

TRANSFER CREDIT

Website: <https://www.alverno.edu/transfer> (<https://www.alverno.edu/transfer/>)

Previous coursework from another institution may be applicable to students' academic program and is evaluated for potential course credit or used to justify a course substitution or waiver. Alverno abides by all rules and regulations issued by accreditors or government agencies when evaluating and granting transfer credit. Students are required to submit official transcripts from ALL previous attended institutions, regardless of whether credit was earned, consistent with the admission policy of their intended program.

The standards used for the evaluation of transfer credit follow the Higher Learning Commission (HLC) transfer credit policy, supported by the American Association of Collegiate Registrars and Admission Officers (AACRAO), the Council for Higher Education Accreditation, and the American Council on Education consider:

1. the educational quality of the learning experience which the student seeks to transfer
2. the nature, content, and level of learning experience as compared to that offered by Alverno
3. the appropriateness and applicability of the learning experience to the programs offered and consideration of the student's educational goals.

Alverno accepts credit from all regionally and nationally accredited institutions submitting an official transcript directly to the Admissions or the Registrar's Office. The transfer institution must be recognized by the Council on Higher Education Accreditation (CHEA), the Department of Education or the federally designated department that governs higher education accreditation.

International universities are recognized according to their country's regulations. A syllabus may be requested when a course description is not sufficient. The course must meet a majority of course outcomes to be considered equivalent to an Alverno course. Courses that do not demonstrate a sufficient match with Alverno course outcomes can be assigned as elective credit. International institutions' credit thresholds may be different than what the Federal Credit Definition allows, requiring credit conversion. When possible, evaluation of instructional credits, or the use of an educational credential evaluator can assist with determining appropriate transfer.

All courses submitted, via an official transcript, for evaluation may be reviewed for potential credit. Grades earned at the transfer institution are not calculated into the Alverno Grade Point Equivalency report. Transfer credit is limited by the number of resident (Alverno) credits required for each program. When credits exceed the residency requirement, arrangements can be made between the student and their professional advisor or faculty program director to determine which courses can be transferred to meet the residency requirement. Undergraduate baccalaureate programs require at least 30 resident credits; associate programs require at least 15 resident credits. Graduate programs generally require more than half of the credits required for a graduate degree be resident credit; however, each program has its own resident credit requirement governed by program practice and accreditation or regulatory standards.

Transfer credits from quarter-system institutions are converted to semester credits or follow the guidance of the institution awarding the credit. A quarter credit is divided by 1.5 (i.e. 5 quarter credits equal 3 semester credits). When a transfer course is assessed as equivalent but has fewer credits than the equivalent Alverno course, only the transfer credits earned are applied. When the transfer course credits exceed an Alverno course, credit is given for the equivalent course and the extra credit(s) are listed as elective credits.

Most graduate credits are accepted for transfer if they were completed in the past seven years. Variation may exist due to external accreditation standards, or for Doctor of Education Students with all but dissertation completed. Some undergraduate science course credits accepted for transfer may require the transfer course be taken in the past seven years.

Alverno provides course-by-course transfer for most programs. This demonstrates how each transfer course meets each course requirement for majors/minors/specializations and certificates. Alverno assigns elective credits for the Leadership AA and BA degrees, as well as the degree completion undergraduate programs (paraprofessional to teacher licensure programs) to meet admission and graduation requirements.

Course-to-course equivalency questions are approved by the faculty in the relevant department or appropriate academic Dean.

General Education Transfer Course Equivalencies:

- Transfer students who transfer in a Humanities-based course have the course equated to HUM 150. Additional Humanities transfer courses might equate to HFA (Humanity & Fine Arts) General Education requirements. Language transfer courses with significant cultural components can be an equivalent to HUM 150 or HFA 210/310. They may also transfer into Spanish Language & Culture (SLC) courses when seeking a Spanish Language & Cultures minor.
- Fine Arts (FA) transfer courses may transfer in as the FA 110 General Education requirement or relevant music or visual arts course requirements if the student is an Art or Music program major. Additional FA courses transfer as HFA General Education credits.
- Behavioral Science transfer courses transfer in as BSC-E, unless they can transfer directly as an equivalent course. BSC-E can fulfill the General Education requirement.
- Transfer students transferring in 20 or more credits, from another higher education institution are exempt from FSS 125 First-Year Seminar, but must take ILA-200. Advanced Placement (AP), International Baccalaureate (IB) and Credit for Prior Learning (CPL) and dual enrollment credit do not count toward the 20 credit FSS 125 First-Year Seminar waiver.

A course that is remedial in nature (often with course number below 100) is not eligible for transfer. The course may be posted to the student record to fulfill a prerequisite requirement but does not carry credit.

A student who has earned a Bachelor's degree or an Associate of Arts (AA) or Associate of Science (AS) degree (not an Associate of Applied Science (AAS) technical degree) from an accredited institution recognized by the Council for Higher Education Accreditation (CHEA) or the Department of Education satisfy Alverno's General Education requirements. In instances in which a course within a General Education area also fulfills a major requirement, the course must be satisfied with the transferred equivalent course or taken as part of the major. An earned degree determined to be equivalent to a U.S. degree is considered equivalent to the U.S. degree level at the associate or bachelor's degree level.

Undergraduate transfer courses must have a grade of C- (1.67) or higher to transfer to Alverno. Graduate transfer courses must have a grade of B (3.0) or higher to transfer. Under normal operating conditions, Alverno College does not allow a course with a grade of "Pass" to transfer; however, due to the COVID-19 pandemic many institutions altered their grading schemes to allow, or require, students to take courses Pass/Fail. Alverno College accepts grades of "Pass" (or grade equivalent) for undergraduate courses earned during the pandemic (Spring 2020 through Summer 2021).

The following national exams scores are accepted at Alverno College as Credit for Prior Learning (CPL). CPL credit is considered transfer credit, not institutional credit.

- Advanced Placement (AP)- An Advanced Placement score report must be sent directly from College Board (code= 3669). AP scores are granted Prior Learning credit for up to 30 credits, when the subject matter is deemed acceptable. See the chart AP equivalent chart below [\[link\]](#).
- College-Level Examination Program (CLEP) – Subject Examinations of the College Level Examination Program score report must be sent directly from College Board (code=3669). See the CLEP equivalent chart below [\[link\]](#).
- International Baccalaureate Organization Program (IB) - Standard and higher-level examinations are evaluated for course credit. See the equivalent IB chart below [\[link\]](#).

Alverno requires credit for Military Education to be evaluated for all active duty or veteran students, as listed in the Military policy (<https://catalog.alverno.edu/acadpol/mil/>). These students are required to have their Joint Services Transcript (JST) sent to Alverno Admissions Office.

Consideration for college-level coursework is allowed based on the evaluation by the American Council on Education (ACE) for education (not experience). If there is record of DANTES Subject Standardized Tests (DSST) or CLEP exam scores on the JST, the student must request these exam scores to be sent directly by the provider.

Articulation agreements are unified agreements between Alverno College and partner organizations. A student who transfers to Alverno under an Articulation agreement shall follow transfer regulations according to the specific articulation agreement.

To assist Wisconsin Technical College (WTCS) students in furthering their academic and career goals, Alverno College participates in a course-to-course agreement with Wisconsin's 16 technical colleges. The WAICU-WTCS Course Credit Transfer Agreement is designed to ensure a smooth transfer process for WTCS students to pursue a degree at Alverno College. The 14 courses in the agreement satisfy General Education requirements when applicable. Students are responsible for confirming that these courses transfer to their intended major by working with their academic advisor.

Students who choose to earn credit at another accredited institution must submit a permit to "Take a Course Elsewhere". This permit must be approved by the student's advisor and dean prior to taking the course off campus. Courses that have not been pre-approved may not be accepted as transfer credit. To determine course transferability, the subject Department Chair/Program Director reviews the course when the course is not articulated.

Students may appeal a transfer credit decision by submitting a copy of the syllabus from the course in question to the Office of the Registrar no later than 90 days from the date of the transfer evaluation. Appeals will

go to and may be granted by the program designee and amended on the student's record. When cases of unusual or extenuating circumstances occur, a student may appeal the transfer credit decision beyond the 90-day limit.