

Transfer policy

Graduates who have completed course work at a regionally accredited college or university may request courses to be transferred. A Transferred course can be used to satisfy course requirements at SWC. All transfer credit is evaluated on a case by case basis. External coursework may be considered for transfer credit if all of the following conditions are met:

- The course work is completed at a regionally accredited institution.
- The course work is similar to Southwestern College courses – comparable credit hours, course content, and course objectives with some room for interpretation and flexibility.
- The course was completed within a timeframe of five years as of the time of the review.
- A syllabi and course description is included in the proposal for transfer credit.
- The final grade posted for each potential transfer course is a 'B-' grade or better.
- The course work was taken for “Credit” at the university/college.
- No more than 21 semester credits or 31.5 quarter units of credit for work done elsewhere may be counted toward a graduate degree at Southwestern College.
- Special consideration will be offered to those who already have a MA degree
- The course included experiential components.
- The transfer proposal is submitted only after completing the admissions process and receiving an “acceptance” from SWC for a degree program.

The transfer coursework must first be officially accepted into Southwestern College by the Director of Enrollment Services and the degree Program Chair or Program Director.

Steps for Transfer of Credits to SWC program.

- 1) Accepted applicant obtains transcript and syllabi from prior graduate school and submits to the Director of Enrollment Services for evaluation. The Transfer Evaluation Request form is completed by the accepted applicant and the Director of Enrollment Services.
- 2) Evaluative process includes an assessment of academic and experiential components that are listed in the syllabus including course objectives, required reading, assignment/projects and academic papers and this is accomplished by the Director of Enrollment Services and the Degree Program Chair. In addition, the evaluators are keeping in mind licensing requirements and portability of the transferred class, gatekeeping responsibilities and course credit hours.
- 3) Each course proposed for transfer is evaluated separately.
- 4) A single course can only be transferred to one course equivalent (one transferred course cannot count toward two SWC courses).
- 5) A decision is made to approve or decline each individual course and it is recorded on the Transfer Evaluation Request and signed by the Degree Program Chair and the Director of Enrollment Services.

- 6) The courses that have been approved for transfer credit will be added to the Populi database in information in the Admissions/Transfer section where the course, credits and SWC equivalent course is posted and appears in the student record. The Registrar will have immediate access to this information for student records once the transfer credit is posted.