



WNCC Administrative Procedure

Title:	Transfer and Experiential Learning Credit
Division:	Student Services
Category:	Admission, Registration, and Student Records
Reference:	BP-511 (Transfer Credit)
Number:	AP-511.01
Date of Approval:	May 12, 2025
Approval:	Greg Dart, President

Purpose

To establish procedures, in compliance with the WCCA Transfer Credit Policy, that identifies the process of accepting transfer credit or ensuring that WNCC common core curriculum in the general education for the Associate of Arts and Associate of Science degrees comply with the Nebraska Transfer Initiative.

Scope

This procedure shall pertain to all general academic transfer coursework that is provided by Western Nebraska Community College (WNCC) or accepted by WNCC.

Definitions

Articulation Agreements: Formal agreements between WNCC and various four-year institutions for the transfer of course credit taken at WNCC to the four-year institution. The agreements constitute a broad framework for more specific transfer planning that will define the articulation of baccalaureate degree program requirements at specific program course levels.

Credit-for-prior learning (CPL): A term for various methods that colleges, universities, and other education or training providers use to evaluate learning that has occurred outside of the traditional academic environment. Also sometimes called prior-learning assessment (PLA).

Nebraska Transfer Initiative: An agreement signed on November 2, 1995, that has led to increased cooperation in the transfer of courses between Nebraska's community colleges and its

state four-year institutions. The official signed agreement is recorded in the appropriate sector representative offices, and the WNCC Chief Academic Officer has a copy of that agreement.

Reverse Transfer: The process of retroactively granting an associate degree to a student who has not completed the requirements for an associate degree before he or she transferred from a two- to a four- year institution.

Transfer Equivalency System (TES): A web-based searchable platform provided by CollegeSource designed for college employees to research transfer credit, track evaluations, and manage equivalencies.

Transferology: A nation-wide network provided by CollegeSource and based on TES that is designed for student use to determine transferability of coursework earned at the college.

Transfer Nebraska: Similar to Transferology, a website for students to determine the transferability of coursework between Nebraska community colleges and four-year institutions.

Procedure

I. Transferring Credits from WNCC

A. General Transfer of Credits

It is the responsibility of the student wishing to transfer credits earned from WNCC to another institution to contact the receiving institution. That institution will determine what transfer credit will be accepted. WNCC shall make every effort to assist students wishing to transfer to other colleges and universities.

Establishing and regularly reviewing and revising articulation agreements makes it possible for WNCC staff and faculty advisors to properly advise students completing an associate degree with plans to transfer. Articulation agreements will be posted on the WNCC website.

Guidelines for generally accepted requirements for transfer to other institutions shall also be publicized on the College's website to assist WNCC students in their transfer endeavors. The student's academic advisor will assist them in planning a course of study to best meet the requirements of the institution to which they choose to transfer.

Directions on how a student can request a copy of their WNCC transcript shall be published on WNCC's website. Web links shall also be provided to aid the student in gathering information related to:

- Nebraska Transfer Initiative
- Transferology
- Transfer Nebraska

B. WNCC Students and the Nebraska Transfer Initiative

The Nebraska Transfer Initiative, signed in November 1995 by twenty-five Nebraska post-secondary institutions, has led to increased cooperation in the transfer of courses between Nebraska's community colleges and its four-year institutions. WNCC has collaborated with these institutions to develop and participate in a statewide agreement and policy on (a) the transfer of college-level credit, and (b) the transfer of the Associate of Arts degree as fulfilling both the general education requirements of the receiving institution and the requirements for entrance to the junior class.

Nebraska Transfer Initiative (NTI) General Education Core Curriculum

The purpose of the NTI is to improve access and opportunities for students who wish to pursue baccalaureate degrees after completing Associate of Arts degree at a Nebraska community college. The common core curriculum in general education for the Associate of Arts degree has been developed and adopted by the six Nebraska community colleges and is composed of courses in the arts and sciences which partially fulfill the Associate of Arts degree requirements. The remainder of credit hours required for the degree should be selected by the student in consultation with the receiving institution.

Procedures/Structure

Any student who has successfully completed courses – earning the equivalent of a grade "C" or above – identified in the articulated Associate of Arts general education core curriculum and who is admitted in transfer to a signatory institution will be granted comparable standing and will be able to progress toward associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

II. Transferring Credits to WNCC

WNCC evaluates all transfer of credit uniformly. WNCC accepts credit hours for courses taken at accredited colleges and universities. Credits earned at a non-accredited institution may also be accepted upon evaluation by a WNCC academic dean or division chair. The College is responsible for determining which courses and credits are applicable to the student's chosen program of study.

A student transferring to WNCC must send official transcripts from other institutions to the WNCC Registrar to evaluate and equate into WNCC's system so that credit can be counted toward the program of study the student is pursuing. Students must send official transcripts to:

Registrar's Office
Western Nebraska Community College
1601 E. 27th St
Scottsbluff, NE 69361

Only courses that have received a grade of "C-" or above are accepted for transfer; some programs of study may require a specific grade point average. Courses under the 1000-level or any courses considered remedial will not be accepted for credit by transfer. However, the courses may be transcribed to the student's permanent record for placement purposes.

The Registrar's Office will transcript the accepted transfer credits to the student's record within one business week after receipt of the transcript. During peak times, the transfer may take longer than one business week.

There is no limit to the amount of credit transferred into WNCC; however, no more than 75 percent of degree or certificate requirements may be completed using transfer credit. At least 25 percent of degree or certificate requirements must be earned at WNCC.

III. Non-Traditional or Experiential Learning Credit

Students whose special study or other unique experiences have given them proficiency equal to that ordinarily attained by students completing the course may be granted credit in that course in accordance with the following regulations:

- The College does accept Military Training credit as recommended by the American Council on Education (ACE). Students must obtain their military transcripts and submit to WNCC for evaluation.
- Non-traditional course work (CLEP, portfolio, etc.) must be documented and will be subject to review by the Office of the Registrar and the appropriate academic division. Transcripts from non- accredited institutions are subject to division approval.
- Credits may be awarded for those courses covered by the College Board's Advanced Placement Program (AP) examinations. An official report must be submitted to the Registrar's Office documenting that the student has completed the examination with a rating of at least "3" in order for credit to be awarded.
- Credits for Advanced Placement or CLEP examinations earned by persons not enrolled at WNCC are held pending subsequent enrollment. A grade of "P" is listed. Failures are not recorded.
- Credit-for-Prior Learning (CPL) or Prior-Learning Assessment (PLA):
 - For transfer programs (AA, AS, AFA), a maximum of twelve (12) credits of CPL credit may be earned in subject areas included in the *College Catalog*.

- For AAS, diploma, and certificate programs, a maximum of eighteen (18) credits of CPL may be applied towards the degree with approval from the appropriate Dean of Instruction.
- No more than 75 percent of degree or certificate requirements may be completed using credit granted through CPL.
- CPL is not eligible for financial aid.

Students should consult with the Registrar on the process required for the evaluation of specific non-traditional or experiential learning credit.

Students will be notified via the *College Catalog* that not all colleges accept credits by advanced placement or experiential learning; therefore, the credit accepted by WNCC may not transfer to other institutions.

IV. Reverse Transfer

Students who transfer to a four-year institution before they graduate from WNCC are eligible for the reverse transfer program, which allows students the ability to finish their associate degree while pursuing their baccalaureate degree at a four-year college or university. After a review of transcripts, if the courses taken at the credit-granting institution meet the missing requirements for a student's Associate of Arts, Associate of Science, or Associate of Fine Arts degree, WNCC will award the degree. Students must present their transcripts for review to the WNCC Registrar to initiate the process.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date:	June 11, 2019
Revision Date:	May 12, 2025
Sponsoring Division:	Student Services