To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls

November 29, 2012

RE: UWRF Faculty Senate Motion 2012-13/68

At the November 29, 2012 meeting of the University of Wisconsin-River Falls Faculty Senate, this motion was passed, and it is effective either for spring 2013 if implementation is practical, i.e. as defined by the Registrar, or for 2013-14. The motion is forwarded to you for your action.

Motion from the Academic Standards Committee (Terry Ferriss, Chair) to approve a new policy for the evaluation and application of undergraduate transfer credits

Approved ✓

Disapproved

[Signature]
Dean Van Galen, Chancellor

[Date] 12/1/12

Date
8.2.32 Evaluation and Application of Undergraduate Transfer Credits

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 transcript, 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.

Perspective 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: https://www.ece.org/
-   World Education Services, Inc.: http://www.wes.org/
-   International Educational Research Foundation: https://www.iernf.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 requirements 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 student’s 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.