Recommendations Concerning Transfer Credit and Study Abroad

The Carmichael Report Revisited

This report is organized in four sections as follows. Section 1 deals with general issues affecting all forms of credit from elsewhere; section 2 contains policies specifically relating to transfer credit; section 3 sets out policies relating to study abroad in approved non-Wake Forest programs; and section 4 comprises policies on various related issues, not elsewhere classified. An Appendix draws attention to changes and additions relative to the original Carmichael Report and notes implications for the Bulletin of Wake Forest University.

1 General policies

1.1 Limits on credit from non-Wake Forest sources

a. Of the 120 hours required for graduation, at least 60 must be earned in Wake Forest programs.

b. Once enrolled at Wake Forest, a student may subsequently count at most 30 hours of credit from sources other than Wake Forest programs toward the graduation requirement of 120 hours.

All students will be governed by both of these rules. Which rule becomes effective depends on the student’s circumstances. To clarify this point, here are a few examples:

- An entering freshman brings no credit from elsewhere. She is bound by the second rule: no more than 30 hours of credit from elsewhere may be counted. The first rule becomes redundant.

- An entering freshman brings 15 hours of credit from AP or the like. Again the student is bound by the second rule, since he or she will hit the 30-hour post-enrollment ceiling before the global 60-hour limit.

- A transfer student brings in 30 hours of transfer credit. The two rules are equivalent in this case: no more than 30 additional hours of credit from elsewhere may be counted.

- A transfer student brings in 40 hours of transfer credit. The first rule binds: no more than 20 additional hours of credit from elsewhere may be counted.

- A transfer student brings in 60 hours of transfer credit (unlikely). The first rule binds immediately: no additional hours of credit from elsewhere may be counted toward graduation.

Our committee debated at length, but did not reach consensus on, two possible variants on the limits recommended above. We pose two questions here which we believe merit further discussion:

- In relation to the global 60-hour limit on credit from non-WFU sources, proposed above: should there be a lower global limit (say, 45 hours) for students who enter Wake Forest as freshmen, rather than as transfer students?

- And/or, should there be a specific limit on the number of hours of credit an incoming freshman can bring, in the form of AP, IB, and college work done at high school?
1.2 Minimum grade requirement

The grade in any course proposed for transfer credit, or in approved non-Wake Forest study abroad, must be a C (not a C–) or better in order for the course to be approved for credit. If the course is taken on a Pass/Fail basis, however, a Pass is sufficient for gaining credit. See also point 3.6 below.

1.3 Recording and use of grades

The policies under this point apply to grades from transfer courses and grades earned in approved non-Wake Forest study abroad.

a. Such grades will be recorded on the Wake Forest transcript, even when they fall short of the minimum required for credit (that is, if they are C– or below; see section 1.2).

b. These grades will not be used in calculating a student's Wake Forest GPA.

c. The Wake Forest transcript will display only the Wake Forest GPA.

d. Graduation distinctions will be based solely on the Wake Forest GPA.

2 Policies specific to transfer credit

2.1 Institutions from which transfer credits are accepted

a. For entering transfer students, credits may be accepted from accredited colleges or universities, including two-year colleges.

b. For enrolled Wake Forest students, transfer credit will be accepted only from accredited four-year colleges and universities.

2.2 Amount of credit given for courses that are transferred

The amount of credit given for transfer courses shall not exceed the lesser of (i) the credit granted at the other institution and (ii) the credit granted for the corresponding course at Wake Forest. See also section 2.6.

2.3 Materials needed to evaluate a course for transfer credit

The Office of the Registrar (RO) should submit to the appropriate department chair course information—title, course number, grade, institution, semester or quarter—and a catalog description of the course in question (unless specified otherwise by the chair). Chairs may request further information from the RO as needed.

2.4 Recurrent transfer credit approval

When a specific course at a given college or university is approved for transfer credit, the RO may automatically approve the same course for the same credit for up to three years. If the course is requested for transfer credit after that time, it must be returned to the department chair for re-evaluation.
2.5 Fulfillment of basic and divisional requirements through transfer credit

Departments may give credit for basic and divisional requirements for corresponding courses which are approved for transfer credit. This applies to entering transfer students, entering freshmen and enrolled Wake Forest students.

2.6 Courses taken in two semesters at another institution, but taught in only one semester at Wake Forest

In this case department chairs may give transfer credit for one course as a Wake Forest equivalent, plus general elective transfer credit for the other course—either 500, which counts toward the major, or 520, which does not count toward the major, as appropriate.

2.7 Transfer credit from foreign colleges and universities

Transfer credit will be accepted for courses taken at foreign colleges and universities if approved by the relevant department chair in consultation with the RO and the Center for International Studies.

2.8 Transfer credit for entering freshmen

Each department will adopt one of the following two methods of dealing with transfer credit sought by entering freshmen with college work.

a. Transfer credit can be given for a course on a transcript of an accredited college or university after subsequent evaluation of the student’s knowledge of the course content by a method to be determined by the department involved. For example, the evaluation may take the form of a test of the student’s knowledge of the course content, or may take the form of the requirement that the student take at Wake Forest a specified course, with the desired transfer taking place if the student makes a C or better in that course.

b. Transfer credit can be given for a course on the transcript of an accredited college or university if approved by the chair.

Each department should inform the RO and the Admissions Office of the method it chooses to adopt. Departments choosing the first method must state to both the RO and the Admissions Office the means of the subsequent evaluation.

2.9 Transfer policy for readmits

The transfer credit policy for readmits is the same as for any transfer student.

3 Study abroad in approved non-Wake Forest programs

3.1 Required language course

All students studying abroad for a semester or year on an approved non-Wake Forest program in a non-English speaking country are required to enroll in and complete at least one regular (3-hour equivalent) foreign language course.
3.2 Full-time study and INS 100
a. Students who enroll in, and successfully complete, a semester of full-time approved study abroad as determined by the Center for International Studies (CIS), will receive at least 12 hours of credit.
b. Department chairs approve specific courses and recommend an amount of credit for those courses. In case the total of the hours recommended by chairs falls short of the 12-hour total, the student will be eligible for INS 100 credit to make up the difference, up to a maximum of 3 hours.
c. The Registrar, together with the director of the CIS, will arrange for the recording of any INS 100 credits on the student’s transcript.

3.3 Course load
a. Students are expected to enroll full-time with their study abroad program. In exceptional cases the CIS may give permission for less than full-time enrollment; in that case students will not be eligible for INS 100 credit (see section 3.2).
b. Students may not register for fewer than 9 hours in study abroad without specific Dean’s permission.
c. Students may not enroll in more than 17 hours of study abroad courses per semester without obtaining approval from a Dean in advance. Petitions to enroll for more than 18 hours must be submitted to the Committee on Academic Affairs during the prior semester.

3.4 Recording of grades
a. If applicable, grades will be assigned by the foreign (“abroad”) institution rather than by the “host” institution. If the grade from the foreign institution should require interpretation, the appropriate department chair will decide the grade to be recorded on the Wake Forest transcript, in consultation with the RO and the CIS.
b. The name of the foreign institution—where the study took place—and the name of the host institution will both be entered on the Wake Forest transcript. An original transcript from the host institution must be presented to the RO.

3.5 Incomplete grades
A grade of Incomplete received for a study abroad course will be treated according to the rules stated in the WFU Bulletin as applying to Wake Forest courses, except that if the study abroad program has shorter deadlines than Wake Forest those deadlines will be respected.

3.6 Pass/Fail grades
a. All Wake Forest rules for Pass/Fail, regarding eligibility and limits on hours (as stated in the Bulletin), apply to study abroad.
b. Declaration of a study abroad course as Pass/Fail requires confirmation of eligibility from the CIS as well as approval from the student’s academic advisor.
c. A student may change the mode (grade or Pass/Fail) of a course according to the Add period of the study abroad program. If the program does not have an Add period, the Wake Forest time frame will be applied.
d. If a student has received permission to take a course Pass/Fail and the abroad transcript arrives with a letter grade, the grade will be converted to Pass/Fail.

3.7 Repetition of language courses for credit

Some non-Wake Forest programs abroad require that a student take a language placement course upon arrival and subsequently the corresponding level of language course.

If a student places into a level that he or she previously passed at Wake Forest, yet is required by the program to take the course, the student may be eligible to receive credit for the course, in exception to the usual non-repetition rule. The department chair may approve the course for 520 (non-major elective) credit.

3.8 Add/Drop

Students must follow the Add/Drop procedures and deadlines, if any, of their study abroad program. If the program does not have any such deadlines the Wake Forest rules will be applied.

3.9 Courses taken without prior approval

If a student takes a course abroad without prior approval, he or she is required to seek approval after the fact from the appropriate department chair. If the course is not approved for credit, it will nonetheless appear on the student’s transcript, marked “N” for “not approved.”

3.10 Independent study with a Wake Forest faculty member

If a student wishes to undertake an independent study with a Wake Forest faculty member while on a study abroad program, he or she must register for the course before leaving the campus. Wake Forest tuition will be charged for the course.

3.11 Designation of 500- and 520-level courses

When department chairs designate courses as 500 (elective credit toward a major or minor), they are requested to indicate on the course approval form if the course in question is to count toward a specific area requirement within the Wake Forest program. Chairs should note that the designation 520 is available to indicate elective credit that counts toward graduation but not toward the major or minor.

3.12 Prolongation of study abroad

Students wishing to continue their studies abroad for an additional summer or semester must contact the CIS to seek approval. It is the responsibility of the student to obtain course approvals prior to the start of the additional period of study.

3.13 Withdrawal from study abroad

If a student withdraws from his or her study abroad program, he or she must notify Wake Forest and the Wake Forest rules for withdrawal, as stated in the Bulletin, apply.
3.14 Expulsion from a study abroad program

If a student is expelled from a study abroad program by the host institution, the student will not be eligible for credit at Wake Forest for any courses completed at the foreign institution during the program period.

4 Miscellaneous

4.1 Summer school courses taken elsewhere in the U.S.

A Wake Forest student who wishes to take a course or courses elsewhere during the summer must first submit Wake Forest’s summer school approval form to the department or departments concerned, even if the student does not want Wake Forest transfer credit for the courses. (The Bulletin of Wake Forest University states that all work attempted in other colleges must be reported to the RO of Wake Forest.)

4.2 Eligibility for participation in Wake Forest study abroad

No student may participate in a Wake Forest study abroad program, whether short-term or a full semester program, without being enrolled for Wake Forest credit or being signed up as an auditor.

4.3 Exchange programs

a. Students in exchange programs will consult directly with the advisor of the program, the academic departments involved, and the RO to determine the program of study, the amount of Wake Forest credit to be given, if any, and the determination of grades.

b. The student should file an approval form with the Center for International Studies just as any student does for foreign studies.

c. Advisors of programs and/or the relevant departments will inform the RO and the CIS of any students who are participating in exchange programs.

d. An official transcript for the foreign work will be received and filed by the RO if available.

e. No student will be allowed to change from grade mode to Pass/Fail mode after the transcript has been received from the foreign institution or, in the case that no transcript will be received, after having agreed to the grade mode with the department.

f. Grades for courses completed under exchange programs that are designated as Wake Forest exchange programs (which requires faculty approval) will be included in the Wake Forest GPA.

4.4 Study in special semester programs at U.S. colleges and universities

Wake Forest students may from time to time attend special semester programs at U.S. colleges and universities in a specific discipline or disciplines. In these cases:

a. The semester program will come under the guidance of one department at Wake Forest.
b. The semester program must be approved by the department prior to the entrance of the student into the program, at which time the department will decide if the courses in the program will be treated as courses for transfer credit or as Wake Forest sponsored courses.

c. If the courses in the semester program are to be treated as Wake Forest sponsored courses, the department will determine the amount of Wake Forest credit to be given for the courses; and this is the amount of credit that is placed on the student's transcript for each course. Further, the grades in the courses will be monitored and verified by the department after which they will be entered onto the Wake Forest transcript and figured into the Wake Forest GPA.

4.5 Credit from AP or IB; credit from Gymnasium, Lyceum, French Baccalaureate, etc.

a. It is the responsibility of each department to determine guidelines for credit from Advanced Placement (AP) and International Baccalaureate (IB).

b. A maximum of 36 hours of credits will be given for work completed in the Gymnasium, Lyceum, French Baccalaureate, or equivalent programs. Department chairs will review requests for such credit, and inform the RO of the amount of credit approved. If the credits approved in this way sum to more than 36, the student is required to state to the RO which courses he or she does not want to count for Wake Forest credit. See also section 1.1.

4.6 Courses taken over the NC interactive video network

a. The corresponding Wake Forest department determines the suitability of the video course.

b. The student registers at Wake Forest for an equivalent course in the Wake Forest department, or for a special topics course in the Wake Forest department.

c. The Wake Forest department chair assigns a faculty member to be the advisor for the course. This faculty member works with the teacher of the video course to determine the student’s grade and records it on the Wake Forest grade form.

Note: The colleges and universities in North Carolina which participate in such courses have agreed that their students can take the courses for credit at the home institution without having to register at the originating college or university. The teacher of the course will treat each student on the video network as a student in the course, give tests, and assign a grade which will be recorded at the student’s home institution.

4.7 Transfer credit from other distance learning courses

a. Applications for transfer credit for distance learning courses will be evaluated on a case by case basis. Only those programs approved by the appropriate department chair and accredited by a national accrediting agency, as identified by the RO, will be accepted.

b. No more than six credits may be earned from such courses.

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Appendix: Changes relative to Carmichael

So that this document can serve as a reasonably complete policy statement, we have carried forward points from the original Carmichael Report where we believe the points are still applicable and we have no substantive change to propose. This note calls attention to substantive changes and additions in the present document.

General policies

In section 1 point 1.1 represents a change. The current stipulation is:

Of the 120 hours required for graduation, at least sixty must be earned in courses counted as Wake Forest credit. These include courses taken abroad in approved, non-Wake Forest programs. … No more than thirty-six hours can be counted for non-Wake Forest study abroad and other special programs.

At present, then, a student could in principle satisfy the requirement with the following: 36 hours from approved non-Wake Forest programs and 24 hours from Wake Forest programs (for a total of sixty hours “counted as Wake Forest credit,” meeting the first clause above), plus 60 hours made up of transfer credit, summer school elsewhere, or incoming credit such as AP and IB.

Our proposal would make this impossible: students must have at least 60 hours in Wake Forest credit, which does not include credit from approved non-Wake Forest study abroad.

Point 1.2 is as in Carmichael (and as in the current Bulletin), except that the minimum grade requirement given for transfer credit is also specifically applied to approved non-Wake Forest study abroad.

Point 1.3 makes a substantive change: under Carmichael, grades from approved non-Wake Forest study abroad are figured into a student’s Wake Forest GPA.

Policies specific to transfer credit

The points in section 2 are substantively unchanged from Carmichael. We have done some updating and have attempted some clarification.

Study abroad in approved non-Wake Forest programs

The material in section 3 contains both substantive changes and several new points reflecting issues that have arisen in the arena of study abroad over the years since Carmichael.

For the changes, compare section 12 (pages 4-5) of Carmichael. Note in particular that we propose dropping point 12(f) in Carmichael, which reads as follows: “An approved course of study in a foreign country will be regarded as a Wake Forest sponsored program … and grades for courses completed will be included in the Wake Forest GPA.” See section 1.3 of the present document.

Additions include the specific points 3.1 and 3.3 and 3.14.
Miscellaneous

In section 4, points 4.2 (on eligibility for participation in Wake Forest study abroad) and 4.7 (on distance learning) are newly added. Point 4.4 (on special semester programs in the U.S.) has been separated out from the material in section 3 on study abroad.

Changes to the Bulletin

If the above proposals are accepted, the following sections of the Bulletin will need to be re-written: The first paragraph under the heading “Transfer Credit” on page 34, and the first full paragraph on page 64 (in the chapter, “Requirements for Degrees”).

Suggestions:

a. At the page 34 locus, delete the sentence “No more than thirty-six hours can be counted for non-Wake Forest study abroad and other special programs.” Substitute a cross-reference to the “Requirements for Degrees” chapter.

b. At the page 64 locus, delete all but the first and last sentences of the paragraph and substitute the two limits stated in section 1.1 above.

We leave it to the CAA to judge whether any of the new points in this report, if accepted, ought to be added to the Bulletin.