



APPLICATION FOR CREDIT – Non-Regionally Accredited Transfer Articulation

Instructions:

1. The academic department offering credit must complete the application and obtain the student's signature.
 2. The student shall pay the \$10 recording fee at the Cashiers Office; include receipt number or cashier stamp.
 3. The department must include a photocopy of the transcript or other documentation.
 4. The completed application should be submitted to the Records Office directly from the academic department.
- For any questions or concerns, please contact the Registrar's Solution Center at 801-626-6100.

Student Information

Last Name	First Name	W-number
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Documentation (transfer transcript) is attached (see policy item 2.a below)

Transfer School Name:			Weber State University		
Course	Name	Hours/ Credits	Course (Subj & #)	Name	Credit Hours

Student Signature: _____ Date: _____

Dept. Chair Signature: _____ Date: _____

Dept. Chair Name (print): _____

Cashier's Payment Stamp

CASHIERS OFFICE PAYMENT INFORMATION

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

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 Records 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.