

## Transfer of Courses

*\*Note: The information below is from the 2022-2023 College Catalog*

Washington & Jefferson recognizes that it is common practice for students to bring prior academic work into the institution or supplement their academic experience by studying abroad or away from campus.

Students transferring to W&J may bring in up to 16 course units completed at accredited institutions or awarded through test scores. These are evaluated at the time of admission. Transfer students must complete a minimum of 16 course units at W&J, and only grades attained at W&J will be used to compute a student's grade point average.

Current W&J students, with the approval of their faculty advisors and the Office of the Registrar, may take courses at colleges or universities accredited through a CHEA-recognized organization. Courses must be approved in advance: the [Course Approval Form: Domestic Transfer Credit](#) guides students through the steps.

All students desiring transfer credit must arrange transmission of official transcripts and test scores to W&J's Office of the Registrar. Credit will not be awarded without official documents.

Courses approved for transfer from accredited institutions appear on the W&J transcript as course units. A full course of 3, 4, or 5 credit hours transfers as one W&J course unit, assuming its content, required learning activities, outcomes, and the assessment of those outcomes are consistent with the kind of liberal arts courses offered at W&J. Courses are evaluated not only on *what* students learn but also on *how* students learn. Such outcomes and processes include:

- critical thinking, analysis, and synthesis,
- writing, oral communication, technology,
- quantitative, logical, and scientific reasoning,
- interaction between faculty member and student,
- interaction among students,
- faculty comments on writing assignments and/or exams

A department chair or program director assesses each transfer-course syllabus or description and, sometimes, student work to determine if course content, pedagogy, student-learning outcomes, the amount of reading, and the types and quantity of assignments are consistent with courses taught at W&J, support the College's liberal arts mission, and when relevant, are in accordance with established articulation agreements and policies.

Coursework completed elsewhere may be able to fulfill W&J requirements. Students will need to provide a course description and/or a course syllabus to the relevant party for evaluation:

- Major or minor requirement: Department Chair or Program Director,
- Foundation, Breadth of Study requirement: Associate Dean of Academic Affairs,
- Diversity requirement: Diversity Coordinator.

Courses accepted for transfer that do not align with specific departments or program requirements are designated as elective (ELE) courses. The registrar makes the final determination of credit.

Courses in which students earn grades of C- or better may be transferred to W&J, subject to limitations given below. Courses not using traditional letter grades are considered for transfer only if additional documentation detailing successful completion is provided. Grades for transferred courses do not appear on the W&J transcript, nor are they used to calculate a student's grade point average or to determine graduation honors. Exception: some course grades from Lewis & Clark College's Year in Munich program appear on W&J transcripts.

## Limitations

- No more than three transferred courses may count toward fulfilling requirements in a student's major or minor.
- No more than five courses or 20 credit hours taken during a single semester may be transferred.
- No more than 16 courses or 64 credit hours completed at other institutions or awarded through test scores may be transferred.
- Students seeking Pennsylvania teacher certification are expected to take all required education courses at W&J. Exceptions may be granted only with the approval of the Education Department.
- Students seeking recommendations from the College's Pre-Health Professions Committee should understand that courses transferred to W&J may not necessarily meet the guidelines for recommendations. Students should read "Committee Policy for Courses Transferred from Other Colleges" in the *W&J Pre-Health Handbook* and direct specific questions to the chair of the Pre-Health Professions Committee.
- The College evaluates, for transfer purposes, military/military science and physical education/activity/wellness courses on a course-by-course basis.

W&J does not accept for transfer any course:

- from an unaccredited institution,
- of a remedial, vocational or technical nature,
- taken online while a student was studying abroad, or
- in which the student has received a grade of D+ or lower.

Note that transferred S/U or P/F courses count toward the limits described in the Pass/Fail section in the catalog.

The College normally awards transfer credit to courses taken within ten years of entering W&J. Courses completed more than ten years prior will be evaluated on a course-by-course basis.

The College reserves the right to accept or deny the awarding of transfer credit.

## Guidelines for Transfer Courses Which Carry General Education Designations

### Artistic

In order to qualify for the Artistic designation, the course must meet the following criteria.

- Students must either 1) create works of art as expressions of imagination, technique, or historical and cultural context; or 2) understand works of art as expressions of imagination, technique, or historical and cultural context;
- At least two-thirds of content, class time, and assignments must support either creation of works of art or formal analysis of works of art.

### **Behavioral**

In order to qualify for the Behavioral designation, the course must meet the following criteria:

- at least two-thirds of the course content must focus on the functions of society or community through examination of individual, collective, or institutional behaviors;
- the course must use the tools of observation, qualitative and quantitative modeling, and data analysis to frame questions or challenges appropriate to behavioral inquiry.

### **Historical**

In order to qualify for the Historical designation, the course must meet the following requirements:

- at least two-thirds of the course must be dedicated to the study of historical development of human societies and institutions;
- the course content and assignments must introduce students to the tools and methods of historical inquiry including: interpretation of primary and secondary historical sources, framing questions appropriate to historical inquiry, and constructing proper explanatory narratives about the past.

### **Literary**

In order to qualify for the Literary designation, the course must meet the following requirements:

- at least two-thirds of the course must be dedicated to the exploration of human experience as represented in text;
- the course content and assignments must introduce students to the tools and methods of literary inquiry including: close reading, critical analysis, comparative study, and contextual inquiry.

### **Logical**

In order to qualify for the Logical designation, the course must meet the following requirements:

- at least two-thirds of the course must be dedicated to the investigation of the world through the use of abstraction and axioms;
- the course content and assignments must introduce students to at least two of the following tools and techniques of logical inquiry: deduction, modeling, quantification, and formalized systems of reasoning.

### **Scientific**

In order to qualify for the Scientific designation, the course must meet the following criteria:

- at least two-thirds of the course content must investigate the natural world or investigate the means by which scientific principles are assembled;
- the course must have a minimum of 26 hours of weekly hands-on sessions under an instructor's supervision and guidance where students actively use the tools of scientific inquiry (including at least three of the following: observation, experimentation, theoretical inquiry, modeling, and data collection and analysis).

## **Diversity**

In order to qualify for the Cultural Diversity designation, the course must meet the following criteria:

- at least two-thirds of the course content must focus on the social, cultural, or historical heritage of a non-Western culture, or of a minority or marginalized group within a Western cultural context;
- the course must include assignments that involve active reflection on diversity and its significance (e.g., comparative analysis of different cultures and groups; critical examination of examples of cultural biases; exploration of the role of social, political, or economic systems in creating or changing power differentials between majority and minority populations; etc.).

## **Writing**

In order to qualify for the Writing designation, the course must meet the following criteria:

- the course must include a minimum of a class-meeting's worth of formal writing instruction: discussion of student work, workshopping, demonstrations with examples, etc.;
- written assignments (thesis-driven essay writing or other discipline-specific kinds of writing such as posters or reports) totaling at least 12 pages, or the equivalent for posters or reports, must comprise part of the final course grade;
- opportunities must be provided for students to improve their writing based on instructor feedback.

## **Procedures**

### **Transfer Students**

- Inform the Assistant Director for Transfer Students in the Office of Admissions that you have completed college- or university-level courses and submit your request for courses for transfer; arrange to have your official transcript sent to this individual.
- The Assistant Director for Transfer Students coordinates the process and sends relevant materials to the Office of the Registrar.
- If your course is already on the list of approved courses and if you earned a grade of C- or higher, the registrar approves it for transfer.
- If the course is not on the list, the relevant department chair or program director will review it to determine if it is transferable. A syllabus may be required for this evaluation. The chair or director responds to the assistant registrar with one of the following determinations:
  - Course is acceptable for W&J course equivalent
  - Course is acceptable for general elective (ELE) or department/program elective credit
  - Course is not acceptable for transfer to W&J
- If the course is accepted as a general elective, the Associate Dean will also examine the course. If approved, the course will appear on your transcript. If not approved, there will be a code indicating why it was not approved (e.g., grade not high enough or remedial course).

- The entire process should not take longer than ten working days.
- An email to the student, with a copy to the faculty advisor, will be sent by the Office of the Registrar to report results of the transfer-credit evaluation.

### **Incoming First-Year Students**

- During the early summer advising period, inform the Gateway team and indicate on your registration worksheet that you have completed college-level courses, International Baccalaureate courses, or advanced-placement tests.
- No later than August 1, arrange for the college/university, IB, or College Board to send an official academic transcript or test results directly to W&J's Office of the Registrar; no transcripts or test scores should be delivered to a third party. Also send the registrar a catalog description for each course completed and, if possible, a syllabus. Coursework will be posted to a W&J record only after official documentation has been received. Direct electronic transcripts to [wjregistrar@washjeff.edu](mailto:wjregistrar@washjeff.edu); direct paper transcripts to Office of the Registrar, Washington & Jefferson College, 60 South Lincoln Street, Washington, PA 15301.
- An email to the student, with a copy to the faculty advisor, will be sent by the Office of the Registrar to report results of the transfer-credit evaluation.

### **Current Students**

Before enrolling in a course at another institution:

- Obtain a course description from the website or catalog of the institution and, if possible, a syllabus.
- If studying for a semester away, complete the relevant sections of the Transfer of Credit Form for Off-Campus Study form (from the Office of Study Abroad).
- If taking a course or courses at a US college or university, complete the relevant sections the Course Approval Form: Domestic Transfer Credit (from the Office of the Registrar).
- Get approval for each course from the relevant department chair or program director. Courses must be approved in advance: the [Course Approval Form: Domestic Transfer Credit](#) guides students through the steps.
- If you are hoping to satisfy a general-education requirement with a transferred course, discuss your plans with the appropriate academic dean. You will need a syllabus.
- Obtain all faculty signatures required on the form.
- Return the completed form to the listed office by any specified deadline.

After completing the course:

- Arrange for the institution to send an official academic transcript directly to W&J's Office of the Registrar; no transcripts should be delivered to a third party. Coursework will be posted to a W&J record only after this has been received. Direct electronic transcripts to [wjregistrar@washjeff.edu](mailto:wjregistrar@washjeff.edu); direct paper transcripts to Office of the Registrar, Washington & Jefferson College, 60 South Lincoln Street, Washington, PA 15301.
- If financial aid was received by the other institution through W&J, a financial-aid transcript must be forwarded as well. Failing to do so may jeopardize eligibility for aid in the future. Direct financial-aid transcripts to: Office of Financial Aid, Washington & Jefferson College, 60 South Lincoln Street, Washington, PA 15301.

# Advanced Placement Exams

A score of 4 or 5 is necessary for any consideration of course equivalence or placement; policies vary by department (see below). If approved by the appropriate department chair/program director and the Vice President for Academic Affairs, credit and/or advanced placement toward graduation will be awarded. Transmission of an official score report for the relevant year from the College Board is required to award credit.

## AP Credit Policies by Subject/Department

Accounting	N/A
Arabic	N/A
Art and Art History	The Art Department does not accept any AP Art History or AP Studio Art credits. If a student has received a 4 or 5 on an AP Studio Art evaluation, he or she may present a portfolio of work to the department chair for consideration to waive certain pre-requisites for course work in the Art Department.
Biochemistry	N/A
Biology	Students scoring a 4 or 5 on the AP Biology test will receive credit for BIO 100.
Business Administration	N/A
Chemistry	Students scoring a 4 or 5 on the AP Chemistry test will receive credit for CHM 100.
Chinese	Students scoring a 4 or 5 on a language AP exam receive credit for 207AP in that language.
Communication Arts	N/A
Computing and Information Studies	Students scoring a 4 or 5 on the Computer Science A or Computer Science Principles test will receive CIS elective credit and may contact the department chair for consideration to instead receive credit for CIS 220 upon successful completion of CIS 320.
Earth and Space Science	N/A
Economics	Students scoring a 5 on ECON-Macroeconomics AP test will receive credit for ECN 102. Students scoring a 4 on ECON-Macroeconomics AP test will receive credit for ECN 102 upon successful completion of ECN-202. The Prerequisite for ECN-202 is waived. Students scoring a 5 on ECON-Microeconomics AP test will receive credit for ECN 101. Students scoring a 4 on ECON-Microeconomics AP test will receive credit for ECN 101 upon successful completion of ECN-201. The Prerequisite for ECN-201 is waived.
Education	N/A
English	Students who earn a score of 4 or 5 on the College Board's test in English language and composition receive credit for ENG 111; students who earn a score of 4 or 5 on the test in English literature receive credit for ENG 190 (but not LITER designation).
Entrepreneurial Studies	N/A

Environmental Studies	Students scoring a 5 on the Environmental Science AP test receive credit for EVS 101. Students earning a 4 receive credit for EVS 100.
French	Students scoring a 4 or 5 on the French language AP exam receive credit for 207AP in that language.
Gender and Women's Studies	N/A
German	Students scoring a 4 or 5 on a language AP exam receive credit for 207AP in that language.
History	Students scoring a 5 on the American History AP test receive credit for HIS 110 or HIS 111 (depending on student preference) and are advised to take a 200-level course as their first history course at W&J. Students scoring a 4 on the American History AP test receive credit for either HIS 110 or HIS 111 upon successful completion of a 200-level American history course at W&J with a grade of "B" or better.
	Students scoring a 5 on the European History AP test receive credit for HIS 102 and are advised to take a 200-level course as their first history course at W&J. Students scoring a 4 on the European History AP test receive credit for HIS 102 upon successful completion of a 200-level European history course at W&J with a grade of "B" or better.
	Students scoring a 5 on the World History AP test will receive credit for HIS 103. Students scoring a 4 on the World History AP test will receive credit for HIS 103 if they complete a 200-level history course at W&J with the grade of "B" or better.
International Studies	N/A
Japanese	Students scoring a 4 or 5 on a language AP exam receive credit for 207AP in that language.
Mathematics	Students with AP Calculus score of 4 or 5 may transfer credit in for MTH 151. Students with a score of 4 may elect not to transfer AP credit and in favor of repeating Calculus I by enrolling in MTH 151. However, such students may not transfer AP Calculus in for ELE 100 and then repeat MTH 151. Students with AP Calculus credit will receive Logical (LOGIC) breadth of study credit. Students with AP Calculus score below 4 will not get credit for ELE 100 nor MTH 111. Students with AP Calculus score 5 on the BC test may get credit for MTH 152 with Logical (LOGIC) breadth of study credit. Students who receive AP credit for MTH 151 may not take MTH 131. Students may elect not to transfer BC credit for Calculus II and repeat the material by enrolling in MTH 152. If AP credit is given for BC then student may proceed to MTH 208. Students with an AP Statistics score of 4 or 5 will receive credit for MTH 125 and Logical (LOGIC) breadth of study credit.
Mind, Brain, and Behavior	N/A
Music	Students scoring 4 or 5 on the Music Theory AP exam receive credit for MUS 204 and are eligible to test out of MUS 205. A Music Aural or Non-Aural Subscore as low as 3 is acceptable for MUS 204 as long as the overall Music Theory exam score is a 4 or 5.
Neuroscience	N/A
Philosophy	N/A

Physics	Students scoring a 5 on PHYSICS 1 AP test receive credit for PHY 101. Students scoring a 5 on PHYSICS C-MECH AP test receive credit for PHY 107. The Physics department recommends that students who are exempted from either PHY 101 or PHY 107 take another course in physics or another of the sciences during their first semester at W&J. Pre-health and pre-engineering students are advised not to take advanced placement credit in physics.
Political Science	Students scoring a 4 or 5 on the Comparative Government and Politics AP test receive credit for a POL elective course (POL 100AP). Students scoring a 5 on the U.S. Government and Politics AP test receive credit for POL 111. Students scoring a 4 on the U.S. Government and Politics AP test receive credit for a POL elective course (POL 100AP).
Psychology	Students scoring a 5 on the Psychology Advanced Placement Test will receive credit for PSY 102 and will begin their study of psychology at W&J with PSY 101.
Religious Studies	N/A
Russian	N/A
Sociology	N/A
Spanish	Students scoring a 4 or 5 on a language AP exam receive credit for 207AP in that language.
Theatre	N/A

## International Baccalaureate

Washington & Jefferson College values the International Baccalaureate (IB) Diploma and Certificate and their engaging and challenging curriculum that encourages critical thinking, intercultural understanding and respect. W&J recognizes IB achievement by awarding course credit toward graduation.

Course credit will be granted for each higher level (HL) IB course with an exam score of 5 or higher. A department chair, program director or academic dean will determine whether a course counts as an elective or toward a specific requirement (minor, major or general education).

Students who have completed the entire IB Diploma Program can earn credit for up to 8 courses toward graduation at W&J.

The official International Baccalaureate transcript is required to award credit.

## Online, Blended/Hybrid, and Distance Courses

Students may transfer up to two courses taught entirely or substantially through indirect contact with an instructor. Such a course may be considered for fulfillment of a Breadth of Study requirement only after a student has completed one traditionally delivered course in the particular Breadth of Study category in which the student is seeking approval. No online, blended/hybrid, or distance courses can be used to fulfill any of W&J's Foundations requirements. The Course Approval Form asks students to indicate if the course was taught online.

## Study Abroad

Academic credit is given for programs approved by W&J, and courses must be preapproved by the relevant parties: the [Transfer of Credit Form](#) guides students through the steps. The College uses a formula for converting ECTS units to W&J course units. The basic principle is to allow two or more study-abroad courses to be combined based on an equivalency of six ECTS to one W&J course unit; the number of course units awarded cannot exceed the number of study-abroad courses taken (students are limited to five). Students must receive the equivalent of a C- or better for credit to transfer.

With the approval of the appropriate academic department or program, courses taken off-campus may count toward the student's major, minor, or general-education requirements. Transfer students who enter W&J with 13 to 16 semester courses and who are pursuing a major that requires study abroad may count one semester (up to four course units) completed in an approved program toward the College's residency requirements.