

## **WITC Guidelines and Principles for the Acceptance of General Education Credits Earned at Other Institutions**

August 2009

Designated WITC Campus Credit for Prior Learning (CFPL) staff review and process course transfers as identified on the WITC transfer credit crosswalk, WITC National Exam crosswalk, and UW Transfer Information System (TIS). Courses not identified on crosswalks are sent to the registrar. The registrar will determine eligible courses for transfer as quickly as possible. Academic deans for the program may be contacted by the registrar for assistance in determining course equivalency.

The Transfer Information System (TIS), a database of previously awarded equivalencies, and these guidelines and principles will be applied in an effort to bring efficiency and consistency to the process. The WTCS Credit for Prior Learning Policy – revised January 2009 states that a student with an earned degree (AA/AAS, BA/BS, MA/MS, Ph.D.) will be awarded a minimum of 21 general studies credits based on documented program – specific general studies requirements (Depending upon student plan, credit may be awarded for electives 10999101 and 102 for 1-3 credits and/or 10999100 through 102 for 1-6 credits.) Each elective course number may only be used one time per student.

The previous college or university at which the credits were taken must have been accredited at the time the credits were earned.

Listed below are transfer credit requirement guidelines:

1. Courses must meet 80 percent of the *competencies* to be considered for transfer.
2. Credits must have been earned with a grade point of 2.0 on a 4.0 scale.
3. District guidelines require all associate degree students must complete 25% of technical studies courses and technical diploma students must complete at least 25 percent of occupational specific courses at WITC.
4. College staff may advise students to repeat transferable coursework if coursework requirements have changed and/or if skills need to be updated. Time limits will only restrict the awarding of credit for prior learning based on WITC program specific documentation.
5. Developmental or preparatory courses (course number generally begins with a zero) are not eligible for transfer. (Examples include LCO and Century College where zero is used in numbering for college level coursework)
6. The student has the right to appeal any transfer evaluation decision.

## 801 – Communication

Transfer credit for **Written Communication** (10801195) will be granted when the student has completed a standard composition/writing/rhetoric course offered by a division or department of Communication, English, or Humanities.

Transfer credit for **Oral/Interpersonal Communication** (10801196) will be granted when the student has completed a standard oral communication course offered by a division or department of Communication, English, Speech, or Humanities.

Transfer credit for **Technical Reporting** (10801197) will be granted for courses such as Technical Communications, Technical Writing, or Technical Editing when such courses have been offered by a Communication, English, Humanities, or Journalism department or division. Other courses with comparable competencies or a sequence of courses will also be reviewed.

Transfer credit for **Speech** (10801198) will be granted when the student has completed a standard speech or public speaking course offered by a division or department of Communication, English, Speech, or Humanities.

Transfer credit for one of the **Applied Communications** (32801361, 32801363) courses will be granted when the student has completed a course that transfers as equivalent to **Written Communication** (10801195), **Oral/Interpersonal Communication** (10801196), **Technical Reporting** (10801197), or **Speech** (10801198). Credit for both of the **Applied Communications** (32801361, 32801363) courses will be granted when the student has completed two courses that transfer as equivalent to **Written Communication** (10801195) and **Oral/Interpersonal Communication** (10801196) or **Speech** (10801198) or when the student has completed **Oral/Interpersonal Communication** (10801196) and **Job Quest** (10890105).

## 804 - Mathematics

Please refer to the *WITC Mathematics Transfer Equivalency Guidelines found on the W: drive.*

### Some specific guidelines:

- Transfer credit for **Introduction to College Math** (10804106) will be granted when the student has completed a College Algebra, Pre-calculus or Calculus course.
- Transfer credit for **College Tech Math 1A** (10804113) will be granted when the student has completed a College Algebra, Pre-calculus or Calculus course.

- Transfer credit for **College Tech Math 1B** (10804114) (prerequisite is 10804113) or **College Tech Math 1** (10804115) will be granted when the student has completed a college Calculus course.
- Transfer credit for **Introductory Statistics** (10804189) will be granted when the student has completed a college Statistics course.

Other requests for math should be reviewed on a case-by-case basis with recommendations by math faculty.

### 806 - Sciences

Note: Students in health occupations should see their advisor regarding the length of time passed since completing a course to determine if a re-take is recommended.

- Transfer credit for **Pathophysiology** (10806175) will be granted with successful completion of a comparable 3-credit Pathophysiology course.
- Transfer credit for **General Anatomy and Physiology** (10806177) (prerequisite of chemistry) will be granted for a comparable 4-credit Human Anatomy and Physiology course (it must include instruction in the anatomy of all human body systems, and not part of a two-year sequence that completes anatomy and physiology of the systems in sequence over the two years).
- Transfer credit for **Advanced Anatomy and Physiology** (10806179) (prerequisite of General Anatomy and Physiology) will be granted for successful completion of two sequential 4-credit lab-based Human Anatomy and Physiology courses of comparable quality to 10806177 and 10806179.
- Transfer credit for **Microbiology** (10806197) (prerequisite of 10806179) will be granted with successful completion of a comparable 4-credit Microbiology course.
- Transfer credit for **General Physics 1** (10806154) will be granted for any comparable algebra-based college physics course with a lab.
- Transfer credit for **Applied Science** (32806351) will be granted with successful completion of a General Science course for non-majors, or courses in both chemistry and physics.
- **Applied Physical Science** (31806352) and **Applied Materials Science** (32806300) are program-specific courses. Parallels will be reviewed on an individual basis.

## 809 – Social Sciences

Transfer credit for **Introduction to American Government** (10809122) will be granted when the student has completed a standard college course with such titles as American Government, State and Local Government, Political Parties and Elections, Congressional Politics, or Contemporary Issues in American Politics.

Transfer credit for **Economics** (10809195) will be granted when the student has completed a standard introductory economics, macroeconomics, or microeconomics course offered by a division or department of Business, Economics, or Social Sciences.

Transfer credit for **Introduction to Ethics: Theory and Applications** (10809166) will be granted when the student has completed a standard ethics course required at a liberal arts institution offering Philosophy or Social Sciences courses.

Transfer credit for **Race, Ethnic, and Diversity Studies** (10809172) will be granted when a student has completed a standard diversity course required at a liberal arts institution offering Philosophy or Social Sciences courses.

Transfer credit for **Introduction to Sociology** (10809196) will be granted when the student has completed a standard introductory sociology course, a U.S. sociology course, a social institutions course, or a contemporary sociology course offered by a division or department of Sociology, Social Work, Anthropology, or Social Sciences.

Transfer credit for **Social Problems** (10809174) will be granted when the student has completed a standard social problems course, that has an introductory course as its prerequisite, offered by a division or department of Sociology or Social Sciences.

## 809 – Behavioral Sciences

Transfer credit for **Introduction to Psychology** (10809198) will be granted when the student has completed a standard introductory psychology course offered by a division or department of Psychology, Social Work, or Social/Behavioral Sciences.

Transfer credit for **Psychology of Human Relations** (10809199) or for **Applied Human Relations** (32809371) will be granted when the student has completed a standard human relations course offered by a division or department of Psychology, Human Development and Family Services, or Social/Behavioral Sciences.

Transfer credit for **Developmental Psychology** (10809188) will be considered if the student has completed a standard lifespan development course (conception through death) or all components of a lifespan development sequence offered by a division or department of Psychology, Social Work, or Social/Behavioral Sciences.

Transfer credit for **Abnormal Psychology** (10809159) will be considered if the student has completed a standard abnormal psychology course, that has an introductory course as its prerequisite, offered by a division or department of Psychology.

### **890 –Success Strategies**

Transfer credit for **Success Strategies 1** (10890100) and/or **Success Strategies 2** (10890101) will be granted when the student has completed a course based on *Skip Downing's OnCourse Principles*.

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