

Transfer Credit Evaluation Request Form

Purpose of this form: This form is to be used when a student wishes to request that credit hours from previous colleges/universities be evaluated for possible transfer credit, to be used toward their degree requirements at VIU.

Transfer credit policy: When a student brings credits from other institutions, these credits will be noted with a grade of “TC” (Transfer Credits). Transfer credits (“TC”) are included in the calculation of the maximum allowable credits and completion rate requirements as credits attempted and credits earned for SAP calculation. Since these courses will not carry grades, they will have no effect on GPA calculations. The student’s new normal program length will be shortened to reflect the transfer courses and the Maximum Time Frame will be recalculated. A transfer student must complete at least 50% of the credit hours required by their program of study at VIU. Students who want to apply courses taken at another Institution toward their VIU degree must understand that the following criteria must be met in order to be considered for transfer of credit.

- (a) Courses are from an accredited institution recognized by the US Department of Education, the Council on Higher Education Accreditation, or, for foreign institutions, the government or appropriately recognized organization accreditation;
- (b) Courses are equivalent to VIU courses;
- (c) Courses consist of at least 3 credit hours;
- (d) Courses does not duplicate;
- (e) Course descriptions, syllabi or course catalogs are submitted along with the transfer of credit request;
- (f) Any student looking to obtain transfer credit from an institution located outside of the United States will need to obtain a detailed course-by-course evaluation from an evaluation agency that is an endorsed member of National Association of Credential Evaluation Services (NACES) – www.naces.org or Association of International Credentials Evaluators (AICE) – www.aice-eval.org, or by American Association of Collegiate Registrars and Admissions Officers (AACRAO)’s own International Education Services – www.naces.org; and
- (g) **Graduate Students:** (1) grade must be B or higher, (2) maximum number of transferable credits are 18 credits for Master’s degree program and 9 credits for Graduate Certificate program. **Undergraduate students:** (1) grade must be C or higher, (2) maximum number of transferable credits are 60 credits for Bachelor’s degree program.

Dual Enrollment Policy: Being enrolled and studying at another institution during the time while also enrolled at VIU is considered dual enrollment. A student may transfer no more than two courses (up to 6 credit hours) from another institution; provided that the total number of transfer credit does not exceed the 50% threshold and the institution’s accreditation (or its equivalency) is verifiable, with the exception of a bachelor’s degree program which allows up to four courses (12 credit hours) to be transferred. The transfer credits are counted as part of the maximum transfer credits, and a prior written approval of the school dean is required.

Directions: Please list the courses, as they are listed on your official transcript to be evaluated for credit transfer from your previous Institution. If the student is requesting to transfer credits from multiple institutions, a separate form must be provided for each institution. The course content, objectives and outcomes considered for transfer must match the course content of the course intended for transfer. For purposes of the evaluation, the student shall supply credible documentation suitable for determining course objectives and outcomes. **Course descriptions, syllabi or course catalogs (electronic or physical copy) are acceptable forms of documentation.**

- 1.) **Fill out this form completely**
- 2.) **Submit scanned color copies of the original documents to Registrar’s Office at registrar@viu.edu or in person at the Registrar’s Office**
 - ***(Documents must be completed in full to be considered)***
 - ***(The accreditation status of institutions will be verified by the Registrar’s Office via the Council on Higher Education Accreditation website. For foreign transcripts, the above-mentioned course-by-course evaluation report will be used to verify the accreditation status by the Registrar’s Office.)***
- 3.) **Students will be notified of the results by email within 30 days of submission of their completed documents**

VIU ID or Application #:	Last Name:	First, Middle (if any) Name:
Program of Study:	Concentration/Specialization (if applicable):	Email:

Name of Institution:	Program of Study:	Institution credits are listed as: () Semester Hours () Quarter Hours or Other
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Student completes				
Course Code	Course Name Requesting Transfer Credit	Credits	Grade	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Office Use Only			
US Grade Equivalency (foreign credential only)	Approved	Evaluator(s)	Comment, if any
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		
	Yes / No		

By signing below, I certify that I read the transfer credit policy in the academic catalog and the information contained on this form, and all supporting documentation, is true and accurate.

Student Signature: _____ Date: _____

Registrar's Office Signature: _____ Date: _____ Accreditation Status (see attached: Verified ___ Not Verified ___)

Dean/Chair Signature: _____ Date: _____ Approved TC: _____ Credits / Denied TC: _____ Credits

Chief Academic Officer: _____ Date: _____

Date Received _____
Date Processed _____
Registrar's Office Signature _____