to develop fluency. See Policy #81-1, *English Language and Literature from International Schools*, regarding English composition and literature from non-U.S. institutions.

B. <u>Other Credit - With Restrictions</u>

1. Courses of a vocational-technical nature are not normally accepted for transfer credit. On rare occasions, exceptions may be made via Petition for Exception to Policy by the student's dean or chairperson for courses which are appropriate to the set of courses making up a particular major. The maximum allowable by such exception is 15 quarter credits, which include any developmental or vocational-technical work accepted as part of an associate degree. These courses must be numbered 100 or above, and may include such studies as forestry technology, graphic arts-drafting, data processing, biomedical photography, visual communications technology, or occupational and physical therapy technology.

2. Activity, skill and performance credit for such things as college newspaper, Model United Nations, and applied or ensemble music credits are each limited to a maximum of 6 credits for students transferring to Seattle University, while a limit of 2 physical education activity credits is allowed.

3. A maximum of 10 credits can be allowed for basic, college-level English composition.

4. Extension credit may be transferred if the course is sponsored by an academic department of a regionally accredited university, is offered for resident credit and is equivalent to the course when taught in the regular degree program. Transfer of such credit is limited to a maximum of 45

5. Credit By Correspondence - No more than 12 quarter credits will be allowed and these 12 are included in the extension limit of 45 quarter credits allowed. The Albers School of Business and Economics restricts acceptance of correspondence courses; such credits do not transfer to fill requirements in mathematics, computer science, business or economics. Other majors may impose similar restrictions.

6. On-line courses and others offered electronically are not categorically restricted, but may be questioned or refused by major departments.

7. Transfer credit for any course which includes extensive and extended travel is limited.

C. <u>Generally Non-transferable Credit</u>

1. Non-transferable credits from community colleges include many courses which are designed for occupational or remedial skill development with little or no theoretical orientation. Such courses include practical nursing, construction technology practicum and field experience work not directly applicable to the student's university major, and such personal enrichment classes as assertiveness training, tailoring, and home furnishing. Courses designed to prepare a student for college level work are not transferable.

2. Prior Learning Experience (PLE) credit is generally not considered transferable; rather it is considered to be documentation to substantiate the awarding of a degree. See Policy #79-1 (*Unaccredited and Newly Accredited Colleges and Non-Traditional Programs*).

3. Courses taken at institutions which are not regionally accredited are non-transferrable.

D. Coursework or Examinations from Elsewhere for Which Seattle University Credit is Granted

Several contexts exist for the granting of lower division Seattle University credit for coursework completed prior to admission to this university, i.e., Advanced Placement, CLEP subject examinations, International Baccalaureate, military schooling, and the DANTES programs. In each case the knowledge was gained prior to matriculation at Seattle University and was tested through a standardized examination. The credits are actually granted by Seattle University, but have similarity to those accepted in transfer because they do not count toward the Seattle University grade point average, they are not considered credits in residence, and they are subject to maximum transfer credit restrictions. In addition, since they are ungraded credits, they cannot contribute to the 90 graded credits needed for honors at graduation. These credits will only be granted when total transfer credit is below 90, except in the case of military schooling coursework for which the credit recommendation is "upper division." All other studies in these categories are considered to be at the lower division level and, therefore, fall within the 90 credit community college limitation.

1. AP - Advance Placement examination results scored 3 and above (4 and above in some departments) are normally acceptable and credit is granted with some restrictions. See Policy #75-16 (*Advanced Placement*).

2. CLEP - Credit may be granted as a result of passing scores in the College Level Examination Program subject examinations. See Policy #75-17 (*Credit by Examination through the College-Level Examination Program and DANTES Subject Standardized Tests*).

3. DANTES - credits may be granted as a result of examinations of the Defense Activity for Non-Traditional Education Support program. Examinations must be level 400 to 599 to be acceptable, with the score received at least equal to the recommended passing score. The subject and credit recommendations posted in the DANTES catalog are followed when applicable and official documentation of coursework is required. The maximum credit granted is 45 and is included in the extension credit maximum. See Policy #75-17.

4. IB - International Baccalaureate Higher Level examination results scored 5, 6, or 7 will generally earn credit in those courses previously approved through department reviews. See Policy #99-1 (*International Baccalaureate Policy*).

5. Military Schooling Credit - procedures are detailed in Policy #75-26 (*Credit for Military Schooling*) for handling coursework shown on a DD-214. When an official Army Registry Transcript (AARTS) is submitted, it is treated as an official document and credit may be granted upon admission using ACE guidelines and standard policy. Credit for Basic Training is limited to four quarter credits.

E. Direct Transfer Associate of Arts Degrees from Washington Community Colleges

1. Seattle University recognizes the guidelines of the Intercollege Relations Commission (ICRC) for college-transfer associate degrees from Washington community colleges, commonly called DTA, the direct transfer associate degree. These guidelines state that

at least 75 credits from these direct transfer associate degrees will be college-level courses normally transferable to universities in the state of Washington, with no more than 15 credits of college-level vocational-technical credits included. DTA degrees which meet the ICRC guidelines will also meet the lower division (Phase I and Phase II) core requirements of the university with the exception of philosophy (see Policy #76-14, *Philosophy CORE—Undergraduate Degree Candidates*), theological studies (see Policy #76-12, *Theology Religious Studies CORE—Undergraduate Degree Candidates*), upper division core requirement, and specific requirements of professional programs. The following Phase III upper division core courses must be completed at Seattle University: upper division ethics, interdisciplinary course, and a senior synthesis.

2. The university agrees to grant 90 credits and junior status to admitted students who have completed the direct transfer associate degree from a Washington Community College prior to first enrollment at Seattle University. An acceptable degree will have no Seattle University coursework included except as indicated in 3) below. Students with grades less than the minimum allowed in the required areas of composition, mathematics, and laboratory science must replace them with appropriate courses or repeat the courses (losing the transferred credit).

3. A student who has participated as a non-matriculated student in a special program at the university such as Upward Bound may be granted an exception to the requirement of A.A. completion prior to first enrollment. A student admitted as non-matriculated for a special program may add one course, or a maximum of 5 credits, to the 90 credits brought from the community college. The single Seattle University course may not be included in the credits used to grant the A.A. degree and except for this one Seattle University course completed prior to or during a community college program, all college work will be considered in chronological order with no credit granted from a community college once junior status (90 credits) is achieved.

F. <u>Associate of Science – Transfer from Washington Community Colleges</u>

1. Many Washington community colleges offer programs culminating in a degree titled Associate of Science – Transfer (AS-T). The benefits of this degree vary from those of the direct transfer associate degree because the degree design does not intend that it satisfy any university's general education plan. Students awarded an Associate of Science, Track I or Track II, may be admitted with 90 credits in transfer and junior status but will not be considered to have completed all lower division CORE curriculum.

   The 15 credits in humanities and social science courses selected by these students to satisfy general education AS-T degree requirements at the community college will be considered equivalent to Seattle University core requirements using the broadest possible guidelines. With standard junior transfer student waivers in philosophy and religious studies, remaining core courses will be completed after transfer.

2. If a physics series is included in the 90 completed credits, students seeking engineering or physics degrees or the B.S. in Computer Science-General Option, or the B.S. in Chemistry must have successfully completed the calculus-based physics series in order to be granted credit for those courses.

3. See item K below for minimum transferable grade requirements.

G. Transfer from California Community Colleges

Students who complete an Associate of Arts degree as well as the Intersegmental General Education Transfer Curriculum (IGETC) track will enter Seattle University as a Junior with 90 credits earned and all CORE requirements fulfilled except PHIL 210, upper-division ethics, 200-level theology, interdisciplinary course, and a senior synthesis.

H. Transfer from Oregon Community Colleges

Students who have earned the Associate of Arts Oregon Transfer Degree (AA/OT) prior to matriculation at Seattle University will enter as a Junior with 90 credits earned and all CORE requirements fulfilled except PHIL 210, upper-division ethics, 200-level theology, interdisciplinary course, and a senior synthesis.

I. Transfer from Arizona Community Colleges

Students who have earned the Associate of Arts as well as the Arizona General Education Curriculum (AGEC-A) track prior to matriculation at Seattle University will enter as a Junior with 90 credits earned and all CORE requirements fulfilled except PHIL 210, upper-division ethics, 200-level theology, interdisciplinary course, and a senior synthesis.

J. Applicability of Transfer Credits without a Transferable Degree

Students who transfer to Seattle University with 45 or more acceptable credits will be able to use many of their previously completed humanities and social science credits to fulfill core requirements.

K. Acceptable Grades for Transfer Courses

1. For all undergraduate programs, courses accepted in transfer are graded at least a C- when letter grades are used and at least a 1.5 on the decimal grading system. Courses graded D+ or lower and those with decimal grades below 1.5 will not be allowed either for transfer credit or to fulfill degree requirements.

2. Students in the College of Nursing, the College of Science and Engineering, and communication and psychology majors in the College of Arts and Sciences will be required to repeat courses graded lower than C or lower than 2.00 on the decimal system if the course is a major requirement or if it is a prerequisite to a major requirement.

3. Students in the Albers School of Business and Economics must complete required business courses (including mathematics, computer science, economics and business communications) with a grade of C (2.00) or better

4. A student who wishes to repeat a course at Seattle University, whether transfer credit has been allowed or denied may do so; the credit and grade for the course completed at Seattle University will be reflected in the Seattle University grade point average, and any credit previously accepted in transfer for the course will then be revoked. See Policy 77-2, *Repeated Courses*.

5. Courses which are 10 years old or more are only considered for transfer with grades of C or 2.00 and above. Certain restrictions may apply to these old credits. See Policy 75-1, *Degree Requirements*.

6. Students who matriculated at Seattle University with a direct transfer associate degree (DTA) from a Washington community college, an AA/IGETC degree from a California community college, or an AA/OT from an Oregon community college will be granted 90 credits on admission but courses graded below the minimum acceptable grade will not fill any requirement.

III. Graduate

A. Petition required

Post-baccalaureate and graduate credits are used in admission evaluations but are not transferred until a request for consideration of the transfer credit is filed on a Petition for Exception to Policy, and approved by the student's chair and dean.

B. Transfer Credit Limit

A maximum of 10 credits towards the master's degree may be transferred from another institution if these are recent credits earned with a grade of A or B (3.00 minimum) and approved by the department and dean of that department. A maximum of 15 credits of post-master's graduate study may be transferred toward a doctoral program. Each course must have been taken for graduate credit and the student must have had graduate standing at the time the course was taken. An exception to the ten credit limit is fully explained in the Policy 99-3 (*Master of Business Administration Jesuit Institution Multilateral Agreement*).

C. Six-year Limit

All requirements for the master's and doctoral degree, including courses for which the candidate applies for transfer of credit, must be completed within six years after the graduate degree course work is begun. Once the six year limit has been exceeded, additional course work is required to replace the older credit.

D. Extension Courses

Graduate level credit for extension courses is not normally allowed in the graduate school. Any exceptions are at the discretion of the dean.

E. Correspondence Courses

Credits earned through correspondence are not accepted toward a graduate degree under any circumstances.

F. Courses Delivered Electronically

On-Line courses are not acceptable unless allowed by exception by the graduate program director.

G. School of Theology and Ministry

The School of Theology and Ministry has a separate policy covering transfer credit, Policy #99-2 (*School of Theology and Ministry*).

H. Acceptable Grades for Transfer Courses

At the master's/educational specialist or doctoral level, courses can only be approved for transfer when graded B or better or at least 3.00 on the 4.00 decimal American grading system, were taken for graduate credit, fall within the six-year limitation, and are approved by the department.

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