9.2.33 Evaluation and Application of Undergraduate Transfer Credits [FS 12/13-68]

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). Transcripts issued by a non U.S. institution that do not have either a Memorandum of Understanding (MOU) or an articulation agreement with UWRF in place need to be evaluated by a third-party transcript evaluation service. The purpose of the transcript evaluation service is to provide UWRF with an English translation of courses, credits and grading systems as they appear on the foreign transcripts, as well as to verify the foreign institution's accreditation. It is the responsibility of the student to request this service and pay any fees associated with the third party evaluation service.

Prospective and enrolled students are required to use one of the approved third-party transcript evaluation services. A list of approved third-party transcript evaluation services is available from the Registrar. As of Fall Semester 2012, the list is comprised of the following organizations:

Educational Credential Evaluators: http://www.ece.org/
World Education Services, Inc.: http://wes.org/
American Education Research Corporation, Inc.: https://www.aerc-eval.com
International Education Research Foundation: https://www.ierf.org
AACRAO International Education Services (IES): https://ies.aacrao.org

Upon receipt of an official transcript or a third party transcript evaluation, an internal evaluation will be completed. Courses must be similar in nature, level, and content to a course in our undergraduate curriculum and applicable to one of our academic programs; this includes courses that are technical or vocational in nature. Continuing education courses, graduate-level courses, and courses that are remedial, or doctrinal in nature are not transferable. Courses which do not match with specific requirement may be accepted as elective credit, but may be allowed to substitute for specific requirements with approval of the appropriate Academic Department Chair and/or Academic Dean. Faculty Advisors, Department Chairs and Academic Deans work with transfer students to help them best apply their credits toward the UWRF degree.

Once an internal evaluation has been completed, accepted transfer credits and grades will be recorded on the students UWRF record as they appear on the transcript from the host institution or according to the MOU/articulation agreement or as provided by the transcript evaluation service. Transfer grades will not be used in calculating the cumulative GPA. However, grades will be calculated in the major GPA if transfer credits are awarded to meet major requirements. The application of transfer credits and the calculation of cumulative and major GPAs affect eligibility for academic honors and awards. [FS 95/96-24]