



# Standard Administrative Policy and Procedure

**Subject:** Undergraduate Transfer Policy

**Number:**

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## I. PURPOSE

This transfer policy is intended to ensure that coursework accepted from other institutions is comparable to coursework required by our University's degree programs and that the University of Wyoming complies with all applicable UW Regulations and state laws, including the Common Course Numbering statute (CCNS).

Transfer policies are defined in the University of Wyoming catalog and UW Regulations; UW's academic colleges/schools may establish additional (stricter) transfer policies in support of external accreditation and licensure standards. The policies governing transfer credits for programs governed by external accreditation and/or licensure will be posted on the college's website and in the University Catalog.

Courses taken at a regionally accredited institution of higher learning may be accepted by the University for transfer credit and applicable general education requirements/course attributes, but not all transferred credits may apply towards specific degree/program graduation requirements. Evaluation of all transfer credit will follow American Association of College Registrars and Admissions Officials (AACRAO) best practices guidance regarding the matching of 70% of course content to determine equivalency.

This policy ensures confidence in the integrity of a UW degree while allowing measured flexibility in acceptance of transfer credits as allowed by Higher Learning Commission accreditation in support of student progress and timely degree completion.

## II. DEFINITIONS

**Applied Courses:** Courses taken as part of an applied degree program or offered as an applied course may not be eligible for transfer into a non-applied degree program.

**Banner:** The Student Information System (SIS) used by UW at the time this policy was implemented.

**Course Level:** Courses are designated as lower-division (courses numbered 1000-2999 at UW), upper-division (courses numbered 3000-4999 at UW), and graduate (courses numbered  $\geq$ 5000 at UW).

**Cumulative GPA:** Is reflective of all UW coursework and is referenced for renewal of aid eligibility and alternative program admission. This calculation does not include any transfer credit calculations.

**Faculty:** For purposes of this policy, “faculty” refers to the academic unit that most often provides the course and the leadership of that academic unit.

**Residency Requirement:** Credits earned at the University of Wyoming are considered to be completed “in residence” at UW. The last credit applicable to degree requirements must be earned from UW (students of senior standing who have obtained permission from their Adviser, Department Head, and College/School Dean/Executive Director who have filed an application for a degree before enrolling elsewhere may request to be excused from this academic policy). There is also an upper-division residency requirement, which is detailed below.

**Sending Institution:** The institution issuing the transcript containing the transfer credit.

**Transfer GPA:** Identified as the cumulative undergraduate GPA from all previous regionally accredited institutions of higher education which is used to determine student's initial admission and financial aid/scholarship eligibility.

### III. POLICY

#### A. Course Transfer Policy

1. **Lower-Division** transfer credit is evaluated for equivalency centrally within Enrollment Management.
  - a. UW’s Academic Colleges/Schools with external accreditation and/or licensure requirements work closely with Enrollment Management offices to ensure transfer equivalencies comply with these external review agencies’ requirements.
  - b. Representatives from UW participate in a state-wide CCNS committee to evaluate and determine equivalencies for all lower-division common courses offered at all public institutions in the state of Wyoming.
  - c. If a lower-division course at the sending institution is determined to be equivalent to an upper-division course at UW, it must carry the course attribute “ULWR” in Banner. This attribute ensures that these lower-division transfer courses will not apply to the upper-division credit requirement.
  - d. If a lower-division course has no equivalent to a UW course, it will transfer as an elective (ELEC 1000 or ELEC 2000, depending on the course number at the sending institution).

2. **Upper-Division** transfer credit is evaluated for equivalency by faculty within the applicable academic unit. Equivalencies determined by faculty will be recorded in Banner.
- a. Representatives from UW who participate in a state-wide CCNS committee must confer with faculty to determine equivalencies for any common courses offered at the upper division at all public institutions in the state of Wyoming.
  - b. If an upper-division course at the sending institution is determined to be equivalent to a lower-division course at UW by the faculty, it must carry the course attribute “UPDV” in Banner. This attribute ensures that these upper-division courses will apply to the upper-division credit requirement but may not satisfy upper-division course requirements for a specific degree program. Applied courses may not fulfill upper-division credit requirements.
  - c. If an upper-division course has no equivalent to a UW course, it will transfer as ELEC 3000 or ELEC 4000 (depending on the course number at the sending institution). These equivalencies should be reviewed/updated on an annual basis.
  - d. UW baccalaureate degrees require a minimum number of upper-division credits, and a specified amount credit that must be earned “in residence” at the University of Wyoming, as defined in University Regulation 2-103.
    - 1) Students who transfer more than 12 upper-division credits must still complete at least 30 upper-division credits in residence at UW.
    - 2) Academic programs have the authority to require stricter upper-division residency requirements than the University minimum. The number of upper-division transfer credits allowed to apply to major requirements varies by program.
    - 3) Credit is awarded credit hour for credit hour. Quarter hours are recognized as two-thirds (2/3) of a semester hour.
  - e. Determination of upper-division course equivalencies will be made by faculty within three (3) business days of submitted transcripts and applicable supporting materials being available for review. If no determination is made, or faculty are unavailable for review, the course will be routed to the applicable college/school/unit leadership for determination to be rendered within two (2) business days. If no decision is made within this timeframe, a decision will be made by the Provost or their designee(s) within two (2) business days.

3. **Second Bachelor's Degrees.** The bulk of credit will be transferred as a block of credit. The faculty of the academic unit where the second degree will be earned will determine if any specific courses will be transferred. Only courses necessary for completion of degree requirements will be loaded individually. See below for University Studies Program (USP) requirements for second bachelor's degree holders.
4. **Applied Degrees.** Courses taken as part of an applied degree program or offered as an applied course may not be eligible for transfer into a non-applied degree program.
5. **Prior Learning Assessment** including Credit-by-Examination (Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), Dantes), Military Course Credit, Internships, and Portfolio Analysis are evaluated in accordance with UW regulations.
  - a. AP, CLEP, IB, and Dantes equivalencies are published in the University Catalog, under "Credit Available to Undergraduate Students."
  - b. Credit awarded via challenge exam at another institution may not transfer to UW.
6. **International** credit (including most study-abroad credit) for coursework completed at nationally accredited higher education institutions abroad is evaluated and awarded based on the standard evaluation process.
  - a. For programs holding program-level accreditation, faculty should be consulted for course equivalency.
  - b. International coursework transferring as equivalent to an upper-division UW course must be approved by faculty.
7. **Graduate** transfer credit is evaluated for equivalency by faculty within the applicable academic unit. Graduate transfer policy is published in the University Catalog under "Graduate Student Regulations and Policies."
8. **Vocational/Career** training-related credit (e.g., Welding, Auto Repair/Mechanic, Fire Science, Farrier coursework, etc.) cannot be applied to an academic baccalaureate degree program. It may, however, transfer for a Bachelor of Applied Science. In Banner, these courses should be articulated to transfer as either "NA/0 – Not Applicable" or "ELEC 1100 – Bach Applied Science Electives." Academic credits earned for an AAS degree may be transferable.

## B. USP Policies

1. **USP Certification:** Transfer students matriculating with a qualifying degree earned from a regionally accredited postsecondary institution will be considered “USP Certified” and will satisfy the lower-division general education categories as outlined below (credit will only be awarded for academic courses completed successfully at the sending institution). Note that a waiver of a USP category does not satisfy course prerequisites or specific degree requirements (e.g., if a program requires Calculus, but a student has taken Trigonometry for the associate degree, they must still complete Calculus successfully).
  - a. **Interstate Passport:** UW participates in the Western Interstate Commission for Higher Education (WICHE) Interstate Passport program. Students who submit a transcript that indicates that they have completed the Passport at a sending institution will have the majority of the lower-division USP requirements waived. Excluded from this waiver are:
    - 1) US & Wyoming Constitutions (1 course/>3 credits)
    - 2) Upper-division Writing (COM3) (1 course/>3 credits)
  - b. **Qualifying Earned Associate Degree:** Academic associate degrees (including, but not limited to: AA (Associate of Arts), AS (Associate of Science), AB (Associate of Business), ADN (Associate Degree in Nursing), AFA (Associate of Fine Arts), AGS (Associate of General Studies)) earned from regionally accredited postsecondary institutions satisfy the majority of the lower-division USP requirements. Students who believe that their degree should be included in this waiver may submit a Transfer Petition to request a review. Determinations will be made within three (3) business days. Excluded from this waiver are:
    - 1) US & Wyoming Constitutions (1 course/>3 credits)
    - 2) Upper-division Writing (COM3) (1 course/>3 credits)
2. **Applied Degrees:** Applied degrees (including, but not necessarily limited to an Associate of Applied Science (AAS) and Associate of Applied Arts (AAA) or Bachelor of Applied Sciences (BAS)) earned from regionally accredited postsecondary institutions may satisfy the following USP requirements including: First Year Seminar, Communication 1, and Quantitative Reasoning. Students who believe that their degree should be included in this waiver may submit a Transfer Petition to request a review. Excluded from this waiver are:
  - a. Communication 2 (1 course/>3 credits)
  - b. Upper-division Writing (COM3) (1 course/>3 credits)

- c. Physical & Natural World (2 courses/>6 credits)
- d. Human Cultures (2 courses/>6 credits)
- e. US & Wyoming Constitutions (1 course/>3 credits)

**3. USP Course Equivalencies:** The guiding principles of the University Studies Program as outlined by the Board of Trustees are that the requirements should be simple, flexible, and transparent. They should also easily transfer between college-level institutions. UW will follow AACRAO best practices to determine satisfaction of USP. Due to the nature of transfer coursework, UW may not offer a course that is directly equivalent to the sending institution's course. In the event that a course is not a direct equivalent, a USP attribute may still be established with a 70% match of learning outcomes to determine equivalency. This should not delay a student's path to degree completion/attainment.

a. The Vice Provost for Undergraduate Education or their designee will act as the University Studies Program Coordinator and is responsible to the Provost for administering the USP.

b. Student expense and time to degree completion should be minimized.

c. If a transfer course satisfied a specific General Education requirement at the sending institution, it should satisfy the analogous USP category at UW.

d. If there is no direct course equivalent for the transfer course at UW, a student may submit a transfer course petition to satisfy the USP requirement.

**4. USP for Second Bachelor's Degrees:** Students with a baccalaureate degree from a regionally accredited U.S. institution will be considered to have met the USP program requirements apart from the US & Wyoming Constitution requirement, unless that requirement was previously completed. International students who have met the language requirements for admission to the University of Wyoming will have demonstrated a proficiency of the English language equivalent to the completion of Communication 1 (COM1) and Communication 2 (COM2) courses.

## 5. Summary of USP waivers available:

	Earned Academic Associate	Earned Applied Associate	WICHE Interstate Passport	Second Bachelor
First Year Seminar	Yes	Yes	Yes	Yes
Human Culture	Yes	No*	Yes	Yes
Communication 1	Yes	Yes	Yes	Yes†
Communication 2	Yes	No	Yes	Yes†
Communication 3	No	No	No	Yes
Physical & Natural World	Yes	No*	Yes	Yes
Quantitative Reasoning	Yes	Yes	Yes	Yes
US & WY Constitutions	See note ‡	See note ‡	See note ‡	See note ‡

\***Human Culture** and **Physical & Natural World** USP categories require two courses (a minimum of 6 credits in total) in each category.

†**International Second Bachelor's Degrees:** If the first baccalaureate degree was earned from an institution where the primary language of instruction was not English, the student must complete COM1 and COM2.

‡**US & Wyoming Constitution:** No waiver exists for the statutory requirement for US & Wyoming Constitutions. Students who have transferred a course that covers the US Constitution may be eligible to take a 1-credit self-study challenge exam to satisfy the Wyoming Constitution portion of the requirement.

For more information on the 2015 USP, please see: <https://acalogcatalog.uwyo.edu/content.php?catoid=9&navoid=947>

**Responsible Division/Unit:** Office of the Provost and Executive Vice President for Academic Affairs

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:**

UW Regulation 2-103

UW Regulation 2-105

HB-0231 "Forever Wyoming": <https://www.wyoleg.gov/Legislation/2021/HB0231>

HB-0204 Wyoming Common Course Numbering statute:

<https://www.wyoleg.gov/Legislation/2019/HB0204>

W.S. 21-9-102: <https://www.wyoleg.gov/2022/Engross/SF0103.pdf>

[https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/transfer/guide-to-best-practices.pdf?sfvrsn=4820bb55\\_6](https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/transfer/guide-to-best-practices.pdf?sfvrsn=4820bb55_6)

<https://acalogcatalog.uwyo.edu/content.php?catoid=9&navoid=920>

<https://acalogcatalog.uwyo.edu/content.php?catoid=9&navoid=923#coursework-applied-to-graduate-degree>

<https://interstatepassport.wiche.edu>

<https://acalogcatalog.uwyo.edu/content.php?catoid=9&navoid=924#second-bachelor-s-degree>

See <https://www.uwyo.edu/pols/challenge-exam/> for information about US & Wyoming Constitutions challenge exams

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