

## **UNDERGRADUATE COURSES TAKEN AT OTHER INSTITUTIONS AFTER MATRICULATION**

### **PURPOSE**

To establish the guideline for receiving credit for courses taken at institutions other than Westfield State University following matriculation.

### **POLICY**

1. Undergraduate students who have enrolled at Westfield must secure written permission to apply courses taken at other schools to their Westfield degree. This permission, as well as course evaluation for applicability to core or major may be secured from the chairperson of the Westfield department wherein the course to be taken lies. Westfield State has already made available through the Admission Office course to course articulations from many of our state institutions. Students should use these articulations as guides only and must still seek permission to take these courses to ensure residency policies (program and/or degree) are still being met.
2. College courses taken without this written permission may be accepted for elective credit, if the course meets university standards for transfer. Courses will not be applied to core or major requirements until such permission has been granted.
3. Only grades of "C-" or better are acceptable for transfer credit unless a higher minimum grade is required by the department. Transfer credits and grades will not affect the Westfield State institutional GPA unless they are earned through approved exchange programs where the University still certifies student's enrollment but will be used in determining "attempted" credits when determining academic standing. In either case the transfer credits and grades will factor into the overall GPA which is a combination of transfer and institutional credits and quality points. No credit will be awarded for remedial courses or coursework that is deemed by Westfield as pre-college work.
4. Students may transfer in a maximum of 90 credits from regionally accredited institutions, of which no more than 67 credits can come from a

# Westfield State University

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two-year institution (including AP, CLEP, and military experience). Credits not originating from a regionally accredited institution may be awarded with the approval of the academic department and/or based on recommendations of the American Council on Education's *College Credit Recommendation Service* and will count toward the 67 credits which can be awarded from a two-year institution.

5. For students enrolled in fall 2012, post-matriculation transfer credit completed prior to September 1, 2012 will be posted as domestic credit according to previous policy and transfer credits completed after September 1, 2012 will be awarded in accordance with the above policy. For students enrolled/re-enrolling for spring 2013, all transfer credit will be awarded in accordance with the above policy regardless of when the credit was completed.

## **REVIEW**

This policy will be reviewed annually by the Vice President for Academic Affairs.