

Transfer of Credit Policy

Policy Number	600.22.01	Custodian	Academic Dean
Approved Date	1/18/2023		
Effective Date	1/18/2023	Review Date	
References:			

1. Purpose

To allow students to transfer previous and related coursework from another institution of higher education towards their degree or certificate program.

2. Persons Affected

- 2.1. Students
- 2.2. Academics and Student Services

3. Policy

This policy is to ensure the following:

- 3.1. WETCC has a process and standards to ensure the quality of the credit WETCC accepts in transfer.
- 3.2. Consistent practices for accepting credit for college-level courses transferred to WETCC.
- 3.3. The maximum transfer credit that can be applied toward an associate degree is 20 credits. The maximum transfer credit that can be applied toward a certificate program cannot exceed one-third of the credit hours required for the program. For example, if a certificate program is 18 credit hours, no more than 6 transfer credits can be applied to the completion of the certificate.

4. Definitions

- 4.1. Transfer Credits. Credit awarded for college-level courses taken at another higher education institution that are equivalent to courses offered at WETCC. Transfer criteria and considerations include:
 - Educational quality of the learning experience considered for transfer.
 - Course equivalency.
 - Appropriateness and applicability of the learning experience to WETCC programs.
 - The time that has passed since the student took the courses. WETCC faculty and academic dean must approve courses taken more than 10 years ago to be accepted.

- Course alignment with WETCC goal areas.
- The grade received must be a “C” or higher.

4.2. Official Transcripts. An official document of the courses and grades earned by a student at a higher education institution.

4.3. Course Equivalency. When a course is comparable or equivalent in nature, content, and expected student performance of course outcomes to a WETCC course. 75 percent or higher comparability is the standard for evaluating courses for equivalency.

WETCC may accept courses below college level as preparatory to fulfill developmental course requirements but not program requirements.

WETCC may accept incomparable or inequivalent courses to fulfill elective requirements but not program requirements.

4.4. Transfer Credit Request Form. Students use this form to request WETCC evaluate their transcripts from other higher education institutions for the transfer of earned credit.

4.5. Transfer Credit Analysis Form. This form documents the evaluation of student transcripts from other higher education institutions for the transfer of earned credits.

5. Procedures

5.1. Students submit a Transfer Credit Request form to the registrar.

5.2. The registrar evaluates the student’s official transcripts and notates courses that align with WETCC goal areas on the Transfer Credit Analysis form. The registrar may ask students to provide course descriptions, syllabi, catalog information, and other data to complete the evaluation. The registrar submits the completed form to the academic dean.

5.3. The academic dean reviews the form, relevant material, transfer criteria and considerations and collaborates with faculty to determine the alignment of specific subject matter or electives to the courses accepted in transfer. Upon completion of the review, the academic dean notifies the registrar of courses accepted for transfer.

5.4. The registrar adjusts the student’s academic record and notifies the student.

5.5. Students may submit an appeal to the provost, whose decision is final.

Revision History

Rev. Date	Rev. No.	Revision