

EPC Minutes
September 28, 2004

Attending: Cory Butler, John Charles, John Eisele, Kristen Grabow, George Grayson, Phil Kearns, Justin Kliger, Arthur Knight, Larry Leemis, Raymond McCoy, Deborah Morse, Ed Pratt, Jim Whittenburg

The meeting was called to order at 3:30pm in the Colony Room of the University Center.

Minutes of the September 14 meeting were approved as amended.

Susan Bosworth, Director of Assessment, described the Process of Institutional Effectiveness (PIE), the framework in which assessment will be carried out in the future. In particular, she showed the committee mock-ups of GER1 and GER2 application forms consistent with PIE. These forms are consistent with the language of the GER definitions as approved last year and with the assessment process to be used for GER courses.

The following new course proposals were considered:

RELG 365, Buddhism in China: APPROVED

RELG 366, Buddhism in Japan: APPROVED

Ed Pratt proposed changing the minimum grade acceptable for transfer credit from C- to C. The motion [click here](#) was approved.

The meeting was adjourned at 4:15pm.

Transfer Credit for Newly Admitted Students

Transfer of Credit from Institutions in the United States: The Office of the University Registrar is responsible for evaluating domestic transfer credit for newly admitted transfer students. Transfer credit is granted for any course taken at a regionally accredited college or university in which the student prior to coming to the College has earned a grade of ~~C~~ “C” or better (“C-“ in not acceptable for transfer) ~~or, in the case of a course taken on a Pass/Fail basis, a grade of “P”~~, provided that the course is comparable to a course offered for academic credit at the College. In the case of a course taken on a Pass/Fail basis, a grade of “P” is acceptable. A course is deemed comparable to a course offered for academic credit at the College if either (a) the course is similar to a course presently offered for academic credit at the College, or (b) it is not similar to an existing course, but is recommended for credit by an existing academic program or department at the College. Thus, it is not necessary that a course exactly match or be similar to a course offered at the College in order to be granted transfer credit. Equivalent course credit is granted for courses satisfying condition (a). Elective transfer credit is granted for courses satisfying condition (b). Transfer credits from institutions on the quarter system or other systems will be translated into semester credits. Courses given equivalent status may be used to satisfy proficiency, minor, major or, if three or more credits, GER requirements. (Courses granted elective transfer credit will count toward the total number of academic credits required for the baccalaureate degree, but they may not be used to meet GER, proficiency, minor, or major requirements unless approval has been granted by the College’s Committee on Degrees.)

Transfer credit will not be granted for courses that belong in one or more of the following categories: a) correspondence, computer, or distance learning courses, b) courses in professional, vocational, or sectarian religious study, c) courses below the level of introductory courses at the College, d) modern language courses that repeat the level of courses previously taken in high school or at other colleges, e) more than one freshman composition course, f) college orientation courses, g) courses taken in Armed Forces service school or training programs except, in some cases, DOD language institute courses, and h) courses taken while a student is not in good academic standing. (Please refer to the catalog sections, “Transfer of Credit from Foreign Institutions” and “Domestic Study Away and Summer School Elsewhere”.)

Evaluations of credits earned from other institutions are made after a student has been selected for admission and has indicated an intention to enroll. Students should not assume that credit will be granted for all courses completed at their transfer institution. Transfer grades do not affect degree requirements, grade point average, or class rank. While there is no limit to the number of credits that may be transferred, William and Mary requires that at least 60 credit hours, including the last two full-time semesters and a minimum of 15 credits in the major, be earned in residence at the College.

Transfer of Credits from Virginia Community Colleges and Richard Bland. Students transferring with an Associate of Arts, Associate of Sciences, or Associate of Arts and Sciences degree in a baccalaureate-oriented program from the Virginia Community College System or Richard Bland College are granted junior status (defined as at least 54 credits). These students are considered to have completed lower-division general education requirements but still are expected to fulfill the College’s foreign language proficiency requirement, GER 4B (History and Culture outside the European Tradition), GER 6 (Creative and Performing Arts), and GER 7 (Philosophical, Religious and Social Thought), and all major requirements. *The Guide for Transfer Students from Virginia Community Colleges* provides additional information and is located on the Undergraduate Admission web site at <http://web.wm.edu/admission/?id=3143>. Performance information concerning these transfer students will be shared confidentially with the two-year colleges from which they transfer.

Transfer of Credit from Foreign Institutions: Students entering William and Mary from accredited foreign universities or 13-year secondary school programs may be eligible to receive academic transfer credit, if approval is received both from the American Association for Collegiate Registrars and Admissions Officers (AACRAO) and by the Office of Academic Advising. At the time of application for admission, students with such credit should send to AACRAO an application (a link to this is found on the Admission Office website), along with the requested fee and academic credentials. Students should send a translated syllabus of every course to the W&M Office of Academic Advising by June 1. If a student’s credentials

have already been evaluated by another agency (WES, GLOBAL, etc.), W&M will accept it in lieu of the AACRAO evaluation. Transfer credit is granted only for courses in which the student has received the W&M equivalent of "C" or better ("C-" is unacceptable).

No credit will be granted for 12-year secondary school programs or courses from unaccredited universities. Even if AACRAO indicates that transfer credit is appropriate, courses must also be a good match with the W&M curriculum to transfer.

Transfer Credit for Enrolled Students

Domestic Study Away and Summer School Elsewhere: Any matriculated student of the College who proposes to attend school elsewhere, including a summer session, must have written permission in advance from the Office of the University Registrar in order to ensure that credit will be transferred. No retroactive transfer of such credit will be permitted. Credits will be transferred only if a student has earned a grade of "C" or better ("C-" is unacceptable). Forms are available on the website of the University Registrar. After a student enrolls at the College, courses taken at other institutions, either during the regular academic year or in a summer session, may not be used to satisfy proficiency, GER, minor, or major requirements unless special approval has been granted by the Committee on Degrees. One exception is that modern language courses at the 101, 102 and 201 levels may count toward satisfying the language proficiency requirement even though taken at another domestic institution. This exception applies solely to these three language course levels.

Courses taken in summer school elsewhere or as part of an approved domestic study away program must be at least four weeks long and must meet at least 12.5 hours per credit hour to be transferred back to William and Mary. Courses lasting six weeks or longer must meet for at least 32.5 hours for a three-credit course. Other courses will not receive permission from the Committee on Degrees unless the nature of the course and the special educational value of the course to the student's program are demonstrated. A maximum of 14 credits may be transferred for work taken during one summer. Students participating in an approved Domestic Study Away program during a regular semester must be enrolled full time at the host institution.

Study Abroad: All students who plan to study abroad must register with the Reves Center for International Studies. Pre-approval of transfer credits by an appropriate department chair, program director, or designee is required for all study abroad programs except the William and Mary faculty led- programs. Approved study abroad transfer credits count towards the graduation requirement of 120 academic hours.

While abroad, students must enroll in at least 12 credits per semester in order to be considered full-time. A maximum of 18 credit hours per semester may be earned. Students cannot satisfy GER requirements on a study abroad program unless it is a William & Mary faculty- led program and the course in question is designated as a GER course in the course catalog. Credits will be transferred only if a student has earned a grade of ~~C~~-"C" or better ("C-" is unacceptable). Earned credits may count towards a major, minor, or any elective. Grades are not posted on the William & Mary transcript nor calculated into a student's GPA unless the courses were taken on a William & Mary faculty- led program.