

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Transfer Policy (number AP 1204)**
Cabinet Division: **Registrar’s Office (Enrollment Management)**
Date Revised: 3/27/12 (approved by Faculty Senate); 5/8/12 (approved by the Chancellor); 3/25/14 (revisions approved by Faculty Senate), Faculty Senate (5/3/16), Chancellor Wachter, Faculty Senate (3/13/18), Chancellor Wachter

I. Background and Purpose

1.1 During the summer of 2011, the UW-System revised its transfer policy and suggested that campuses follow this lead.

II. Constraints

1.1 No constraints.

III. Definitions

General Education/University Studies refers to UW Superior’s 42 credits of Core and Knowledge Category required coursework that is meant to provide students a broad basis for their future studies. Other campuses may use different terms for similar academic programs. Beginning with the 2017-19 catalog, the term University Studies will be used to refer to UW Superior’s Core and Categorical Knowledge requirements and can be used interchangeably for General Education for this policy

IV. Policy Statements

3.1 Credit is awarded for college-level course work completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). Foreign institutions must be recognized by the Ministry of Education in that country. Courses must be similar in nature, level and content to a course in our undergrad curriculum and applicable to an academic program. Courses that are remedial (usually numbered below 100); technical, vocational, or doctrinal in nature are generally not transferable.

College courses taken prior to high school graduation will be accepted at UW–Superior as long as they are earned at an accredited institution and submitted under the official transcript policy.

3.2 Transfer analysis will be based only on the evaluation of an official transcripts received either directly from the transfer institution or in a sealed envelope from the student. A transcript must be received from each previous institution attended.

3.3 International transfer students are required to submit original grade reports/transcripts for all post-secondary institutions and courses attended and original academic diplomas, certificates, and national or other major exam results. Official records must be submitted in their native language and must be accompanied by an official English translation. Official records should be sent directly from the institution or examining board. Transfer credit evaluation may require submission of course syllabi (official explanation of course content) from the institution.

Transfer students who have attended non-US institutions may be required to submit their transcripts to an external agency for credit evaluation. A list of acceptable agencies is available at www.naces.org/members.htm.

Students who have attended a Chinese college or university must arrange for a verification report of their college/university transcript with the **China Academic Degree and Graduate Education Development Center (CDGDC)**; Email: cqv@cdgdc.edu.cn; Website: www.cdgdc.edu.cn). The report must be mailed directly to UW-Superior by the CDGDC, rather than by the student or any third party.

3.4 Transfer courses with descriptions that closely match the descriptions of courses taught at UW-Superior will generally transfer as direct course equivalent credits. For example:

- An introductory macroeconomics course at the previous institution will transfer as UW-Superior’s ECON 251 Principles of Macroeconomics. Transfer courses that do not have direct course equivalents at UW–Superior will transfer as elective credits within the appropriate academic department.
- A course on the geology of Minnesota would transfer as geology elective credits because UW–Superior does not offer a course with this particular content. Elective credits may need further evaluation by the major department to determine applicability to a UW-Superior degree program and might be redirected for a general education course, major/minor or degree requirement.

A course that carries more credit than the corresponding UW-Superior course is transferred to meet the credit hours of the UW-Superior course; the additional hours are counted as elective credit.

Credits that do not apply toward specific requirements will be applied toward the minimum number of total credits required for graduation.

- 3.5 If a student is awarded transfer credit for a course and then repeats the course at UW-Superior, the transferred credits will be removed from the student's record.
- 3.6 Grades earned at previous institution(s) are not calculated into the UW-Superior cumulative grade point average; however, transfer grades are used when calculating degree grade point average used for graduation honors. Grades received for transfer work will not replace a grade for a course taken at UW-Superior.
- 3.7 Course substitutions in a particular general education/university studies, core or knowledge category may be appropriate **when a transfer course is similar but not equal to a UW-Superior course.** A course transferred as elective credit is eligible to be redirected for a general education, major, minor, or degree requirement. It is the responsibility of the student to provide the appropriate documentation such as a course description or syllabus from the previous institution to support her/his request. Course substitutions should be broadly interpreted according to the Principles of Accommodation. General education, university studies requirements will be accepted in the broad academic areas of non-Western and diversity/global awareness, humanities, social sciences, natural and physical sciences, and fine and applied arts.

A course designated as fulfilling a General Education/University Studies, diversity, non-western or global awareness requirement at another UW institution will transfer as the same at UW-Superior; whether or not UW-Superior has a direct course equivalent. In general the Transfer Specialist will award the appropriate credit earned from the transfer institution. Courses completed by UW System transfer students will transfer in accordance with the course equivalency in effect when the course was taken.

- 3.8 Transfer credit received from an institution that uses quarter credits will be converted from quarter credits/units to semester credits. A quarter credit is equated to .666 or 2/3 of a semester credit. Thus a course for 4 quarter credits would be changed to 2.67 semester credits when transferred to UW-Superior.

Those courses that transfer converted from quarter credits will satisfy course requirements provided they fulfill 2/3 of the requirement. For example, if a course transfers in as 2.67 credits and the general education requirement is 3 semester credits, the transfer course will satisfy the requirement. Transfer courses from other types of systems that meet at least two thirds of the required credits of a course will meet the requirement. Transfer courses that do not meet 2/3 of the credit requirement must be approved through the Credits and Reinstatement Committee to satisfy the requirement. Any course used in this way will meet only the course requirement. Overall credit requirements for majors/minors must still be fulfilled.

- 3.9 Academic credits with a grade of D- or higher will transfer to UW-Superior. Certification or programmatic requirements may require a higher level of proficiency in core courses. Two semesters of college writing courses must be completed with a grade of C- or higher to be accepted for transfer. Some degree programs require at least a "C" or higher in order to fulfill a CORE or program requirement.
- 3.10 The maximum number of combined transferable semester credits from a two-year college is 72. There is no credit limit on transferable credits from a four-year university. Regardless of the number of credits transferred, students still must earn 30 resident credits from UW-Superior.
- 3.11 UW-Superior lower-division General Education/University Studies requirements are considered satisfied for those students who have earned an associate of arts (AA), associate of science (AS), associate of arts and sciences (AA&S) degree from a University of Wisconsin System institution. Students who have earned an Associate of Art (AA), Associate of Science (AS), or an Associate of Arts & Science (AA&S) degree or the designated Minnesota Transfer Curriculum (MnTC), will have satisfied UW-Superior's general education/university studies requirements. UW-Superior has program-to-program articulation agreements, MOU's and Transfer Guides, for students who have graduated from many programs within the Wisconsin Technical College System, UW Colleges and the MnSCU system.

A transfer student who has earned an Associate of Arts (A.A.) degree from a regionally accredited college or university may be determined to have satisfied the University of Wisconsin Superior general education/university studies requirements, provided the A.A. degree program includes at least forty-two (42) semester credits of comparable general education requirements. In addition, the A.A. program must include a minimum of sixty (60) semester (or ninety [90] quarter credits) of completed course work defined as college level and designated to constitute the foundation of a baccalaureate degree. This policy does not change or nullify any existing Articulation or Transfer Agreement already formally recognized by UW Superior. Remedial courses will not be recognized in transfer.

Courses that have grade, prerequisite or professional accrediting association requirements may not be satisfied by an Associate Degree. Refer to program requirements regarding specific requirements.

If a student has a previous baccalaureate degree from an accredited college or university within the United States, the student will be awarded 120 hours of transfer credit and have all general education/university studies requirements met. If a student has an international baccalaureate degree, recognized by an accrediting agency, the student will be awarded 120 credits and ~~may~~ will have all General Education/University Studies requirements met.

- 3.12 Transfer students may select the pertinent catalog of entry at UW-Superior which corresponds with the start of the academic year at their previous institution, or students can choose the current UW-Superior catalog at time of transfer. The catalog used cannot be more than seven years old.
- 3.13 Active-duty or veteran students must request their military transcript be sent to UW-Superior for evaluation for appropriate transfer credit. Depending on the branch of the military, credit may be accepted for basic training. In addition, military transcripts are evaluated for academic credit that is similar in nature to UW-Superior undergraduate curriculum and applicable to an academic program.

Credit may be awarded for military experience and/or education. In awarding credit for such technical or specialized training, the recommendations of the American Council on Education are followed:

- Students whose length of service was one year or more are allowed up to six semester credits.
- A maximum of 32 semester credits may be allowed for military experience and education.

- 3.15 Should a student wish to appeal a denial after an initial review, the student can offer additional course evidence and a rationale for a second review, using the Appeal of Transfer Denial form ([link](#)). Should a student find the final recommendation unacceptable, the student can file a complaint using the Student Complaint Process

V. Compliance

6.1 Approved by UAAC (2/28/12), Faculty Senate (3/27/12) and Chancellor Wachter (5/8/12) Revised and Approved by UAAC (12/10/13), Faculty Senate (12/17/13) Revised by UAAC (3/22/16), Faculty Senate (5/3/16), Chancellor Wachter, Faculty Senate 3/13/2018, Chancellor Wachter

6.2 This policy is in compliance with UW-System Transfer Policy

VI. Attachments

7.1 None