

# **Credit Transfer Guide**

## **What is Credit Transfer?**

Credit transfer is the process of receiving advanced standing toward a degree program at Northwest University based upon college/university work completed elsewhere. Students are eligible to transfer credits to the University in accordance with the regulations contained in this Guide.

## **How to Transfer Credits to Northwest University**

Prospective students are required to submit official academic transcripts to the Admissions Office as part of the application procedure. When approval is granted to the student's Application for Admission, his/her transcripts are sent to the Transcript Analyst in the Registrar's Office where an official evaluation of all college and university course work is completed and a Transcript Review Report is issued. This report becomes a part of the student's permanent academic record at Northwest University. The initial transcript review is produced based on the major indicated in the student's Application for Admission.

After a student has been admitted to the University, all subsequent college and university transcripts should be sent directly to the Transcript Analyst for evaluation.

Matriculated (enrolled) students who have never transferred credits to the University can do so by contacting their former colleges/universities to request official transcripts to be sent to the following address:

Northwest University  
Registrar's Office  
PO Box 579  
Kirkland, WA 98083

## **Notification of Awarded Transfer Credit**

Prospective students receive results of their transcript reviews by e-mail to the address reported in the Application for Admission. If the student prefers, a hard copy can be sent to his/her permanent mailing address. Matriculated students are notified by their University-issued e-mail accounts unless a hard copy is requested in which case it is sent to his/her Northwest University campus mailbox. Transcript Review Reports are made available to the Faculty for academic advising. The Financial Aid Services Office is also informed of any changes in the student's transferred credit for the purpose of determining class standing and financial aid eligibility.

### **Class Standing**

The number of accepted credits applicable to the student's academic program determines class standing. The breakdown is as follows:

Freshman: 0-29.9 semester credits  
Sophomore: 30-59.9 semester credits  
Junior: 60-89.9 semester credits  
Senior: 90+ semester credits

### **College Entrance Exam: SAT/ACT Score Waiver**

For new applicants to Northwest University, the admission requirement to provide college entrance examination results is waived if the student has completed 20 semester (30 quarter) credits at an accredited institution (see the section entitled "Institutional Accreditation" below for more information). However, certain types of financial aid require test scores regardless of the amount of college work completed. Contact the Financial Aid Services Office for details.

### **Principles of Transfer**

#### 1) Institutional Accreditation

Courses are accepted from institutions that are accredited by one of the six regional accrediting associations in the United States (e.g., Northwest Commission on Colleges and Universities, Western Association of Schools and Colleges, etc.) and/or the Association for Biblical Higher Education (ABHE), formerly the Accrediting Association of Bible Colleges (AABC).

Classes from institutions not accredited by a regional accrediting association or by the ABHE are considered on an individual basis depending on the institution's general reputation, known academic strengths, academic format, academic qualifications of the instructors, and on the individual performance of the transferring student. The student is asked to validate transfer credit from such sources by completing two full-time semesters or 30 semester credits at Northwest University with a cumulative grade point average of 2.0 (C average) or better. A maximum of 30 semester credits may be accepted from non-regionally/non-ABHE accredited sources.

Academic course work from foreign institutions is also considered. An official transcript is required, or a certified copy if only one original is available to the student. The amount of credit acceptable in transfer is determined by the academic caliber of the institution. Many foreign universities use a different system for assessing learning than is practiced in the United States. In such cases, the student's performance in the course must be comparable to C- level work (see

the note at the end of this Guide for exceptions) in the American system. Universities using different calendar systems other than a standard American quarter or semester system have their clock hours converted to semester hours based on the duration of class time at the foreign institution.

2) Grades

Courses must be graded a C- or better to transfer. Courses graded as Pass and Satisfactory need to be determined to have been at a C- level or higher in order for them to transfer. (See the note at the end of this Guide for exceptions)

3) College-Level Coursework

Courses must be considered by the original institution to be college-level. Older transcripts may contain courses in disciplines no longer considered in academia to be college-level. These courses are not eligible for transfer.

4) Subject Matter Equivalency

Courses considered for transfer must possess content that comes reasonably close to the content of courses offered at Northwest University. Only courses satisfying a specific degree requirement are accepted. Classes that are technical in nature or that do not fall under the umbrella of subject matter taught by Northwest University Faculty may be accepted on a course-by-course basis if they are determined to be college-level. If acceptable, they are limited to a maximum of 15 semester credits. Some programs exclude the transfer of older courses.

5) Change of Major

Students may change their major, minor or certificate (if applicable) at any time. Students who are not yet enrolled at Northwest University may change their academic program by contacting the Registrar's Office. Matriculated students must complete a Change of Major form available in the Office of Student Success and in the Registrar's Office. Students should be aware that by changing their major or adjusting their academic program, the Registrar's Office automatically re-evaluates transfer credits based upon the new academic program. This may change the total number of credits accepted by Northwest University and thus could have a negative impact on financial aid award and class standing.

6) Quarter-Semester Credit Conversion

All credits accepted by the University are transposed into and reported in semester credit hours. One quarter credit is two-thirds of a semester credit. Semester credits are calculated by dividing the total number of quarter credits by 1.5.

### **Running Start/College Credit Earned in High School**

Northwest University accepts Running Start and college credits earned in high school provided that the courses appear on an accredited college/university transcript as college-level work with grades of C- or better (see the note at the end of this Guide for exceptions). Students must submit official college/university transcripts for this type of work regardless of whether the courses appear on a high school transcript.

### **The Transfer Associate in Arts Degree**

Northwest University accepts the college and university-approved transfer Associate in Arts (AA) degree from public community colleges in Washington State. This degree has been approved by four-year institutions in Washington as satisfying General Education Requirements for most degrees through the mediating efforts of the Inter-College Relations Commission (ICRC). Likewise, the University accepts the Oregon Transfer Associate in Arts degree. Students earning these degrees are automatically granted 60 semester credits and junior class standing. For most degrees, the General Education Requirements, with the exception of Biblical Studies, are satisfied by this degree, as are up to 20 semester credits in General Elective Requirements, when needed. Majors with program-specific General Education Requirements do not have all General Education Requirements automatically satisfied by the transfer AA. Students must complete these specific courses either as part of the AA transfer degree or at Northwest University. If taken in transfer, they must be at the C- level or higher (see the note at the end of this Guide for exceptions).

### **Transferring to Northwest University with a Bachelor's Degree**

Transfer students seeking to earn a second Bachelor's degree at Northwest University have special consideration given to their transfer credit. Each case is examined on an individual basis to determine whether the previous program's general education is equivalent to Northwest University's to warrant automatic exemption from General Education Requirements. If it is determined to be adequate, the baccalaureate degree is accepted as a transfer AA with regards to General Education and General Electives.

### **Transferring into an Education Major: Certification-Only Status**

Students who have earned a baccalaureate degree from a regionally-accredited institution and wish to pursue Washington State teacher certification at Northwest University may be eligible to be admitted as Certification-Only students. Those students interested in this special status should contact the School of Education at Northwest University for a transcript review and additional eligibility requirements.

## **Alternative Means of Earning Transfer Credit**

### 1) Advanced Placement (AP)

Northwest University accepts AP subjects with exam scores of three or higher and grants credit based upon program need (See the Standardized Exam Equivalency Table in the Appendix for specific course equivalencies). Students must submit an official exam report from AP or have the exam score results posted on the official high school transcript. Please note that the term grades for the high school courses are not sufficient means for granting transfer credit; an official record of the exam scores is required.

### 2) International Baccalaureate (IB)

Northwest University considers courses from IB graded four or higher on a case-by-case basis and awards credit based upon program need.

### 3) CLEP and DANTES

Credit for the College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES) is granted if the student scores at or above the American Council on Education's (ACE) recommended score for the exam in question. Credit from these two sources must be earned before the start of the junior year. Students entering as juniors have one semester to earn CLEP/DANTES credit (See the Standardized Exam Equivalency Table in the Appendix for specific course equivalencies).

### 4) Military

Northwest University accepts credit from military training based upon proper documentation of the student's military education, namely Form DD-214, Form DD-235 and/or a SMART transcript. Credit is awarded based upon the American Council on Education's recommendations and the needs of the student's program. All military students are entitled to receive four semester credits for Physical Education in lieu of Basic Training, if the credit is needed.

### 5) Prior Learning Assessment (PLA)

Northwest University provides for enrolled students the opportunity to earn academic credit for learning that has occurred outside the traditional college classroom, either by vocational training or life experiences. Students interested in this program should contact their academic advisor for additional information.

### 6) Departmental Exams

Students may receive credit for certain courses upon successfully completing a departmental exam. Northwest University Faculty in the field of study in which the student is seeking to receive credit should be consulted if the student is interested in taking a departmental exam.

### **Transfer Credit Limitations**

1) Physical Education Activity Courses

Limited to four semester credits.

2) Ensemble Music

Limited to eight semester credits for Associate's degrees; twelve semester credits for Bachelor's degrees.

3) PLA, CLEP, DANTES, IB, AP, Military Credit, and Departmental Exams

Limited to 30 semester credits cumulatively from all eight sources.

4) Residency Requirements

The following must be completed at Northwest University:

- A) A minimum of 30 semester credits.
- B) One-third of the major requirements.
- C) The final semester of course work.
- D) One three-credit Bible or Theology course.

5) Correspondence Courses

Course work done by correspondence and extension is limited to 20 semester credits. All correspondence and extension courses must be completed prior to the student's final semester at Northwest University.

6) Community/Junior College Courses: Courses from Two-Year Collegiate Institutions

Limited to 60 semester credits.

### **Appeal Process**

Students have the right to appeal decisions made by the Registrar's Office with regard to their transfer credit. All appeals are made to the appropriate Faculty members and are ultimately decided by the Provost. Since the process of appeal has several levels and crosses jurisdictional areas, it is recommended that the student direct questions and concerns to the Registrar's Office for guidance as to how to best present his/her request for reconsideration.

### **Questions**

Any questions on transfer procedure, policy, and individual transfer situations should be directed to the Transcript Analyst in the Registrar's Office.

---

Note: Some academic departments require higher grades than a C- in order for courses to transfer. Contact the Transcript Analyst for details.

Rev: 8/26/05