

## **TRANSFER OF COURSE CREDITS TAKEN OUTSIDE OF WITC DA PROGRAM**

Coursework taken to fulfill the DA requirements outside of the WITC DA program must meet all criteria of the WITC DA curriculum in terms of diploma credit level, equivalent credit hours, and equivalent course competencies. A minimum of 25% of all DA core (508-xxx) program coursework must be taken at WITC in order to be eligible for graduation from the College. This is a minimum of 8 WITC DA core program credits (508-xxx).

Courses taken within the Wisconsin Technical College System (WTCS) DA programs are acceptable and do not require review by the DA Program Director for approval. All other core courses taken outside of the WTCS must be reviewed and approved by the DA Program Director in order to receive transfer credit.

There is no time limit on length of time a DA student may be granted credit for prior learning (CFPL) for courses within the DA program curriculum. However, if a student has not taken WITC core DA courses for two (2) or more semesters, or is a returning dismissed DA student, or if a student wants to transfer into the WITC DA program from another school, the student must demonstrate continued competency of the course content in which they are receiving CFPL.

All required General Studies courses may also be eligible for transfer credit. Approval by the General Studies Dean is required to receive transfer credit for any General Studies coursework taken outside of the WTCS system-wide curriculum.

Any student who completes a course required for the DA program must submit an official transcript from the college from which they took the course. This transcript will be sent to the campus Student Services. Upon receipt of the transcripts, the "credit for prior learning" process will ensure the credits are applied to the student's WITC transcript.

All courses transferred for credit are subject to the same guidelines and standards as all DA program courses. The student must receive at least a "C" (2.0 or higher) or better in all courses to apply towards their program degree for WITC. Prior failure of any transferred course will also be considered as a failure in the WITC DA program, and the Failure/Repeat Course/Dismissal policy will apply.