



Policy Name:	Transfer of Credit Policy
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Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Enrollment and Academics

I. Purpose

To outline the University's requirements for and acceptance of academic credits from other postsecondary institutions.

II. Policy

Transfer Admissions

Transfer students are accepted for the fall, spring, and summer semesters.

Students who wish to transfer to Northwest are strongly encouraged to schedule a campus visit by calling the Northwest Office of Admissions at (800) 633-1175, in order to discuss transfer of credits with the Office of Admissions and with the departmental major advisor. Upon presentation of an official transcript, a degree audit will be prepared which indicates what courses remain for a student to take to complete their degree at Northwest.

Transfer Requirements

To be considered for admission on transfer criteria rather than high school criteria, a student must have completed at least 24 hours of transferable, college-level coursework. (These hours must have been earned after high school graduation.) Students who have less than 24 hours completed will be considered for admission on the basis of the freshman admission requirements in addition to college work that has been completed.

(Students transferring from non-regionally accredited institutions will also be considered as first-time freshmen. Credits cannot be transferred to Northwest from a non-regionally accredited institution.)

Transfer students must submit an application for admission along with official transcripts from all accredited colleges or universities attended. Students currently enrolled at a college or university should send an official partial transcript when making application for admission. Students must have a 2.00 (on a 4.00 scale) cumulative college grade point average in transfer in order to be accepted to Northwest. For students with a cumulative college grade point average in transfer below 2.00, consideration will be given based on professional judgment and acceptance may be granted on a probationary basis. In all cases, a student must be eligible to return to the last institution attended in order to be accepted to Northwest. If admitted, a transfer student who has less than 30 credit hours in transfer and a college cumulative GPA between 1.75 and 1.99 will be regularly admitted to the University, rather than on probation.

Application Fee

An application fee may be required for new students applying to Northwest. A complete listing of application fees is available at (800) 633-1175.

Transfer of Credits

Students transferring to Northwest from another regionally-accredited institution may be given transfer credit as their transcripts are evaluated by the Northwest Office of Admissions. Non-college parallel courses or technical credit can be transferred only for the Bachelor of Technology degree unless the Office of Admissions and the academic department concerned determine that the courses are academic in nature.

Continuing students at Northwest who wish to take courses at another institution as a visiting student should contact the Office of Admissions prior to enrolling to ensure the viability of transferring those courses into Northwest.

Transfer students have the option of meeting degree requirements as governed by the academic catalog in force at the time of the student's initial enrollment in higher education (provided that the student has maintained continuous enrollment and has remained in the same major program) or by the academic catalog in force at the time of the student's initial enrollment at Northwest.

Aside from possible waiver of General Education requirements as detailed below, transfer credit will be evaluated on the same criteria established for native students as set forth in the academic policies section of the undergraduate academic catalog. Students may challenge the interpretation of such criteria made by the Office of Admissions by petitioning the Committee on Admissions and Advanced Standing.

Transfer credits do not always have equivalents at Northwest but may satisfy general education, institutional, or departmental requirements. The following 900-series course numbers are used to show if transfer courses meet general requirements, even though the courses are not directly equivalent, or transfer as electives only:

900 ACT English Credit	911 Science
901 English 111	912 Math
902 English 112	915 Computer Competency
903 Speech Communication Multiculturalism	916
904 American Government (with MO)	918 Science Lab
924 American Government (without MO)	920 Lower Division
Elective 905 American History	922 Math Pre-requisite
906 Social Science	950 American Sign Language
907 Psychology	990 Upper Division Elective
908 Literature	988 B.T. credit only
909 Humanities/Philosophy	999 Elective, before summer 1990
910 Fine Arts	

A student has the right to appeal a denial of credit made by the Office of Admissions to the academic department concerned. If the student is not satisfied with the decision of the academic department, further appeal may be made to the Committee on Admissions and Advanced Standing.

Articulation Agreements

Northwest Missouri State University has a number of articulation agreements with community colleges in Missouri and nearby states. These agreements express a shared commitment to increasing the opportunity for students to gain access to and success in higher education. By clarifying transfer policies and procedures which assure articulation between programs, the institutions involved seek to assist students in making a seamless transfer. A current listing of schools and agreements, may be found at <http://www.nwmissouri.edu/admissions/transfer/agreements/index.htm>.

Supersede Policy for Transfer Courses

When a student completes the same course two or more times before transferring to Northwest, credit will be awarded for only the highest grade when calculating the transfer grade point average. If a student completes the same course, once at Northwest and once at another institution, the procedures listed in Superseding Grades/Repeating Courses will be followed like so:

- If the student receives a grade of “D” or “F” in transfer, that grade will be

superseded when the class is completed with the same or higher grade at Northwest. A petition for superseding must be completed at the time of registration in the course and can be obtained from the Registrar's Office. The transfer grade will be averaged with the Northwest grade if a lower grade is received at Northwest.

- If the student receives a grade of "A", "B", or "C" in transfer, that grade will always be averaged with the Northwest grade that is earned. The grade in the transfer course will never supersede the grade earned when the course is taken at Northwest, regardless of the grade received during the time it was taken at Northwest.

To Transfer:

- Carefully and promptly complete the Application for Admission and submit it to the Northwest Office of Admissions.
- Students must also submit current official transcripts from each regionally accredited college or university previously attended (a composite transcript will not be accepted). Students currently enrolled should submit an official partial transcript at the time of application.
- Students who are transferring into Northwest's School of Education should see the School for additional requirements.