

# Transfer and Readmit Policy

**POLICY:** Transfer and Readmit Policy

**POLICY NUMBER:** 710.03

**APV'D DATE:** 7/30/2019

**EFFECTIVE DATE:** 7/30/2019

**REFERENCES:**

**CUSTODIAN:** Academic Dean

**REVIEW DATE:** June 2019

## 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

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

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 students and must meet the admission requirements of WETCC and complete a readmission application.

Re-admit 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 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.

### **Subpart C. Conditional Admittance**

A student may be conditionally admitted with unofficial copies, but must still meet all admissions requirements within one semester. If transcripts are under a different name, due to a legal name change, it is the student’s responsibility to have the name corrected before the transcripts can be accepted.