

Department of Electrical and Computer Engineering Transfer Course Evaluation Policy

Students should contact their academic advisor, [Kyle Manninen](#), as early as possible. The advisor 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. Substitutions and transfer credit requests should be first brought to the advisor and must be approved by the academic advisor, course coordinator/designate or curriculum committee, and department chair. The academic advisor is located in Room E-102, Floyd Hall, (269) 276-3270. The department chair's office is located in B-236 Floyd Hall, Parkview Campus, (269) 276-3150.

Department of Chemical and Paper Engineering 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 Electrical and Computer Engineering endeavor 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. Requests to 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 their academic advisor. **Syllabi must include textbook information, grade components, course description, prerequisites and list of topics.** In the email to their academic advisor, 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, other faculty member, or the department chair directly with their class syllabus, the student will be referred to their academic advisor to begin the evaluation process.
2. The academic advisor will forward the syllabi and any requested information, along with a request explanation to the Department Chair for evaluation. The Department Chair will review the request and forward it to the course coordinator/designate or curriculum committee 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,
 - 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.), and
 - e. any other requested information.
3. The course coordinator/designate or curriculum committee 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, if any, shall be applied (*equivalent course/department credit/no credit*);
 - c. if the course is deemed not equivalent, 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 the course is deemed not equivalent, 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 CANNOT 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.