University of West Georgia
Principles & Procedures for Reviewing Transfer Credit
from Non-Accredited Institutions

This policy applies to institutions that are not regionally accredited. It does not apply to technical institutions that are not COC accredited or to proprietary schools.

A. Students who apply for undergraduate admission and have attended a non-accredited institution as indicated above will be requested to provide an official transcript from that institution. For the purposes of the evaluation of credit, the Admission’s Office will request the student provide a catalog, course syllabi, and the names and credentials of the faculty who taught their courses. The Admission’s Office will forward all materials received to the Registrar’s Office for review of credit.

B. Lower division courses will be evaluated by the Registrar’s Office and credit awarded based upon the materials provided by the student. The decision to award credit may be referred to the appropriate department in some cases.

C. Upper division courses will be evaluated by the appropriate academic department. The Registrar’s Office will forward to the department a copy of the original transcript with the courses to be evaluated highlighted, course syllabi, faculty credentials, and a cover letter giving background information on the institution such as other accreditations and founding date. The academic department will evaluate the courses and return a listing of UWG equivalent courses to the Registrar’s Office.

D. The Registrar’s Office will enter evaluated courses and their UWG equivalents in the Banner transfer articulation module for use in subsequent cases.

E. Departmental decisions on UWG equivalents are final. There is no appeal beyond the departmental level.

F. Students who receive transfer credit from non-accredited institutions must meet the catalog residency requirements for their degree program.

G. In most cases, credit from a non-accredited institution which has been previously reviewed by another University System of Georgia institution and accepted in transfer will be accepted by UWG.
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