

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 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.

Regularly 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. H. below as well as information in the *Undergraduate Catalog*.

The maximum number of transfer credits acceptable for any undergraduate student entering Seattle University is 135, comprising 90 lower division and 45 upper division credits. A minimum of 45 quarter credits must be completed at Seattle University to meet the Residency Requirement for 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 institutions.

1. Students studying for one or more terms in an approved education abroad program file an "Education Abroad Course Approval Form" and, with the Office of the Registrar approval, the 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 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 Residency Requirement 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. For transferring credits into Matteo Ricci College, refer to Policy 90-1 (*Matteo Ricci College*).

Students must meet University Core Curriculum (UCOR), school or college, and major requirements specified in the chosen program regardless of the number of credits transferred.

The maximum number of lower division credits, including CLEP and military course work credit from any source is 90 quarter credits.

Lower division courses may be used to fulfill a content requirement after the 90 credit limit has been reached.

A. Transferable Credit

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 chair. 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.

Students who have completed a college-level English composition course which they believe is equivalent to UCOR 1100 at Seattle University may file a "Petition for Exception to Policy" and supporting documentation requesting that the course in question be transferred to Seattle University in satisfaction of UCOR 1100.

Home country or native language and composition study in high school and in college is not transferable to Seattle University. It can be acknowledged in degree audit without granting credit, however, as fulfillment of the foreign language requirement when such is specified for a Seattle University degree.

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.

B. Other Credit - With Restrictions

1. Vocational/technical courses that are comparable to Seattle University courses offered as part of a Seattle University baccalaureate degree or courses applicable to baccalaureate degrees shall be granted transfer credit as determined by the student's dean or department chair. Up to 15 credits of coursework at the 100 level or above, that are otherwise non-transferable vocational/technical courses, may transfer as part of a DTA degree from a Washington community and technical college (see section E-1 below).
2. Activity 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; additionally, 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 or Credit by Correspondence 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.
5. Up to 45 credit hours of Prior Experiential Learning (PEL), as defined by NWCCU standard 2.C.7, may be accepted for transfer credit by some Seattle University schools/colleges at the discretion of the department chair and dean.

C. Non-transferable Credit

1. Non-transferable credits 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. 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 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 lower division limitation.

1. 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 4 quarter credits.

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

1. Seattle University recognizes the guidelines of the Intercollege Relations Commission (ICRC) for college-transfer associate degrees from Washington community and technical 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. See Policy 2012-1 (*University Core Curriculum*) for UCOR transfer guidelines.
2. The university agrees to grant 90 credits and junior status to admitted students who have completed the direct transfer associate degree from any Washington Community and Technical College.
3. A student who transfers to Seattle University with a minimum of 60 credits prior to completing the DTA may use Seattle University credit to transfer back to a Washington Community and Technical College to complete the DTA. The completed DTA will then be recognized by Seattle University as outlined in E.1. and E.2. above. However, the student will not be awarded the Seattle University credit used in the DTA twice. The total credits allowed in transfer for these students will only be the total credits they completed at the community and technical college(s).

F. Associate of Science – Transfer from Washington Community and Technical Colleges

1. Many Washington community and technical 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 a 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. The 15 credits in humanities and social science courses selected by these students to satisfy general education AS-T degree requirements at the community and technical college will be considered equivalent to Seattle University UCOR requirements using the broadest possible guidelines. Students transferring with the AS-T will need to complete additional

UCOR courses to meet Seattle University graduation requirements. See Policy 2012-1 (*University Core Curriculum*) for UCOR transfer guidelines.

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 or Biochemistry must have successfully completed the calculus-based physics series in order to be granted credit for those courses.
 3. Students should consult with their respective college/department advisor on minimum transferable grade requirements when transferring with the AS-T.
- G. Students earning approved degrees outside WA state prior to matriculation will receive the same benefits as students in WA earning a DTA. See Policy 2012-1 (*University Core Curriculum*).

Transfer from California Community Colleges Students who complete an Associate of Arts degree as well as the Intersegmental General Education Transfer Curriculum (IGETC) track.

Transfer from Oregon Community Colleges

Students who have earned the Associate of Arts Oregon Transfer Degree (AA/OT) prior to matriculation at Seattle University.

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.

H. 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 (2.00) 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, economics and accounting) 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 (2.00) and above. Certain restrictions may apply to these credits. See Policy 75-1 (*Degree Requirements*).
6. Students who matriculate at Seattle University with a direct transfer associate degree (DTA) from a Washington community and technical college, an AA/IGETC degree from a California community college, an AA/OT from an Oregon community college, or a AGEC-A from an Arizona community College will be granted 90 credits on admission but courses graded below the minimum acceptable grade will not fulfill 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 dean and department chair.

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 school/college. 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. Exceptions to the ten credit limit are fully explained in the Policy 99-3 (*Master of Business Administration Jesuit Institution Multilateral Agreement*) and 99-2 (*School of Theology and Ministry policy*).

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 programs. Any exceptions are at the discretion of the dean of the school to which the applicant is applying.

E. Correspondence Courses

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

F. 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*).

G. 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 or equivalent, were taken for graduate credit, fall within the six-year limitation, and are approved by the department.

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