

Illinois Wesleyan - Guidelines for Transfer

· To transfer a class to Illinois Wesleyan University:

- Consult with your advisor for appropriate course planning.
- Optional: Set up a Transferology account (<https://www.transferology.com/school/iwu>)
- Use the Find a Replacement Course feature on Transferology to search for a transfer course
- If a course is not listed in Transferology, we have not reviewed it yet. Submit a transfer of credit form.
- 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.
- Once course is completed & a grade has been posted, send official transcript to Registrar@iwu.edu.

· Transfer courses must:

- Receive a grade of "C" or better. Pass/Fail graded courses will not be accepted except from institutions that define "pass" as C or better. Note: All transferable courses (C and above) taken at the other institution will be transferred, you may NOT elect to transfer in only select courses.
 - Online courses may not be applied toward fulfillment of second language or science lab or requirements.
 - Be valued at more than .66 course units. If less, the course will NOT satisfy a shared curriculum, major, minor or certificate 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.)**
- Only grades earned at IWU, including off-campus and affiliated study abroad programs, are used to calculate the GPA. Therefore, repeating a course elsewhere may remove an IWU grade and credit from the GPA calculation, but transferred-in grades and credits will not be included in the calculation. The grade(s) will appear on your IWU transcript.
- No more than 50% of a major, minor, or certificate may be taken elsewhere. Students requesting coursework for the major/minor are strongly encouraged to meet with their advisor for course planning.
- Once enrolled at IWU, a student can earn **no** more than four units of Shared Curriculum outside the University, except for courses in approved off-campus study programs.
- Duplicate credit will not be granted. **No** course will be added to your transcript, regardless if pre-approved, if it results in receiving duplicate credit for coursework at IWU. This applies to Advanced Placement (AP), International Baccalaureate (IB), Cambridge (CAM) exams, or any coursework earned at another institution.
- Only Illinois Wesleyan courses graded below a "C-" may be repeated.
- Courses must be offered by a regionally accredited institution and be acceptable for credit towards a degree at that institution and must be equivalent both in rigor and, when appropriate, in content to a corresponding course as articulated by IWU faculty. 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.
- 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 must be completed in an in-person (not online or hybrid) format and require an additional verification form to be completed by the transferring institution's registrar's office to confirm this. Please contact the IWU registrar's office for a copy of this form. Please note, courses from Illinois institutions with the IAI code CHM 911, 912, 913, 914 as part of the course description do not require additional verification. These IAI courses already require in-person labs.

Refer to the current Illinois Wesleyan Catalog for complete information about rules for transfer coursework.

Transfer of Credit Request Form

Instructions on reverse of form. Download & complete form prior to enrolling in any transfer course.

Name: _____ IWU ID #: _____ Email: _____

Advisor: _____ Major: _____ Year/Term you will graduate: _____

When will you take this course? _____ From what institution? _____

Why are you unable to take this course at IWU? _____

Title of Transfer Course (Use title from the transfer school)	Course Prefix & Number (transfer school number)	Credit Hours	Online OR on campus, in person? * (select one)	List the general education attribute you hope to earn**	What IWU class do you hope this will transfer as?	Are you repeating this course? (select one)	Is this course required in major or minor? (select one)
Example: <i>US History 1</i>	<i>HIST 101</i>	3	Online In person	<i>CHC, U</i>	<i>HIST 151</i>	Yes No	Yes No
1							
(For office use) Course transfers as:							
2							
(For office use) Course transfers as:							
3							
(For office use) Course transfers as:							
4							
(For office use) Course transfers as:							

<p>*In order to transfer, Language & Natural Science Lab courses must be on-campus courses. Not online or hybrid. **If requesting General Education or Shared Curriculum credit, please list the attribute requested in the column above.</p>	<p>Office Use Only</p> <p>Course posted as/Units accepted</p>
<p>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 <u>any change</u> to the above approved courses when received on the official transcript will nullify approval and will require new approvals. (Sending form from IWU email counts as my signature.)</p> <p>Student signature & Date: _____.</p>	<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>Code: _____ Date/Initials: _____.</p>