

# Guidelines for Transfer of Credit



- **To transfer a class to IWU:**
  - Consult with your advisor for appropriate course planning.
  - You may set up an account on the Transferology website (<https://www.transferology.com/school/iwu>)
  - You may use the "Find a Replacement Course" feature on Transferology to search for a transfer course
  - Complete the front side of this form and submit completed form to Registrar@iwu.edu
  - Watch your email for a message with approval/denial information for your transfer request
- Transfer Courses must:
  - Be completed at a regionally accredited institution at the time of your enrollment.
  - Receive a grade of "C" or better. Pass/Fail graded courses will not be accepted.
  - Online courses will **NOT** be accepted for natural science lab or second language requirement.
  - Be valued at more than .66 course units. If less, the course will NOT satisfy a general education, major or minor requirement. **(An IWU course unit is defined as being equal to 4 semester hours or 6 quarter hours. Therefore, a 3 semester hour course equals .75 course units.)** *(Beware that course unit values vary among the schools using this type of system, hence a course unit earned elsewhere may not exactly equal one course unit earned here.)*
- Under no circumstances may more than 50% of a major or minor be taken elsewhere. Students requesting coursework for the major/minor are strongly encouraged to meet with their advisor for course planning.
- Grades earned for transferred coursework will **NOT** be calculated into your GPA at IWU. The grade(s) will appear on your IWU transcript.
- Once enrolled at IWU, a student may earn **NO** more than four units of general education credit through a combination of AP, IB, and CAM exams and Dual Credit courses transferred from other institutions, except for courses in approved off-campus study programs.
- **NO** course will be added to your transcript, regardless if pre-approved, if it results in receiving duplicate credit for coursework at IWU. This includes credit received by Advanced Placement (AP), International Baccalaureate (IB) and Cambridge (CAM) exams, or any course-work earned at another institution. Courses may only be repeated for improvement of grade (D or F) with permission of Department Chair of course subject area. This may be different than the Department Chair of your major or minor.
- **NO** course will be added to your transcript if it would result in an overload unless permission to overload was previously granted for that term. Under **NO** circumstances will an overload be approved for May Term.
- Courses must be similar to courses that are now, or would be, offered at IWU. They need not be exactly the same or even substantially similar to current IWU courses, but they must be of the level, kind, and quality that the IWU faculty would offer here should circumstances warrant. Courses such as typing, word processing, college algebra (or courses in other disciplines below the introductory level taught here), and trade school courses for instance, will **NOT** be accepted for transfer.
- All courses taken at the other institution will be transferred, you may **NOT** elect to transfer in only select courses.
- In general, courses transfer as lower division or upper division based on the course designation at the teaching institution, regardless of the designation of a similar IWU course. Do not assume that 100 & 200 level courses are lower division at every college -- they are not, nor are 300 level classes always upper division. Regardless of course number or content, credits earned at Illinois community colleges are **ALWAYS** lower division.
- Science Lab and Second Language courses require an additional verification form to be completed by the transferring institution's registrar's office. Please contact the IWU registrar's office for a copy of this form.

# Transfer of Credit Request Form

Please see instructions on reverse of this form. Complete form prior to enrolling in any course if you wish to have that course apply to Illinois Wesleyan University's graduation requirements.

Name: \_\_\_\_\_ ID# \_\_\_\_\_ Email: \_\_\_\_\_

Advisor: \_\_\_\_\_ Grad year/term: \_\_\_\_\_ Major: \_\_\_\_\_

When will you take this course? \_\_\_\_\_ From what institution? \_\_\_\_\_

Why are you unable to take this course at Illinois Wesleyan University? \_\_\_\_\_

Title of Transfer Course (Use title from transfer school)	Course Prefix & Number	Credit Hours	Semester or Quarter (select one)	Method of Instruction <sup>1</sup> (select one)	Gen Ed <sup>2</sup> Category	IWU Equivalent Course #	Are you Repeating this course (select one)	Is course Required in Major or Minor (select one)
Example: <i>Intro to Psychology</i>	<i>PSY 101</i>	<i>3</i>	Sem    Quarter	Campus    Online	<i>LSI</i>	<i>PSYC 100</i>	Yes    No	Yes    No
1.								
(Office Use Only) Course 1 Transfers as:			General education attribute: (if granted)			Registrar		
2.								
(Office Use Only) Course 2 Transfers as:			General education attribute: (if granted)			Registrar		
3.								
(Office Use Only) Course 3 Transfers as:			General education attribute: (if granted)			Registrar		

<sup>1</sup>Language and Natural Science Lab courses **must** be on-campus courses. <sup>2</sup>If requesting credit toward the General Education or Shared Curriculum, please list the attribute requested in the column above.

Providing false or misleading information in this regard can result in separation from the University. I have read the University's "Guidelines for Transfer" on the reverse side of this form, and understand that any change to the above approved courses when received on the official transcript will nullify approval and will require new approvals.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (emailing this form from my IWU email will count as my signature)

**Office Use Only**

Course Posted As/Units Accepted:

Course 1: \_\_\_\_\_  
- notes: \_\_\_\_\_

Course 2: \_\_\_\_\_  
- notes: \_\_\_\_\_

Course 3: \_\_\_\_\_  
- notes: \_\_\_\_\_

Date: \_\_\_\_\_

Institution Code: \_\_\_\_\_    Initials: \_\_\_\_\_