

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – xxxxx

Name of Council(s)/Committee(s):

Transfer of Credit Committee

Approval Date:

11 April 2024

Undergraduate Studies Council

16 April 2024

Implementation Date:

Upon Administrative Approval

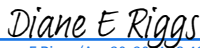
RECOMMENDATION:



30-Apr-2024

Melinda Holohan, Chair, Transfer of Credit Committee

Date



Diane E Riggs (Apr 30, 2024 13:46 EDT)

30-Apr-2024

Diane Riggs, Chair, Undergraduate Studies Council

Date

Approve Disapprove Other Action

Comments:



10-May-2024

Amy Naugle, WMU Faculty Senate President

Date

Approve Disapprove Other Action

Comments:



Julian Heilig (Jun 10, 2024 12:16 EDT)

10-Jun-2024

Julian Vasquez Heilig, Provost and Vice President for Academic Affairs

Date

Approve Disapprove Other Action

Comments:



10-Jun-2024

Edward Montgomery, WMU President

Date

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 24/03

Undergraduate Transfer Course Evaluation Policy

RECOMMENDATION

Establish criteria that are to be used by department chairs and faculty when determining if an undergraduate course from another institution can be a direct equivalency or given department credit at WMU.

RATIONALE/PURPOSE

At present, there are no formally established criteria for how content experts, typically faculty members, determine if an undergraduate course transferring from another institution has a direct equivalent at WMU. This has led to a number of transfer courses being granted department credit when these courses may actually have an equivalent WMU course, courses not being evaluated equally, and the same course not being assigned the same type of credit for all students.

Having formal criteria for evaluating undergraduate transfer courses will lead to more consistent evaluations, potentially more course equivalencies, and reduce the burden of deciding what to do with transfer courses from college advisors. With increased direct course equivalencies, students may be able to earn more WMU Essential Studies credit and major/minor credits leading to a shorter time-to-graduation.

STAKEHOLDERS

WMU faculty, staff, and students.

RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):

Office of Admissions – WMU Curriculum Manager

HISTORY:

- a) Effective date of current version: spring 2024
- b) Date first adopted: spring 2024
- c) Revision history: N/A
- d) Proposed date of next review: fall 2028-29

STATEMENT OF POLICY

WMU uses the following policy details to determine how an undergraduate course can transfer for direct equivalency, department credit, or no transfer credit from other accredited institutions.

POLICY DETAILS

WMU typically only accepts credit from institutions accredited by a regional accrediting agency, such as the Higher Learning Commission (HLC) or the Southern Association of Colleges and Schools (SACS). Credits completed at an institution that is accredited by some other national or specialized program accreditor, such as the American Council of Education (ACE), may only be accepted upon review and approval by faculty from the appropriate department(s) or areas of study.

PROPOSED POLICY LANGUAGE:

Direct Equivalent

When a content expert is evaluating an undergraduate transfer course for a direct WMU equivalency, the following minimum criteria must be met:

1. 70% of course content (e.g., student learning outcomes, course objectives, key assessments, learning standards, core content) is the same as a WMU course, which is the recommendation set forth by the American Association of Collegiate Registrars' and Admissions Officers (AACRAO).
2. The student earned a grade of C or higher, as determined by the student's transfer transcript.

A course description, syllabus, and student learning outcomes for the transfer course are required for evaluation. For a lab course, a lab syllabus is also required if there is no indication of the lab schedule on the main course syllabus. The transfer student is responsible for obtaining all required material and submitting to the Provost and Vice President for Academic Affairs designated transfer credit coordinator.

Transfer courses deemed a direct equivalent to a WMU course will be given the credit hours earned at the transfer institution, unless the WMU department has specifically restricted credit hours. If the WMU course is part of WMU Essential Studies, the transfer course is also used in the WMU Essential Studies curriculum.

Department Credit

If the undergraduate course is deemed not eligible for direct equivalency the course can be considered for department credit. Department credit can be awarded if the course does not have a direct equivalent but fits with the mission and vision of the department. A course given department credit will be given full credit hours (i.e., if the course was four credit hours, then it will be given four hours of credit at WMU). In addition, the student must have earned a grade of C or higher, as determine by the student's transfer transcript.

No Credit

If an undergraduate transfer course does not meet the criteria for a direct equivalency or department credit by the department chair and/or department faculty, the course will be awarded as no credit.

Course Review Process

1. A representative from the Office of Admission or college academic advising will send a department chair an email with any information they will need to evaluate the undergraduate transfer course.
2. Department chairs will have 10 business days to respond to this request. If no reply has been received by the end of the 10 business days, the course will be given department credit.
3. Once an undergraduate transfer course has been deemed a direct equivalent, department credit, or no credit, this course will transfer to WMU the same way each time, unless the department opts to re-evaluate it on a case-by-case basis.

Any undergraduate transfer of credit situation, conditions, or circumstance that require consideration beyond this process must have a written agreement between the department and the Office of Admissions.

International Course Transfer

Per Memorandum of Action-04/19: Change Undergraduate Course Transfer Policy states "*Transfer credit from foreign institutions will be evaluated by the ~~Office of International Student Services~~ **International Student and Scholar Services (ISSS)** and credit awarded on a course-by-course basis depending on the result.*" This process includes department chair evaluation of undergraduate courses for direct equivalency, department credit, or no credit for courses that have not previously been evaluated.

REFERENCES

WMU Transfer Students – Transfer Credit (<https://wmich.edu/transfer/credit>)

AACRAO. (n.d.) *A Guide to Best Practices: Awarding Transfer and Prior Learning Credit.* (https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/transfer/guide-to-best-practices.pdf?sfvrsn=4820bb55_6)

RELATED POLICIES

- [WMU Transfer Resource Guide](#)
- [MOA-20/01](#): Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Graduate Programs
- [MOA-20/02](#): Revision to Create Faculty-driven Prior Learning Assessment (PLA) Opportunities for Undergraduate Programs
- [MOA-17/02](#): Revision of Provisional Acceptance Policy
- [MOA-15/07](#): Transfer Students and 60 Credit Hour Minimum
- [MOA-11/05](#): Credit by Departmental Recommendation (CBDRO) Referral Process
- [MOA-04/19](#): Change Undergraduate Course Transfer Policy
- [MOA-02/02b](#): Master's Program Policy on Transfer Credits

KEY DEFINITIONS/GLOSSARY

Direct Equivalent: Transfer credit will be awarded direct department credit at WMU. Example: A writing course from a previous institution can be granted ENGL 1050 at WMU. The evaluation will appear on the transcript as ENGL 1050 along with the number of credit hours for the course.

Departmental Credit: Transfer credit will be awarded departmental credit at WMU. Example: A writing course from a previous institution can be granted ENGL credit at WMU. The evaluation will appear on the transcript as ENGL along with the number of credit hours for the course.

No Credit: Transfer credit will be awarded as no credit either because the course itself was not transferable (nothing similar at WMU, accreditation issue, duplicate course) or because the grade earned was lower than a C. The evaluation will appear on the transcript as TUN NOCR.