

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 policies 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 coursework 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 and requesting official transcripts to be sent to the following address:

Northwest University
Registrar's Office
5520 108th Ave NE
Kirkland, WA 98033

Notification of Awarded Transfer Credit

Prospective students receive their transcript reviews by e-mail at the address reported in the Application for Admission. If the student prefers, a hard copy can be sent to a 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 Transfer1) **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 the individual performance of the transferring student. The student is asked to validate transfer credit from unaccredited 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.

Northwest University also considers course work from foreign institutions. 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. Credit is awarded based upon seat-time hours.

In some cases Northwest University may require third-party assessment of foreign transcripts by an organization specializing in the analysis of foreign credentials. A student can contact a Credential Evaluation Service at http://www.naces.org/naces_members_list_1009.pdf

2) Grades

Courses must be graded a C- or better to transfer. Those graded as Pass and Satisfactory must be at a C- level or higher. (See the note at the end of this Guide for exceptions)

3) College-Level Coursework

Courses must be considered by the original institution to represent college-level work. 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

The academic content of transfer courses must come reasonably close to the subject matter of courses offered at Northwest University. Only courses satisfying specific degree requirements 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. This form is available in the Office of Academic Success & Advising or online at <http://eagle.northwestu.edu/registrar/forms> . 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 major. This may change the total number of credits accepted by Northwest University and thus could have a negative impact on the amount of financial aid award offered to the student. In addition, it could affect the student's campus housing arrangements since some University residences require students to attain a certain 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 / Direct Transfer Degree – DTA

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 Core Curriculum Requirements for most degrees through the mediating efforts of the Inter-College Relations Commission (ICRC). Likewise, the University accepts the Oregon Transfer Degree (Associate in Arts). Students earning these degrees are automatically granted 60 semester credits and junior class standing. For most degrees, the Core Curriculum Requirements, with the exception of Biblical Literacy / Formation & Calling, are satisfied and up to 20 semester credits in Core/General Elective Requirements are awarded. 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, courses 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 sufficiently equivalent to Northwest University's to warrant automatic exemption from Core Curriculum Requirements. If acceptable, the baccalaureate degree is received as a transfer AA with regards to Core Curriculum 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)**
 - a. 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. To request a score sheet be sent to Northwest University visit: <http://collegeboard.com/student/testing/AP>
2. **International Baccalaureate (IB)**
 - a. Northwest University grants Higher Level exams graded four or higher. The University grants Standard Level courses graded five or higher. An IB transcript is required for credit. Transcripts can be ordered at www.ibo.org
3. **CLEP and D.S.S.T.**
 - a. Credit for the College-Level Examination Program (CLEP) and the D.S.S.T. Subject Standardized Test (D.S.S.T.) exams are 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/D.S.S.T. credit (See the Standardized Exam Equivalency Table in the Appendix for specific course equivalencies).
4. **Language Testing**
 - a. Northwest University recommends the American Council on the Teaching of Foreign Languages (ACTFL), which offers exam options in over 100 different languages. Depending on the skills and needs of the student, a Written Proficiency Test (WPT) (3 credits can be applied to Core Curriculum and remaining to general electives) and/or an Oral Proficiency Interview (OPI) (credits applied to general electives) are available. We will accept a total maximum of 12 foreign language credits through testing. Visit www.languagetesting.com to schedule an exam. Please see the Provost website for a summary table of transfer.
5. **Military**
 - a. Northwest University accepts credit from military training based upon proper documentation of the student's military education, namely the Joint Services Transcript (JST), Form DD-214 or Form DD-235. 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 needed.

6. Prior Learning Assessment (PLA)
 - a. 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.
PORTFOLIO: Students must consult with college staff to develop a Portfolio that is designed to document the college-level learning they have acquired in a non-academic setting.
CERTIFIED PRIOR LEARNING (CPL): Students may submit nationally recognized licenses, certificates or on-the-job training documentation. Students interested in the above programs should contact their academic advisor for additional information.

7. Departmental Exams
 - a. Students may receive credit for certain courses upon successfully completing a departmental exam. Please consult Northwest University faculty in the field of study.

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, D.S.S.T, IB, AP, Military Credit, and Departmental Exams
 Limited to 30 semester credits cumulatively from all seven sources.

- 4) Residency Requirements
 The following minimum requirements must be completed at Northwest University:
 - A) A minimum of 30 semester credits (includes Associate in Arts degrees);
 - B) One-third of the major requirements;
 - C) The final semester of course work;
 - D) One three-credit Bible or Theology course.

- 5) 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. 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.

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