

Transfer and Readmit Policy

POLICY: Transfer and Readmit Policy

POLICY NUMBER: 710.03

APV'D DATE: 8/11/2020

EFFECTIVE DATE: 8/11/2020

REFERENCES: Satisfactory
Academic Progress Policy

CUSTODIAN: Academic Dean

REVIEW DATE: August 2020

Part 1. Policy Background and Purpose

WETCC acknowledges nontraditional paths to college.

Part 2. Definitions

Re-Admitted student – A student who took a semester or more off after attending one semester (or more) at WETCC and now would like to return to WETCC.

Transfer Students – Students who have graduated from high school or completed a GED and have previously earned college credits at a two- or four-year accredited institution.

Part 3. Responsibility

The Academic Dean is responsible for reviewing transfer credits and making the determination on credits accepted within two weeks of receiving transcripts.

The Registrar is responsible to enter the transfer credits into the student management system and assure they are recorded on the student academic records and maintain external reporting systems.

It is the student's responsibility to ensure all previous credits taken are submitted to WETCC Registrar for a credit evaluation.

Part 4. Policy

Subpart A. Re-Admit Students

A student who has interrupted attendance for a semester or more (not including summer) is considered a re-admitted WETCC student and must meet the admission requirements of WETCC and complete a readmission application.

Re-admitted students transferring credit from another institution to WETCC must also request an official transcript of their grades be sent to the admissions office for evaluation. Only regular credit college courses with a "D" or better will be

accepted in transfer. Students with a cumulative GPA below 2.0 may be re-admitted on academic probation.

Subpart B. Credit Evaluation

All coursework from another institution must be reviewed to determine what credits may be accepted by WETCC. WETCC will only accept transfer courses with a grade of “D” or better.

Students may be asked in some instances to provide course descriptions and syllabi for courses taken at another institution.

The Academic Dean will review transcripts and any other information provided to determine alignment of specific subject matter to the courses that are a part of WETCC general education requirements and electives. Courses accepted for transfer will be indicated on the student’s academic record and count towards meeting graduation requirements.

A student may request an appeal to request further review by the Academic Dean if there has been an error in the credits granted in transfer or if there is a question on a transfer course not counting towards a requirement. After the appeal is reviewed, the Academic Dean is final.