

Transfer Credit Evaluation Policies and Procedures

Students may request to have transfer credits applied towards a WNCC 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. Transcripts from another college or university must be sent directly to Admissions and Records (transcripts that were mailed to a student directly from the institution and are hand carried to Admissions and Records in a sealed envelope may be acceptable).

Credits earned in institutions that are accredited by one of the six, regional accrediting associations (MSACS, NCACS, NEASC, NWASC, SACS, WASC) are normally transferable, provided the courses are comparable to those offered by WNCC and are applicable toward degree requirements. Credits earned from schools that are not regionally accredited will be considered nontraditional education.

Only transfer credits that apply toward a requirement (including required electives) will be applied toward a degree or certificate. WNCC can accept transfer credit as follows:

- A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, may be accepted from regionally accredited colleges or universities toward an associate 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% of the total credits for a degree may be accepted from non-traditional programs.
- A maximum of 45 credits or 75 percent of the total credits for a degree, whichever is greater, from other sources as listed above may be applied toward an associate degree.
- A maximum of 15 semester hours of credit from other sources as listed above may be applied toward a certificate.
- Students who lack fractional credits in any area(s) of general educational or program requirements should see a counselor.
- 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 6-8 weeks after all materials have been received.

EVALUATION OF TRANSFER REQUIREMENTS

Courses from NSHE 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, credits, course numbering system used by the institution and course description if available.

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 towards the student's desired program, a faculty member from the corresponding program may be consulted. The faculty member will decide on the applicability of the transfer course towards the program requirements.

CREDIT - NON-TRADITIONAL EDUCATION

WNCC will consider awarding credit for prior experiential learning to students who have been accepted to the college. A minimum of 45 contact hours or 15 hours of instruction plus two hours of outside preparation per contact hour is required for each credit awarded. The college may accept a maximum of 15 credits from non-traditional sources to include the following:

- Military training
- Correspondence courses
- Extension courses
- Post-secondary institutions without regional accreditation
- Certificate training
- Other recognized sources

The above sources must meet the minimum standards for accreditation by nationally or state recognized agencies. Credits from non-traditional sources are evaluated on a case-by-case basis. In general, credit is awarded only for those courses or training experiences that are comparable to those courses offered by Western Nevada Community College. Certain credits may be applicable to satisfy course requirements for occupational degrees while others may be used as elective credit primarily for the AGS and AAS degrees and for certificate of achievement only. The only nontraditional credit applicable towards the AA and/or AS degrees is from military service as documented by a DD2-14. Nontraditional education credit will not be awarded to fulfill general education requirements except for the human relations requirement when applicable.

CREDIT FOR MILITARY SERVICE

Admitted students who are veterans and have completed more than one year of active duty may be granted non-traditional credit from a DD2-14, for a maximum of 4 credits. Students may also receive credit for additional military training by sending an official military transcript.

INTERNATIONAL COLLEGES

Credit may be awarded from some recognized colleges and universities outside of the country; an official college transcript is required. If the transcript is not in English, the student is responsible for having the transcript translated through an acceptable translation service. Credit for English/communications requirements is only accepted from institutions located in the following countries: Australia, Canada, England, Ireland and New Zealand. Contact the Office of Admissions and Records for further information.

CREDIT - BY EXAMINATION

A maximum of 30 credits, accumulated through an acceptable credit by examination process, may be accepted toward degree requirements. A maximum of 15 credits in a single subject area is allowed.

CHALLENGE EXAMINATIONS:

The college recognizes that students accumulate a great deal of information outside the classroom without formal instruction. There are times when this information may be extensive enough to satisfy the requirements of courses offered by the college. For this reason, with approvals, an enrolled student may be allowed to take challenge examinations to receive credit in certain courses. A student interested in these examination procedures should consult Admissions and Records or a counselor on the Fallon campus.

Policies relating to challenges are:

1. A student may not challenge a lower level course in the same subject area that the student has already received credit in at a more advanced level.
2. A student enrolled in a more advanced course may not challenge a lower level course in the same subject area.
3. A student may not challenge a course that has been previously attempted.
4. Credit earned in challenge examinations are not considered resident credit, do not count as part of a student's credit load for any given semester, nor are they computed into the grade point average.
5. Challenge examinations are posted as a "pass" on the student's transcript.
6. Challenge examinations may not transfer to other academic institutions and may not count for licensing agencies.

7. WNCC reserves the right to deny any petition for challenge examination credit.

A student must have completed coursework for credit at WNCC before challenge credit will be placed on an official academic transcript.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP):

Credit may be granted for the satisfactory completion of the College Level Examination Program (CLEP) general examinations.

A maximum of three semester credits may be granted for each of the five general examinations (except English) earning the following standard scores:

- Tests taken before July 1, 2001: 500 or above.
- Tests taken after July 1, 2001: 50 or above.

Students may earn three to six English credits if their test includes an essay and the following scores are earned on the examination:

- Three credits:

Tests taken before July 1, 2001: 500-639.

Tests taken after July 1, 2001: 50-63.

- Six credits:

Tests taken before July 1, 2001: 640 or above.

Tests taken after July 1, 2001: 64 or above

A maximum of three semester credits may be granted for each subject examination. Only certain examinations are acceptable; inquire at Admissions and Records for the list of approved CLEP subject examinations. In general, WNCC will award credit as approved by the University of Nevada, Reno.

COLLEGE BOARD ADVANCED PLACEMENT EXAMINATIONS

Upon receipt of an official score report from the College Board and a satisfactory essay when required, credit may be granted for examinations with a score of 3 or higher, with the exception of Foreign language and literature and human geography, which requires a score of 4 or higher. In general, WNCC will award credit as approved by the University of Nevada, Reno. Contact Admissions and Records for further information.

NSHE SYSTEM CORE REQUIREMENTS

The Associate of Arts and Science degrees have NSHE core requirements included in the degree requirements. WNCC students earning a second degree, or students who completed the system core at another NSHE institution, are not required to fulfill the system core requirements, provided the student meets all program/emphasis/subject requirements for the second degree.

The system core requirements include 6 credits in freshmen level English composition, 3 credits math, 3 credits natural science, 3 credits social science or humanities, and 1-4 credits in U.S. and Nevada Constitutions.

COURSES WITH B DESIGNATORS REMOVED

Courses with a "B" designator (such as Math 100B) are not applicable towards the AA and AS degrees. However, if a student completed a "B" course and the "B" designator was later removed, the student may petition to have the course apply towards an AA or AS degree. Students may also petition to have "B" courses that are accepted toward their program of study at UNR or UNLV to apply towards the AA or AS degree. Contact Admissions and Records for further information.

RELEASE OF TRANSCRIPTS FROM OTHER INSTITUTIONS

When a transcript from another institution is received by Admissions and Records, the transcript becomes the official property of Western Nevada Community College. Admissions and Records does not release or provide copies of a student's official transcript from another institution to third parties or to the students.

Upon request, students may view their transcript from another institution and take notes in regards to classes, semester, and grades, but may not have a copy. Exceptions to the policy are at the discretion of the Registrar, and are only granted in extreme cases, such as 1) the institution housing the original

records has been destroyed and WNCC has the only known existing transcript, or 2) international transcripts that the student is unable to obtain.

TRANSFER CREDIT APPEALS PROCESS

If a student disagrees with a transfer credit evaluation, the student is encouraged to obtain and submit further written information about the course in question, such as a course outline or syllabus, and/or a course description if it was not originally available. If a student questions an evaluation from a nontraditional 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 reconsider 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, such as fulfilling the minimum number of credits 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 of the first appeal, the student may submit a second appeal, requesting the appropriate Division Chair be consulted for an opinion. Admissions and Records 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 in his/her behalf. The decision of the Division Chair and/or his designee will be final. If the division cannot make a determination, 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 of the second appeal will be final.

POSTING TRANSFER OR TESTING CREDITS TO A STUDENT TRANSCRIPT

Transfer credits are posted to a student transcript only when a student graduates from WNCC with a degree or certificate of achievement. Transfer credit is posted on the student transcript with the name of the institution, testing program, or as certificate credit, and number of credits awarded, and the date of the last semester of attendance at an institution or date of test. Transfer credit or credit earned by examination may not apply toward satisfying the minimum on-campus resident credit requirements.