

# WESTERN NEBRASKA COMMUNITY COLLEGE

## President's Procedure

<b>TITLE:</b>	Transfer Credit Procedures
<b>DIVISION:</b>	Student Services
<b>CATEGORY:</b>	Admissions, Registration, and Student Records
<b>REFERENCE:</b>	BP-511, Transfer Credit
<b>NUMBER:</b>	PP-511
<b>APPROVAL:</b>	President's Cabinet (June 11, 2019)

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### **Purpose**

To establish procedures, in compliance with the WCCA Transfer Credit Policy, that identifies the process of accepting transfer credit or ensuring that WNCC common core curriculum in the general education for the Associate of Arts and Associate of Science degrees comply with the Nebraska Transfer Initiative.

### **Scope**

This procedure shall pertain to all general academic transfer coursework that is provided by Western Nebraska Community College (WNCC) or accepted by WNCC.

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### **Definitions**

*Articulation Agreements:* Formal agreements between WNCC and various four-year institutions for the transfer of course credit taken at WNCC to the four-year institution. The agreements constitute a broad framework for more specific transfer planning that will define the articulation of baccalaureate degree program requirements at specific program course levels.

*Nebraska Transfer Initiative:* An agreement signed on November 2, 1995, that has led to increased cooperation in the transfer of courses between Nebraska's community colleges and its state four-year institutions.

*Reverse Transfer:* The process of retroactively granting an associate degree to a student who has not completed the requirements for an associate degree before he or she transferred from a two- to a four-year institution.

*Transfer Equivalency System (TES):* A web-based searchable platform provided by CollegeSource designed for college employees to research transfer credit, track evaluations, and manage equivalencies.

*Transferology*: A nation-wide network provided by CollegeSource and based on TES that is designed for student use to determine transferability of coursework earned at the college.

*Transfer Nebraska*: Similar to Transferology, a website for students to determine the transferability of coursework between Nebraska community colleges and four-year institutions.

## **Procedure**

### *Transfer Applicants*

The Nebraska Transfer Initiative, signed in November 1995, by twenty-five Nebraska post-secondary institutions, has led to increased cooperation in the transfer of courses between Nebraska's community colleges and its four-year institutions. WNCC has collaborated with these institutions to develop and participate in a statewide agreement and policy on (a) the transfer of college-level credit, and (b) the transfer of the Associate of Arts and Associate of Science degrees as fulfilling both the general education requirements of the receiving institution, and the requirements for entrance to the junior class.

### *Nebraska Transfer Initiative General Education Core Curriculum*

The purpose of this initiative is to improve access and opportunities for students who wish to pursue baccalaureate degrees after completing Associate of Arts and Associate of Science degrees at Nebraska community colleges. The common core curriculum in general education for the Associate of Arts and Associate of Science degrees has been developed and adopted by the six Nebraska Community College Areas. The core curriculum is composed of courses in the arts and sciences which partially fulfill the Associate of Arts and Associate of Science degree requirements. The remainder of credit hours required for the degrees should be selected by the student in consultation with the receiving institution.

### *Procedures/Structure*

Any student who has successfully completed courses – the equivalent of grade "C" or above – identified in the articulated Associate of Arts or Associate of Science general education core curriculum and who is admitted in transfer to a signatory institution will be granted comparable standing and will be able to progress toward associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

The official signed agreement is recorded in the appropriate sector representative offices and the WNCC Chief Academic Officer has a copy of that agreement.

### *WNCC Academic Transfer Process*

Students wishing to transfer credits from another institution to Western Nebraska Community College, are encouraged to visit the Transfer Evaluation System website at <http://transfer.nebraska.edu/>. If the student's school is not listed on that site, it is the student's responsibility to contact the Registrar's Office to verify the successful transfer of his/her classes to WNCC.

The student must send official transcripts from other institutions to WNCC for the Registrar to evaluate and equate into WNCC's system so that credit can be counted toward the certificate, diploma or degree. Students must send official transcripts to:

Registrar's Office  
Western Nebraska Community College  
1601 E. 27th St  
Scottsbluff, NE 69361

All courses, credits, and grades from a regionally accredited institution will be transferred to WNCC. The College will determine which courses and credits are applicable to the student's program. The Registrar's Office will transfer the credits onto the student's record within one business week after receipt of the transcript. During peak times, the transfer may take longer than one business week.

#### *Non-Traditional or Experiential Learning Credit*

Students whose special study or other unique experiences have given them proficiency equal to that ordinarily attained by students completing the course may be granted credit in that course in accordance with the following regulations:

- The College does accept Military Training credit as recommended by the American Council on Education. Students must obtain their military transcripts and submit to WNCC for evaluation.
- Non-traditional course work (CLEP, portfolio, etc.) must be documented and will be subject to review by the Office of the Registrar and the appropriate division. Transcripts from non-accredited institutions are subject to division approval.
- Credits may be awarded for those courses covered by the College Board's Advanced Placement Program (AP) examinations. An official report must be submitted to the Registrar's Office documenting that the student has completed the examination with a rating of at least "3" in order for credit to be awarded.
- Credits for Advanced Placement or CLEP examinations earned by persons not enrolled at WNCC are held pending subsequent enrollment. A grade of "P" is listed. Failures are not recorded.
- A maximum of twelve (12) credits of experiential learning credit may be earned in subject areas included in the *College Catalog*.
- Students must be notified, via the *College Catalog*, that not all colleges accept credits by advanced placement or experiential learning. The credit accepted by WNCC may not transfer to other institutions.

There is no limit to the amount of credit transferred into WNCC; however, no more than 75 percent of degree or certificate requirements may be completed using transfer credit. At least 25 percent of degree or certificate requirements must be earned at WNCC.

#### *Transferring Credits from WNCC*

It is the responsibility of the student wishing to transfer credits earned from WNCC to another institution to contact that institution. That institution will determine what transfer credit will be accepted. WNCC shall make every effort to assist students wishing to transfer to other colleges and universities.

Establishing and regularly reviewing/revising articulation agreements make it possible for WNCC staff and faculty advisors to properly advise students completing an associate's degree with plans to transfer. Articulation agreements will be posted on the WNCC Website.

Guidelines for generally accepted requirements for transfer to other institutions shall be publicized on the College's website to assist WNCC students in their transfer endeavors. In addition, the student will be assigned a faculty advisor and/or a transfer advisor to plan a course of study to enable the student to meet the requirements of the four-year institution.

Directions on how to request a copy of the student's transcript shall be published on WNCC's web site. Web links shall also be provided to aid the student in gathering information related to:

- Nebraska Transfer Initiative
- Transferology
- Transfer Nebraska

#### *Reverse Transfer*

Students who transfer to a four-year institution before they graduate from WNCC are eligible for the reverse transfer program, which allows students the ability to finish their associate's degree while pursuing their degree at a four-year college or university. After a review of transcripts, if the courses taken at the credit granting institution meet the missing requirements for a student's Associate of Arts or Associate of Science degree, WNCC will award the degree. Students must present their transcripts for review to the WNCC Registrar to initiate the process.

#### **Revising this Procedure**

This President's Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.