



TRANSFER CREDIT EVALUATION FORM
Current Students

Student Information:

Date:		Start Term/Year	
Name:		Program:	
Email:		Student ID #:	

This form is intended to be used by currently enrolled students. If you are in the process of being admitted or waiting to start classes, please contact the admissions office (admissions@uws.edu).

Student Directions:

- Review **Policy 2007: Transfer Credit**.
- Look through the course descriptions in the *UWS Course Catalog* to identify potential matches to previously taken courses.
 - If any are found, complete the table below for the courses you wish to be reviewed.
- Submit the form and the transfer course syllabus (or syllabi) to the Registrar's Office,
 - Syllabi should be from the same year/term that the course(s) were taken,

Example:

STUDENT EXAMPLE					Internal Use Only
Prior Institution Name	Course Prefix, Number & Title	Credits & Type (SEM/QTR)	UWS Course Prefix, Number & Title	UWS Credits (QTR)	Accepted as Transfer? (Y/N)
Life Chiropractic West	ANAT110: SysHstAnat ANAT111: Skel Anat ANAT118: Spnl Anat	3 QTR 3 QTR 3.5 QTR	BSC5106: Human Morph I	6 QTR	LEAVE BLANK
Example University	PSY 525: Psychology of Sports	3 SEM	SPP6550: Sport Psychology	4 QTR	LEAVE BLANK

Begin Here:

For Student to Complete					Internal Use Only
Prior Institution Name	Course Prefix, Number & Title	Credits & Type (SEM/QTR)	UWS Course Prefix, Number & Title	UWS Credits (QTR)	Accepted as Transfer? (Y/N)

For Internal Use Only

NOTES:

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Dean / Program Director Name:	
Date:	

Dean/Program Director Directions:

1. Review provided course syllabus (learning outcomes).
2. Review transcript (accreditation, course number, credits, recency).
 - a. Transcripts may be found in the student’s electronic file on the G drive (matriculated students).
 - i. If not in the student file, reach out to the registrar’s office.
 - b. Courses must be completed successfully and documented on an official transcript before being accepted in transfer.
3. Determine acceptability of transfer course into UWS program (criteria included at end of document).
4. After review, fill in the internal box of the table above (Yes/No).
5. Fill in your name and date.
6. Email completed form and relevant course syllabi to the Registrar’s Office.

For Registrar’s Office Use Only

UWS Course Number	Transfer Title	Accepted QTR Credits

Date entered to student’s record and saved to student’s file: _____ Initials: _____

Reminders:

For a transfer course to be considered acceptable, it must:

- Be an approximate match between course description, course outcomes, and credit hours
- Meet all requirements set forth in **Policy 2007: Transfer Credit**, including:
 - Meet/exceed UWS quarter credits (1 semester credit = 1.5 quarter credits)
 - Meet recency requirements:
 - College of Chiropractic: Completed at an accredited institution within last 5 years.
 - College of Graduate Studies: Completed at an accredited institution within last 7 years.
 - College of Naturopathic Medicine: Completed at an accredited institution within last 5 years.
 - Meet the minimum grade requirements:
 - College of Chiropractic: Grade/s of transferred courses must be at least a C- or P

- College of Graduate Studies: Grade/s of transferred courses must be at least a B- of P; (a grade of C- may be accepted in Human Nutrition and Functional Medicine or in Sports Medicine)
 - College of Naturopathic Medicine: Grade/s of transferred courses must be at least a C- or P
- **College of Chiropractic**
 - First professional degree transfer applicants must have their identified coursework evaluated prior to matriculation into the UWS Chiropractic program.
 - Applicants should work with the admission's department to get all documentation required for the review.
 - Students with completed graduate work may request an evaluation of transfer credit from the admission's process through the first three terms in the program.
 - Applicants/non-matriculated students need to work with the admission's department.
 - Matriculated students need to work with the associate dean.
 - Transfer credit requests are not considered beyond the third term of program enrollment.
 - Chiropractic students are required to earn the final 25% of the program at UWS.
 - All clinical internship courses must be satisfied through UWS.
 - The majority of CHR courses must be satisfied through UWS.
- **College of Graduate Studies**
 - Students may request an evaluation of transfer credit from the admission's process through the first three terms in the program.
 - Applicants/non-matriculated students need to work with the admission's department.
 - Matriculated students need to work directly with the program directors.
 - Transfer credit requests are not considered beyond the third term of program enrollment.
 - In general, the College of Graduate Studies allows up to 16 credits of transfer credits. There are some exceptions between programs.
 - MS, Sports Medicine
 - 28 credits from the UWS Doctor of Chiropractic program are dually attributed (accepted) towards the MS, Sports Medicine degree.
 - Sport Performance and Psychology and Clinical Mental Health Counseling programs
 - No transfer courses are allowed for *COUN6101/8101 Ethics and Professional Identity*. This course must be taken in residence.
 - Internal transfer credit options between programs exist and are explained in the UWS Catalog.
- **College of Naturopathic Medicine**
 - Applicants must request a credit evaluation prior to matriculating into the Naturopathic Medicine program.
 - Once matriculated, students may no longer have their transfer work evaluated for review unless pre-approved by the dean prior to enrollment.
 - Applicants must work with the admission's office to get all documentation in required for review.
 - Naturopathic Medicine students are required to earn 50% of the program at UWS.
 - All clinical internship courses must be satisfied through UWS.