



## Transfer Credit Procedure

WC accepts transfer credit from institutions accredited by an agency approved by the United States Department of Education. Credits from other institutions are subject to the College's Transfer Credit Escrow Procedure. Transfer decisions are applied consistently. Decisions are not made solely on the source of accreditation of a sending program or institution. If WC offers an equivalent course to one taken at another institution, the transfer credit may be substituted for the WC course requirement. Lower division transfer credits will not satisfy upper division course requirements. Students may be required to submit documentation as to course content and duration of course prior to transfer credit being approved.

### ✓ **Undergraduate Students**

- Williamson College requires undergraduate students to complete all courses required by their selected program. WC may allow for substitution up to 9 credit hours in the major at the time of admission. Any student receiving a bachelor's degree from Williamson College must earn a minimum of 30 semester credit hours at this institution.
- Transfer credit is only granted for courses in which a grade of "C" or better was earned. Courses not repeated at the same institution will be calculated in the overall GPA for admission. Transfer credit is not granted for developmental courses or for continuing education units.
- International transcripts must be in English or be accompanied by an acceptable English translation. If you need translation services, contact World Education Services (WES) at <http://www.wes.org>.
- *Williamson College offers credit for Advanced Placement (AP) exams. The incoming student must have an AP score qualification of 3 or above.*

### ✓ **Graduate Students**

- Williamson College requires graduate students to complete all courses required by their selected program. WC may allow for substitution up to 9 semester credit hours in the program at the time of admission. Transfer credit must have been completed within the last five 5 years.

## Transfer Credit Escrow Procedure

Credits earned from unaccredited colleges, universities, and institutions are conditionally accepted. Students are required to maintain a minimum GPA of 3.0 during the first 12

credit hours taken at Williamson College. These conditional credits are then formally accepted by the College Registrar. Formal acceptance under the escrow policy is not guaranteed but is determined by an institutional review of the transcript/grade reports and institutional materials such as academic catalogs, syllabi, and other pertinent materials that document the course content and duration.

### **Transferability of Williamson College Credits**

The acceptance of courses taken at Williamson College is subject to the discretion of the receiving institution. It is the sole responsibility of the applicant to ensure transferability of WC credits to other institutions.