



William James College Academic Policy for the Transfer of Credits into William James College

At the post-secondary level of education there are well defined rules established by each institution that tend to be based on regulations from governing bodies outside of the institution paired with the institution's concern for academic quality and the ability for a student to be academically successful in their matriculated program of study.

Transfer Credit from Another Institution

Credits earned in graduate level courses completed at another accredited institution no more than five years prior to matriculation at William James College, for which a grade of "B" or better was awarded, are eligible for transfer to William James College. Said transfer credit may be applied to degree requirements subject to the following two provisions:

1. No more than 20 percent of the total credits comprising a student's degree program may be satisfied through transfer credit; however, various degree programs may establish policies that further limit the acceptability and application of transfer credit.
2. The determination of the actual acceptance and applicability of potentially eligible transfer credit is the responsibility of the appropriate Department Chair.

- NOTES:
- (1) "Accredited institution" refers to any college/university that holds accreditation from an association/unit that is recognized by the Council for Higher Education Accreditation (CHEA).
 - (2) Upon the recommendation of the appropriate Department Chair, exceptions to the five year limitation may be approved by the VPAA
 - (3) The grade of "B-" is less than "B" and not eligible for transfer. Credit for coursework in which a traditional letter grade is not recorded will not be considered for transfer unless the student can present compelling evidence that recorded grades are at least equivalent to "B" quality.
 - (4) Program based policies on transfer credit require approval by the Institutional Curriculum Committee.
 - (5) Appeals of negative decisions will be heard by the VPAA.

During the Admissions process for William James College, the admissions counselors will address any questions or issues that a prospective student may have concerning their ability to transfer into William James College coursework completed at another accredited institution.

Transfer of Credits Earned at other institutions following matriculation at William James College

Only with prior approval of the appropriate Department Chair, a student may apply graduate credits earned at another institution subsequent to matriculation at William James College. Credits earned in this status are subject to the limitation on total transfer credit described in the section, **Transfer Credit from another Institution.**

On the Registrar's web page under forms, group Advisement/Registration is a form a student may use to request a course from another institution be considered for transfer credit.