

Policy Title: **TRANSFER CREDIT**

Transfer credit is the acceptance of credits from other regionally or nationally accredited institutions of higher education. Transfer credit may be granted to students transferring from other institutions provided that:

- The course is identified on an official college transcript;
- The course being transferred is generally equivalent in content and meets or exceeds the credit value of the Fox Valley Technical College course;
- The credits accepted as transfer do not exceed FVTC's credit value assigned to the course;
- The course is directly applicable to the degree or diploma program being pursued; and
- A minimum 2.0 grade point on a 4.0 scale was attained in the course.

Per WTCS Board policy on credit for prior learning, Fox Valley Technical College will provide maximum recognition for work completed through other nationally or regionally accredited postsecondary institutions or other education, training, or work experience pertinent to the student's new educational program and graduation requirements.

Instructional division deans have the responsibility to establish and maintain updated transfer credit review guidelines (including courses and time span acceptability) for the curriculum of associate degree and technical diploma programs. General education course guidelines are established by the dean of the General Studies Division. All transfer credit guidelines must be clearly communicated to Student Services staff for use in evaluating transcripts for transfer credit acceptance. Transcript review for the purpose of awarding transfer credit is conducted centrally in Student Services to ensure fair and equitable treatment of student across all program areas within the college.

Transfer credit is designated with a grade of TC (Transfer Credit) on the student transcript and is not calculated in a student's GPA (grade point average).

A minimum of 25% of credit requirements must be directly earned through graded coursework (with a minimum of 12 credits in the technical discipline/occupational core) at Fox Valley Technical College for program graduation. Students cannot obtain advanced standing and/or transfer credit for more than 75% of the required program credits.

Any exception to this policy must be authorized by the respective division dean.

Students must appeal institutional decisions related to the acceptance of transfer credit through the formal academic appeals process.

(See attached “Operational Guidelines for Age/Time Span Acceptability of Transfer Credits,” revised February 25, 2011.)

Operational Guidelines for Age/Time Span Acceptability of Transfer Credits

Fox Valley Technical College

Revised February 25, 2011

As an operational guideline to further augment the FVTC administrative policy, *Transfer Credit (V.LL)*, and **assuming the credits under consideration are appropriate for transfer under the policy**, the following shall be used as a standard for review of incoming transfer credit from other institutions to FVTC’s associate degree and technical diploma programs regarding age or time span acceptability:

- Equivalent course work completed within the last 5 years and earning a C (2.0 on a 4.0 scale) grade or better will be automatically accepted.
- Coursework which was completed prior to the last 5 years (6 or more years old) will be accepted for transfer at the discretion of Enrollment Services based on a number of criteria, including the grade earned, life/work experience of the student, the extent to which the transfer credit directly impacts the program, total courses taken in the subject area, ACCUPLACER assessment results, etc. Enrollment Services, in this review process, may also refer the student to the appropriate instructional department chair of the related course considered for transfer.
- Incoming students with an associate’s, bachelor’s, master’s or doctorate degree may be awarded up to 21 transfer credits toward the required general studies courses (communication skills, social science, behavioral science, math and science) of an associate degree program or the general education course requirements in the above areas of a technical diploma program, and up to 6 credits of electives according to the program plan requirements, with no time limits on the coursework from the earned degree. Using the guidelines above, additional credits from the degree program **may** also be applicable for transfer within the college’s maximum credits allowed by transfer. Students who qualify for general education credits based on degree completion may need to complete general education course requirements for which competencies vital to the program have not been previously demonstrated. For example, a student with a business degree seeking to enroll in a WTCS health occupations program may need to complete general education science courses if these competencies were not met through previous coursework.

In individual situations where there is disagreement between Enrollment Services-and the faculty department chair regarding the acceptability of transfer credit, the final decision on transfer acceptance will be made by the division dean with academic responsibility for the course(s) in question.

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Policy Section: Instruction
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