

## TRANSFER STUDENTS

The progress of transfer students will be evaluated on a case-by-case basis. After the Registrar has evaluated transfer credit hours, the student will develop an academic plan with the faculty advisor. Transfer students, at the time of matriculation to UD, will enter with a class standing in accordance with the number of credits earned and accepted by the University of Dubuque for prior education at other institutions.

Official transcripts should be sent to the Office of Admission directly from the other institutions attended. To be transferrable, coursework must be completed at a regionally accredited institution or an institution that is recognized by the U.S. Department of Education (USDE) and Council for Higher Education Accreditation (CHEA). Coursework completed at institutions that are not recognized by the USDE and CHEA will be reviewed by the registrar to determine if any credits can be applied toward a UD degree. Examples of non-regionally accredited institutions include those accredited by national and specialized accreditors. The Registrar will work with the faculty to determine if the institution can be qualified. The Office of the Registrar can provide more information about the transfer of credits from specific non-accredited institutions.

Semester credits: UD credits are semester credits. In transferring courses credited in quarter hours, the conversion formula is [semester credits] = [(2/3) x (quarter credits)].

### Course Equivalency Approval for Current University of Dubuque Students

Approval by the UD Registrar is required for courses taken at other institutions, if the student wishes to transfer the course back to UD to fulfill a graduation requirement, prior to enrollment and completion of outside coursework. Approval of Clarke University, Emmaus Bible College and Loras College coursework is also required. Students are encouraged to consult with the UD Registrar's Office on questions regarding transfer equivalency of courses. Request to take a course at another college forms are available on the UD website, under Academics and Registrar tabs.

### Transferring Credits

The University of Dubuque will evaluate all non-remedial courses passed at an accredited institution, provided the overall grade average for those courses is 2.0 or better. If the student's cumulative grade point average (GPA) at the institution from which the credits are transferred is less than 2.0, the University will only evaluate credit for courses in which grades earned were C or better. A Course with a grade of "P" or "S" may be awarded transfer credit at the discretion of the Office of the Registrar. The equivalent number of credit hours, as offered at UD, or developmental credit from an accredited institution may be awarded. Military credit will be evaluated on an individual basis and generally awarded as elective credit(s) toward Bachelor's degree requirements with a grade of CR. Transfer students should note that courses deemed equivalent to the skills courses of the UD General Education Curriculum will not transfer to the University of Dubuque with a grade of less than C, independent of the cumulative grade point average for all transferring credits:

- COM 101—Speech Communication
- ENG 101—Composition and Rhetoric
- MATH—any math course that applies to the General Education requirement
- RES 104—Research Writing

### Transfer Credit on UD Transcript

Courses awarded transfer credit will be indicated on the University of Dubuque's transcript by the name of the College attended and the total number of credits accepted for transfer. Transfer courses are not calculated into the UD's grade point average. If a student completes a course at UD that had previously been awarded transfer credit from another institution, the transferred course will be marked as a repeat and the student will only receive credit for the UD course.

### Course work not awarded transfer credit

Non-collegiate level coursework that was intended to be a review of secondary material (for example, but not limited to, English, mathematics or reading enrichment courses), credit awarded for intercollegiate athletic participation, physical education activity courses, and continuing education units (CEUs) may not be awarded transfer credit. In general, vocational technical training is not eligible for transfer credit. Military Occupational Specialty courses are evaluated on a case-by-case basis using ACE-approved JST military transcripts. Coursework that is found to be similar in content to UD courses may be awarded transfer credit.

### Transfer Equivalency Decision Appeal

If, upon review of the official transfer equivalency form, an accepted student disagrees with the equivalency decision, that student may appeal the decision by following the instructions below:

1. The student must arrange for the course syllabus to be sent to the Office of the Registrar.

2. The Registrar will work with the appropriate faculty to determine a) if the original decision is accurate and b) why the decision either is or is not accurate.
3. If the original decision is accurate, the student will be notified that no change to their transfer equivalency decision has been made.
4. If the original decision is inaccurate, the student's record will be updated to reflect the updated decision and the student will be informed of the update.

If any change to the student's transferred equivalencies results in duplication of credit, the transfer credit is forfeited.

### **Special Procedures for International Credit**

International credit must be evaluated by an independent evaluation service (with the exception of credit that was earned through an approved study abroad experience) and a course-by-course evaluation must be submitted in order to be considered. Courses that are found to be similar in content to UD courses may be awarded transfer credit.

**World View:** Students transferring in with 24 or more credits will be waived from taking World View I. Students transferring in 58 or more credits will also be waived from taking World View II.

If a chosen academic major does not count grades of less than a C in courses taken to fulfill major requirements, it may be necessary to repeat a course or courses. Students should be aware that a minimum cumulative grade point average (GPA) of 2.00 for all credits taken as well as a minimum grade point average (GPA) of 2.00 for credits in an academic major is required for graduation.

**Exceptions** include the Elementary Education, FPA and Nursing majors. Consult department listings for specific details on GPA requirements of all majors.

Students transferring to the University of Dubuque from either Clarke University, Emmaus Bible College or Loras College will have their course work from their former institution evaluated on the same basis as any other transfer student. Cross-registered courses taken at Clarke University, Emmaus Bible College or Loras College, after the student has matriculated at the University of Dubuque, are considered work in residence at UD.

Transfer students must earn a minimum of 12 credit hours in their major area of study (some majors may have additional requirements) and earn a minimum of 30 of their last 36 credit hours in residence at the University of Dubuque.

Students entering the University of Dubuque with an Associate of Arts or Associate of Science degree from an accredited two-year or four-year institution, will be considered to have completed most of the UD General Education Curriculum, **with the exception of** the Judeo Christian Tradition and the Capstone course in the major.