



## Degree Completion Program Admissions Policy

### SCOPE

This policy applies to all prospective students applying for admission to a degree-completion program at Washington Technology University.

### POLICY STATEMENT

WTU is an open admission institution, committed to providing students with an opportunity to continue or resume formal education with the goal of completing a bachelor's degree. The University considers applications for admission on a rolling basis. The Office of Admission coordinates the recruitment and processing of applications.

The purpose of this policy is to define the admission standards at WTU, including the determination of eligibility; ability to benefit; admission requirements; required documentation; and English proficiency.

### POLICY

#### A. Credit Requirements

Students applying for admission to WTU's degree-completion programs are expected to have earned at least 90 quarter (60 semester) credits from an accredited college/university in the United States; or an equivalent number of credits - as determined by a foreign credential evaluation - from an approved overseas institution. A deficiency of 15 credits or less, will not preclude a student from admission to the university.

As represented by these 90 credits, students are expected to have completed (or made significant progress toward completion of) Washington state's general education requirements at the time of admission.

These general education requirements are part of an associate or bachelor's degree, and up to 55 credits may be transferred in. Credits must be earned in specific categories as outlined below.

- Communication 5 credits
- Quantitative Reasoning 5 credits
- Humanities 10 credits
- Social Sciences 10 credits
- Natural Sciences 10 credits
- General Education Elective 5 credits

#### B. Credit Deficits

If admitted with less than 90 credits, a student will be advised to make best efforts to make up the additional credits as soon as possible via CLEP exams, SOPHIA courses, or via community college.

If admitted with less than 90 credits, a student will be advised that completion of the degree will likely take more than 18 months. At no time may a student assume an academic load exceeding 1.33 times the normal load of 5 credit hours.

### **C. Alternative Ways to Earn Credits**

Up to 90 combined lower division credits may be applied toward a WTU program via:

- AP - Advanced Placement
- IB - International Baccalaureate
- CLEP - College Level Examination Program
- Education that is equivalent to college-level work, as evaluated by the ACE Office of Educational Credit (This includes credits acquired through military service schools and certain online courses, for example SOPHIA.)

Through CLEP exams and SOPHIA online courses/exams, it is possible to earn up to 90 lower-division credits.

(WTU does not accept credits earned via CLEP or SOPHIA for upper-division credit, and CLEP exams that duplicate lower-division coursework previously transferred for credit are not accepted.)

Washington Technology University will not accept transfer credits from any institution for non-academic experiential learning.

Credits from vocational schools will be accepted provided they are from an accredited technical college.

### **D. Readiness Determination**

The WTU Admissions Committee will meet on a regular basis to assess each applicant and decide whether he or she is a good fit for acceptance.

### **E. Documentation Required for Evaluation of Transfer Credit**

As part of the admissions process, the Office of the Registrar will conduct a transfer of credit evaluation. To inform this evaluation, all applicants to the University are required to provide:

- Evidence of high school completion in the form of a high school diploma or an official transcript
- An official transcript for each post-secondary institution attended (This must be sent directly from the awarding institution to the Registrar at WTU in a sealed envelope.)
- Students with credentials earned overseas must also provide a translation of the transcript (if relevant) and a Course by Course Foreign Credential Evaluation prepared by an approved agency as published on the university website.

Official documentation must be sent directly from the awarding institution to the registrar at WTU. Documents sent directly to the student may be accepted if the envelope has clearly not been tampered with.

### **F. Transfer of Credits into the Pre-Major**

Based on the documentation provided, the registrar identifies credits that are:

- transferrable into the pre-major i.e., credits that address general education and elective requirements (WTU only transfers credit from courses in which a student earned a passing grade.)
- transferrable into the major (i.e., courses that may substitute for WTU courses) The transfer of a course into the major as a substitute for a WTU course, will be at the discretion of the registrar in

consultation with the Dean and/or the Chief Academic Officer. A formal request must be made by the student to initiate such a transfer/substitution. (The form is available via the Office of the Registrar.) Subject waivers will not be considered.

### **G. Transfer of Associate Degrees**

WTU accepts associate degrees that meet the requirements of the Washington Direct Transfer Curricula. These degrees are designed specifically to transfer and meet all the general education requirements. All credits will transfer to Washington Technology University and students are guaranteed junior level standing.

### **H. Transfer of Associate of Arts Degrees**

The Associate of Arts degree is designed as a transfer degree into a four-year baccalaureate program. The University provides full transfer of all coursework successfully completed as part of an Associate of Arts degree awarded by a regionally accredited institution.

### **I. Transfer of Other Associate Degrees**

The University provides full transfer credit for specialized associate degrees (Associate of Applied Science, Associate of Fine Arts, etc.) successfully completed at regionally or nationally accredited institutions. If completion of a required general education program is documented on the official transcript, the transfer student will have satisfied the University's general education requirement.

Transfer without a completed degree is evaluated on a course-by-course basis subject to the University's policies regarding lower-division programs.

### **J. Transfer of Credits from Degrees Completed Overseas**

Students who have a completed degree from an institution in a foreign country will be granted automatic admission - with no analysis of general education credits - provided a credential evaluation shows that they have at least the equivalent of a completed Associate degree in the US.

### **K. Residency Requirements**

Transfer of additional lower-division credit beyond the associate degree is restricted. While students with associate degrees typically transfer 90 quarter hours – approximately the first two years of the baccalaureate educational experience – students who have completed a Bachelor's degree prior to admission, can transfer in up to 135 credit hours. 45 credits must be completed in residence at WTU.

### **L. Proof of Identity**

Prior to the commencement of a student's program, the student will be required to meet in person, or online via a web cam, to share data required for the setup of their student record, and to establish proof of identity. At this meeting, the student will be required to show a Social Security Card, a government issued photo ID (e.g., a current driver's license, or a passport) and - if the driver's license has a different address than that shown on a student's application - proof of current address (in the form of a billing statement sent to their home address).

### **M. Proof of English Proficiency**

Because all courses at Washington Technology University are taught in English, all incoming students must provide evidence that their English proficiency is sufficient to participate successfully in college-level courses.

Students who have not previously earned at least 45 credits (with a CGPA of 2.0 or above), from a

college/university where English is the principal language of instruction, should arrange to take one of the following exams. An official score report must be provided as evidence of a score of:

- 61 or more on the TOEFL Internet Based Test (iBT)
- 44 or more on the Pearson Test of English Academic Score Report
- 6.0 or more on the International English Language Test: IELTS Academic
- 95 or more on the DuoLingo English Test

If a student requiring an English proficiency test is unable to provide documentation of English language proficiency prior to admission, he or she may be admitted provisionally, pending receipt of official documentation of an appropriate grade.