

## Department of Engineering Design, Manufacturing and Management Systems Transfer Course Evaluation Policy

Students should contact the Assistant Director of Academic Advising, [Lenore Yaeger](#), as early as possible to begin the course evaluation process. Substitutions and transfer credit should be first brought to the Advising Office and must be approved by the departmental advisor, course coordinator/designate or curriculum committee, and department chair. Students should also contact their faculty advisor, [Dr. Mitchel Keil](#), who is available to assist in individual program planning, to recommend electives appropriate to a student's educational objectives, to discuss employment opportunities, and to help solve academic problems. The Advising Office is located in Room E-102, Floyd Hall, (269) 276-3270. The department chair's office is located in E-227 Floyd Hall, Parkview Campus, (269) 276-3351.

## Department of Engineering Design, Manufacturing and Management Systems Transfer Course Evaluation Procedure

Requests for transfer course evaluation for current WMU students who are considering taking courses elsewhere should be submitted well in advance of enrollment. The Advising Office and Department of Engineering Design, Manufacturing, and Management Systems as a goal seek to have the course review process completed within two weeks. If delays are expected for transfer evaluations due to other faculty commitments (e.g. requests submitted near the end of a semester or when a faculty member is unavailable) the Department Chair will attempt to find an alternate or designee to facilitate a timely response.

1. Evaluations for transfer courses should begin in the Advising Office. It is the responsibility of students to supply the required syllabi as individual documents (one syllabus per course) attached to an email to the Assistant Director of Advising. **Syllabi must include textbook information, grading scale, grade components, course description, prerequisites and list of topics.** In the email to the Assistant Director of Advising, the student must clearly articulate which non-WMU course(s) is/are being proposed for transfer credit and for which WMU course(s) or program requirement(s) credit is being sought.
  - a. Should a student contact the course coordinator directly with their class syllabus, the student should be referred to the Assistant Director of Advising to begin the evaluation process.
  - b. Should a student contact the Department Chair directly with their syllabi, the Department Chair can forward the syllabi on to respective course coordinator/designate and also copy the appropriate member of the Academic Office.
2. The Assistant Director of Advising will forward the syllabi and request explanation to the Department Chair for evaluation. The Department Chair will review the request and forward it to the course coordinator/designate or request additional information. The email to the Department Chair will include:
  - a. student's major (no name, WIN or other identifying information to be included),
  - b. the syllabi with necessary included information,
  - c. request summary including non-WMU Institution/course prefix(es)/course title(s), and proposed transfer credit or equivalency,
  - d. current transfer credit, if any, granted for the WMU course(s) (ME credit, EDMM credit, CBDRO credit, etc.).
3. The course coordinator/designate will respond to the Department Chair. The Department Chair will send the department response to the Advising Office's email (and include the initial email below the response for clarity regarding which course is being evaluated). In the email, the Department Chair will include:
  - a. whether or not *additional information* is required; if so, what specifically is missing or needed before a decision can be reached;

- b. what credit shall be applied, if any (*equivalent course/department credit/no credit*);
  - c. *if department credit/no credit* is to be granted, an explanation of how the evaluated course(s) fail(s) to meet equivalent course or program requirements (subjects not covered, lacks lab, etc.);
  - d. *if department credit/no credit* is to be granted, but the course could be substituted for another CEAS/WMU course, a suggestion of what course is recommended for the substitute;
  - e. a statement if this evaluation can NOT be used for other students; if no mention of this is made, it will be assumed the course can be transferred in this fashion in the future (see #6 for time limit).
4. If a substitution is recommended vs. an equivalency granted, the Advising Office will follow up with the department housing the student's major (if different from the one evaluating the requested course(s)) to clarify whether they would accept that substitution.
  5. The Advising Office will notify Admissions of the transfer credit updates, enter information into CEAS Transfer database and make any applicable exceptions/notes in Degree Works. The Advising Office will also notify the student of the result of the evaluation.
  6. Course evaluations for CEAS courses will be deemed current for 4 years, after which they need to be re-evaluated. If the transfer institution revises a course or their curriculum, prior course evaluations will no longer be considered valid and a new evaluation must be performed.