



## APPLICATION FOR CREDIT – Non-Regionally Accredited Transfer Articulation

**Instructions:**

1. The department offering credit completes this form and obtains the student signature.
  2. The student pays the \$10 recording fee at the Cashiers Office.
  3. The department submits the completed form to the Records Office.
  4. Attach a photocopy of the transcript or other documentation with notations designating applicable coursework.
- For any questions or concerns, please contact the Registrar’s Solution Center at 801-626-6100.

**Student Information**

Last Name	First Name	W-number
-----------	------------	----------

Documentation is attached (see policy item 2.a below)

**Course Information**

Name of Non-regionally accredited institution			
Current WSU Semester/Year			
<b>WSU Subject/Course #</b>	<b>Course Title</b>	<b>Cr. Hrs.</b>	<b>Department Stamp</b>

Dept. Chair Name (print): \_\_\_\_\_

Dept. Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CASHIERS OFFICE PAYMENT INFORMATION**

Description: **Recording Fee**, Detail Code: **M403**, Amount: **\$10**

**Payment Validation Stamp**

**NON-REGIONALLY ACCREDITED TRANSFER ARTICULATION POLICY**

If the sending institution is not regionally accredited, transfer credits may be accepted under the following guidelines:

1. Credit may be accepted only if the course is deemed to be equivalent to a course in the WSU catalog.
2. Specific course credit may be applied by the Admissions Office if recommended and approved by the appropriate department chair with the Application for Credit form but only under the following guidelines:
  - a. The student must present such evidence as the department deems necessary, which could include an official transcript, a course description, a course syllabus, evidence of work completed, or proof of completion by examination.
  - b. Credit must be evaluated by the appropriate department and the specific equivalency approved by the department chair through the Application for Credit form.
  - c. If transfer work is deemed equivalent to WSU course work, the department chair may grant credit with or without waiver of specific courses.