WAGNER COLLEGE TRANSFER CREDIT POLICY

Undergraduate Students

Application for Transfer Admission

Students may enter Wagner College by transfer from other accredited colleges and universities. To be eligible for transfer into Wagner, students must meet the general admission requirements and be in good academic standing at their previous institution, as attested by an official transcript from that college or university. The evaluation of the transcript and determination of the acceptable units are made by the Admissions Office. These credits will count toward units for graduation, but the grades earned will not be used in computing the student's cumulative and major grade point averages.

In order for courses and credits to be transferred onto the Wagner College transcript, the courses must:

- not appear on the high school transcript;
- be taught on the college campus by a member of the regular college faculty;
- be open to enrollment by, and graded in direct competition with regularly matriculated undergraduates in the college;
- be part of the normal undergraduate curriculum published in the college’s catalog;
- be recorded on an official transcript of the credit-granting institution.

Courses that have been completed within a ten-year period will be accepted in transfer. Only those courses where the student has earned a grade of C or higher will be accepted for transfer.

More than the minimum of 36 graduation units may have to be completed in order to meet major and/or general education requirements at Wagner College. Up to 18 units may be awarded to a student who has earned an acceptable Associate's Degree from an accredited two-year college. Junior standing requires a minimum of 17 units. Up to 27 units may be awarded to a student who has attended an accredited four-year institution. Courses taken on a pass/fail basis will not be accepted for transfer.

The last 9 units of any degree must be earned at Wagner College. Units earned through proficiency examinations or life experience cannot be counted as part of the required 9 units. For credit granted by proficiency examination or life experience, a charge per unit awarded will be charged.

Current Wagner College students seeking to take courses at other institutions

Degree-seeking Wagner College students may register for course work at other colleges or universities only if the appropriate academic department chair or program coordinator and the Registrar approve in advance. These courses may count toward the student’s Wagner degree; however, the units/credits will not be
considered in calculating either a cumulative or major index. Courses that have been earned within a ten-year period will be accepted in transfer. Only those courses where the student has earned a grade of C or higher will be accepted for transfer.

**Advanced Placement/College Level Examination Program**
Wagner College provides advanced placement and advanced unit standing in general education subjects for entering and current students who qualify. Qualification is usually determined by means of Advanced Placement examinations (AP), administered by the College Entrance Examination Board. Both advanced placement and advanced units will normally be granted by the College if the student scores four or better on the AP Examination. Students are also able to gain units by examination in a series of approved subject examinations through the College Level Examination Program (CLEP) of the Education Testing Service. A total of 9 units may be earned through examinations. The Registrar of the College can supply students with the procedures to be followed. There will be a fee assessed for each test. Advanced placement means that the student may take required units in more advanced courses, thus bypassing lower-level courses. Advanced unit standing allows units received through these exams to be applied toward the 36 units required for graduation. Advanced-standing units are not counted in determining scholarship indices.

**International Baccalaureate Policy**
Wagner College recognizes the International Baccalaureate as a challenging program of study and takes this into consideration when reviewing an applicant’s record. Students who present scores of 5 or better on the IB higher level examinations may be granted advanced standing and/or credit. Credit is offered on an individual, course-by-course basis by the Registrar.

**Admission of Veterans**
Veterans of the armed services are encouraged to apply for admission. A veteran may be awarded up to 2 units toward graduation upon completion of the junior year. Questions should be addressed to the Registrar.

**American Council on Education (ACE) College Credit Recommendation Service**
Wagner College considers ACE’s evaluation of education and training obtained outside the classroom including courses, exams, apprenticeships, and other types of nontraditional forms of training. Information on the ACE Credit evaluation process can be obtained from their website: [http://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx](http://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx).

**National College Credit Recommendation Service (NCCRS)**
Wagner College considers the evaluation by the NCCRS, a program of the Board of Regents of the University of the State of New York, of education and training obtained from designated organizations. A list of these organizations can be found at the NCCRS website: [http://www.nationalccrs.org/course-credit-directory](http://www.nationalccrs.org/course-credit-directory).
College Credit For Military Service
Wagner College accepts the ACE evaluation of the Joint Service Transcript (JST) used by the Army, Marines, Navy and Coast Guard.

Requirements for a Second Baccalaureate Degree
Students admitted for a second baccalaureate degree are required to complete a minimum of 9 units at Wagner College. In addition, the course requirements of the major as prescribed by the academic department responsible for the major must be met. The courses completed as part of the major count toward the 9 units required by the College. In no case, however, may the total units taken at Wagner College be fewer than 9. Units earned through proficiency examinations or life experience cannot be counted toward the 9 unit minimum required for a degree at Wagner College. Second degree candidates are not required to complete the general education requirements with the exception of international students who must meet the English requirements set forth in the College Bulletin for international students admitted as First Year or as transfer students.

Graduate Students
The approval of the Graduate Program Director is required for all transfer credits. Numbers of credits accepted from accredited graduate schools may vary among departments. Grades below the B- level are not acceptable for transfer. Students wishing to take courses at another college for transfer to their graduate record at Wagner College should obtain written approval from the Graduate Program Director before registering for such courses. Courses that have been taken within a ten-year period will be accepted in transfer. No 500-level course taken as part of an undergraduate program may be transferred into a graduate program. Where programs have established policies for their programs, the policies of the program shall supersede the general college policy.

A student may apply for college credit for documented learning that is germane to a graduate program at Wagner College, but must not exceed three credits. The request for credit should relate to a specific course at Wagner College with evidence being presented to show that the objectives of that course have been met. The applicant should present documentation for evaluation to the Department Chair or Graduate Program Director, who shall determine in each instance whether preparation and competence are satisfactory for the student to receive credit for his or her work experience. A completed application form and the documentation should be brought to the Graduate Program Director for approval and then the student may be registered to receive credits for the appropriate course after paying the specified fee.

The applicant may present to a department for evaluation certain documents (diplomas, certificates, licenses, evidence of membership in professional or other appropriate associations, publications, research papers, essays, evidence of exhibits or performances, etc.). The department shall determine in each instance whether
preparation and competence are satisfactory by knowledge of or inquiry into the standards the documentation represents.

**MBA Students**
Transfer of Credit: The approval of the Department Chair or Director of MBA Programs is required for all transfer credits. The maximum number of credits accepted from accredited graduate schools will be three courses or 9 credits. Students transferring from other MBA accredited institutions must meet the same admissions criteria. Students wishing to take courses at another MBA accredited college for transfer to their graduate record at Wagner College should obtain written approval from the department chair or the director of MBA programs before registering for such course. Only courses with a grade of B or higher will be considered and evaluated individually for transfer applicability. No upper-level undergraduate courses taken as part of an undergraduate program may be transferred into the MBA program.

**M.S. Accounting Students**
Transfer of Credit: The approval of the Department Chair or Director of M.S., Accounting Programs is required for all transfer credits. The maximum number of credits accepted from accredited graduate schools will be two courses or 6 credits. Students transferring from other accredited institutions must meet the same admissions criteria. Students wishing to take courses at another accredited college for transfer to their graduate record at Wagner College should obtain written approval from the department chair or the director of M.S., Accounting program before registering for such course. Only courses with a grade of B or higher will be considered and evaluated individually for transfer applicability. No upper-level undergraduate courses taken as part of an undergraduate program may be transferred into the M.S. program.

**M.S. Education Students**
Graduate programs leading to certification degrees have curricula that are carefully mapped to current State, professional, and national accreditation and certification requirements. As a result, transfer credits are not commonly accepted in our programs. However, in our 1-6 and 7-12 certification programs, we sometimes accept up to 9 appropriately aligned credits for introductory coursework if candidates already hold a teaching license or otherwise demonstrate completion of introductory education work. Determinations are made by examining transcripts and syllabi, along with an interview with the candidate around the standards aligned with our introductory coursework.