Transfer and Readmit Policy

POLICY: Transfer and Readmit Policy			
POLICY NUMBER:	710.03.01	**CUSTODIAN:**	Student Services Dean
APV'D DATE:	10/26/2021		
EFFECTIVE DATE:	8/11/2020	**REVIEW DATE:**	Oct 2021
REFERENCES: Satisfactory Academic Progress Policy			

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 at least one semester at WETCC and 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 reviews transcripts and determines which credits will be accepted within two weeks of receiving transcripts.

The Registrar enters the transfer credits into the student management system, assures they are recorded on the student academic records and maintains external reporting systems.

Students are responsible for ensuring that they have submitted credits taken to WETCC Registrar for a credit evaluation.

The Student Services Dean ensures the policy and procedures are followed.

Part 4. Policy

Subpart A. Re-Admit Students

A student who has interrupted attendance for a semester or more (excluding the summer semester) is considered a re-admitted student and must meet the admission requirements and complete a readmission application.

Re-admitted students transferring credit to WETCC from another accredited institution

must request an official transcript of their grades be sent to the Admissions Office for evaluation. Only credit college courses with a “D” or better will be accepted in transfer.

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 from an accredited institution 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 reviews transcripts and any other information provided to determine the 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 a further review by the Provost if there has been an error in the credits granted in the transfer or if there is a question on a transfer course not counting towards a requirement. After the appeal is reviewed, the decision of the Provost is final.