

## **Transfer of Credits to WNCC**

Students wishing to transfer into WNCC credits earned at other accredited post secondary institutions must have an official transcript sent directly from that institution to the WNCC Registrar's Office for evaluation. The Registrar and the applicable departmental faculty will determine whether courses requested for transfer are equivalent to WNCC courses. As part of that determination, the college will evaluate the depth and breadth of course content. Only courses that are similar in content will be applied toward a WNCC degree, diploma, or certificate. Nontraditional coursework (CLEP, Experiential Learning Credit, etc.) must be documented and will be subject to review by the Office of the Registrar and the appropriate division. Transfer credit will be given for classes in which a grade of "C-" or better is earned from a regionally accredited institution. Transfers of courses from non-accredited institutions are subject to division approval.

## **Directed Study**

Directed study is designed to allow regularly enrolled students to pursue, for college credit, subject areas of interest outside of the existing college course structure. Directed study pursued by the individual student is intended to provide valuable experience in self-education with faculty assistance in planning and evaluation. Once arranged and approved, directed study courses become part of the student's course load and are subject to regular tuition and fee rates. Specific limitations and required conditions for directed study include the following:

- The student must enroll at WNCC. Regular tuition and fees are paid for directed study credits.
- An individual student must demonstrate interest in and need for the study and arrange for a qualified instructor to sponsor it.
- Registration must be approved by the Instructor, Division Chair, and Dean of Educational Services and processed by the Student Services Office.
- Each credit of directed study requires student effort at least equivalent to that expected in a regular course involving fifteen (15) contact hours per semester.
- The student may not receive credit for more than a total of twelve (12) credits of directed study while at WNCC.

## **Cooperative Education**

The purpose of cooperative education at Western Nebraska Community College is, in part, to provide a linkage between various outside businesses, industrial, or agency elements that might better enhance the student's achievement while the student is pursuing a specific program of study. Cooperative education makes on campus studies more meaningful and stimulating by giving students an opportunity to apply classroom theory to real world situations. Cooperative education provides a realistic situation for the development of good work habits, attitudes, responsibility, initiative, and the ability to work harmoniously with others. The student will obtain first hand appraisal of their capabilities, interests, and preferences. Cooperative education consists of three elements:

- On-the-job training
- Internships
- Practicums

Each of these cooperative arrangements allows the student to receive practical experience. Cooperative education is arranged through the coordinating instructor and the student must demonstrate an interest in and a need for this type of training. Certain programs of study at WNCC have cooperative education included as part of the regular curriculum. Cooperative education is available during fall, spring, or summer semesters and is open to regular students. It is considered part of the students regular course load; regular tuition and fees must be paid. Cooperative education can be incorporated as part of the required courses in a program. The student will not be awarded more than one college credit per 60 hours of on-the job-training, practicum, or internship. Cooperative credit awarded must be in conjunction with an approved program of study of the college. The student should be enrolled for a minimum number of hours in order to be eligible to receive

college credit for the cooperative activity. By working through the student's coordinating instructor, a training agreement will be developed with the employer, college, and student prior to beginning cooperative education. The coordinating instructor, after consulting with the employer and the student, will determine the number of credits to be awarded, depending on the length of employment and hours worked. The employer must complete attendance and evaluation reports. The student will receive a grade from the coordinating instructor for the cooperative education activity. The coordinating instructor will also make periodic visits or phone calls to the training station for evaluation and advising. A maximum of 12 internship/on-the-job training credits may be applied to a degree.

**Note:** A veteran may not be eligible to receive VA benefits and participate in cooperative education. Please check with the Veterans Information Officer before proceeding.