

## **TRANSFER OF ACADEMIC CREDIT (COLLEGE/UNIVERSITY CREDIT)**



### **ONE-YEAR OPTION**

The One-Year Option permits students who have completed approved technical programs and who hold one or more Chancellor-approved industry-recognized credential to transfer up to 30 hours of technical credit to a public Ohio college or university. You may apply this credit toward the 30-credit technical requirements for an Associate of Technical Study (ATS) degree and may be able to complete the ATS degree in as few as two (2) semesters of full-time non-technical coursework at a public Ohio college or university.

### **STUDENTS TRANSFERRING OR ARTICULATING TO ANOTHER INSTITUTION**

As an accredited post-secondary school, WCCC students may also receive credit for classes successfully completed at WCCC when they enroll at any education institution, if so approved by that particular school.

Students who are seeking credit for classes successfully completed at the WCCC, and who enroll in another school, are to complete a transcript request form and submit it to WCCC. An official transcript with signatures and school seal will be sent to the designated institution.

### **STUDENTS TRANSFERRING CREDIT FROM WITHIN WCCC**

Students may receive credit for courses completed in a related program at the WCCC. To change programs before completion, or to enroll in another program after successful completion of the first, the student meets with the coordinator for orientation and clarification of credit transfer. The student must submit a transcript of completed courses for review. After review by the coordinator and instructor(s), credit for related courses may be granted on a case by case determination.

Before changing programs or enrolling in another program, the student is to meet with the Financial Aid Coordinator for an explanation and understanding of the financial obligations involved with the transfer.

### **STUDENTS ENROLLING WITH PREVIOUS EDUCATION OR TRAINING FROM OTHER EDUCATION INSTITUTIONS**

Students requesting credit for courses completed at another institution are to submit a transcript to the Student Services Coordinator for review. The student must have earned a grade of "C" or better in any coursework to be considered for credit approval. Competency testing to examine the student's expertise in specific areas of the course's curriculum may be required. The review process may include analysis and approval from the coordinator of the specific program, instructor(s), Director of Adult Education, and Student Services Coordinator.

Students may also submit a written request for academic credit from previous course-related training. For these students, testing will be arranged with the student's instructor to examine the student's expertise in specific areas of the course's curriculum. The instructor will then make recommendations to Student Services about the student's competency. Upon approval, the student's record will be credited appropriately.

Advanced materials and instruction may be made available to students who have prior training or education in related courses in their program of study. The school will work with students individually to customize courses to meet their needs and ensure that competency requirements are met.

WCCC reserves the right to consider each request for academic credit and base determinations upon individual merits. The school reserves the right to charge the student an appropriate testing fee for tests administered in the process of granting credit.

## **TRANSFER CREDIT FOR MILITARY**

All students who receive financial aid benefits from the United States Veterans Administration (VA) must submit a copy of all prior transcripts for review along with a copy of their Joint Services Transcript (JST). Transcripts will be reviewed for successful completion at another post-secondary school, college or university to determine equivalency of content and possible acceptance of transfer credit for clock hours for one or more courses. Skills and other training will be evaluated to determine equivalency to one or more courses. If equivalency is determined, the student may be asked to take and successfully pass the final exam(s) thereby ensuring the veteran has a solid foundation for successful progression through the program as well as perform skills testing to assure accurate and safe performance of said skills.

Hours transferred from another institution will be considered to be part of the student's attempted hours and reduce the maximum time frame for completion of the program.