

CREDIT FOR - TRANSFER

EVALUATION POLICIES AND PROCEDURES

Students may request to have transfer units applied towards a Western Nevada College degree or certificate by submitting a "Petition for Evaluation" form to Admissions and Records. Students must submit official transcripts or training records before the evaluation will be completed. Units earned in institutions that are accredited by one of the six, regional accrediting associations (MSCHE, NCA, NEASC, NWCCU, SACS, WASC) are normally transferable, provided the courses are comparable to those offered by Western and are applicable toward degree requirements. Units earned from non-accredited schools will be considered non-traditional education.

- Only transfer units that apply toward a requirement (including required electives) will be applied toward a degree or certificate.
- Western Nevada College can accept transfer credits as follows:
- A maximum of 45 semester units or 75 percent of the total units required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward an associate degree.
- A maximum of 90 semester units or 75 percent of the total units required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward a bachelor's degree.
- A maximum of 30 semester hours of credit may be accepted from approved credit by examination programs.
- A maximum of 15 semester hours of credit or 25 percent of the total units for a degree may be accepted from non-traditional programs.
- A maximum of 45 units or 75 percent of the total units for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree. A maximum of 90 units or 75 percent of the total units for a degree, whichever is greater, from other sources as listed above may be applied toward a bachelor's degree.
- A maximum of 15 semester hours of credit from other sources as listed above may be applied toward a certificate.

Grades are not transferable but may be utilized when determining eligibility for financial assistance and/or admission to special academic programs and to determine the minimum GPA required for graduation. After Admissions and Records receives a petition for evaluation request and all transcripts and training materials to be evaluated, a written degree progress or degree audit report will be mailed to the student. The processing time is approximately six to 12 weeks after all materials have been received.

Note: Beginning in mid-fall 2011, students may access degree audits through myWNC. The degree and certificate audits will replace the "Petition for Evaluation" form. Courses that may be transferred will appear on a degree audit approximately 12-14 weeks after an official transcript is received.

CREDIT FOR – TRANSFER EVALUATION REQUIREMENTS

Courses from Nevada System of Higher Education institutions will be accepted for equivalent courses per common course numbering. Courses from other institutions will be evaluated on a case-by-case basis based on the course title, designator, units, and course numbering system used by the institution and course description if available. Upper division courses are generally not accepted for general education requirements. Upper division courses may apply toward emphasis requirements, and are evaluated on a case by case basis. In general, graduate level courses are not accepted to fulfill degree and/or certificate requirements.

For program requirements, if the information provided on the transcript is not sufficient for Admissions and Records to make a determination as to course applicability toward the student's desired program, a faculty member from the corresponding program will be consulted. The faculty member will decide on the applicability of the transfer course toward program requirements.

CREDIT FOR - TRANSFER APPEALS PROCESS

If a student disagrees with a transfer credit evaluation the student is encouraged to obtain and submit to Admissions and Records further written information about the course in question, such as a course outline or syllabus, and/or a course description. If a student questions an evaluation from a non-traditional source, the student is encouraged to obtain further written information about the training, including number of hours of the training, information about the training source, accreditation, etc. Admissions and Records will consider amending the original evaluation if such information is provided. If such information is not available, and/or if the student disagrees with the second evaluation, he/she may file a Transfer Credit Evaluation Appeal. A counselor who assists Admissions and Records with transfer evaluations will be consulted for a second opinion for consideration of the registrar. If the appeal is denied, the student will be given a reason for denial in writing. If the reason is a result of a course not meeting basic rules and policies, for instance if a course does not fulfill the minimum number of units required, the course was developmental, not completed at a regionally accredited institution, etc. the decision will be final. If the reason is not based on such a policy and the student disagrees with the decision from the first appeal, the student may submit a second appeal. The appropriate division chair will be consulted for an opinion. Admissions will provide the division chair with a copy of the course description and any additional information submitted by the student. The division chair may designate a faculty member in the specific department of the course or the degree/certificate program to act on the student's behalf. The resulting decision is final unless one cannot be reached, in which case the registrar will make the final determination. If a request is denied, the student will be given a reason for the denial in writing. The decision from the second appeal will be final.