



Transfer Credit and Transfer Appeal Procedure

QUESTIONS CAN BE DIRECTED TO:

Academic Records | Williston State College | 1410 University Avenue Williston, ND 58801

701.774.4211 (f)

wsc.records@willistonstate.edu (e)

Purpose:

Students who wish to transfer to WSC from another college or university must complete all of the admission requirements and must provide the Admission Office with official and complete transcripts, showing all courses attempted and grades earned, from all colleges attended.

Procedure:

1. WSC accepts transfer credit earned from regionally recognized accredited institutions of postsecondary education.
2. Courses approved for transfer must be comparable in nature, content, and level and match at least 80 percent of the content and goals of the course for which the student is seeking equivalent credit.
3. Upon acceptance to WSC, the Records Office evaluates all official college transcripts for students. The official evaluation process usually takes up to two weeks.
4. Students accepted to WSC four weeks or less prior to the start of a semester will not be guaranteed an official transcript evaluation in time for registration.
5. The evaluation by the Academic Records Office will determine which credits will transfer as well as how those credits will be applied toward the College's general education requirements. Courses accepted for a specific technical program will be determined by the individual department. All +/- grades will be converted to simple letter grades, consistent with WSC's grading basis.
6. All college-level credit attempted will be posted in transfer by WSC. There are certain exceptions to this rule, and these exceptions include but may not be limited to the following:
 - Developmental courses* by definition of the transferring institution or equivalent to a remedial course taught at WSC.
 - Graduate level by definition of the transferring institution legend.
 - Continuing education courses
 - Institution-based credit by examination
 - Credit granted for life experience by other institutions
 - All collaborative credits attempted/earned at provider institution(s) with "W" will be recorded at students' home institution.

*Developmental course work may meet pre-requisite requirements.

7. The number of credits which are transferable depends upon the calendar system of the transfer institution (semester, trimester, quarter system) and the classroom (contact) hours of the class.
8. Grades associated with transfer credits are calculated in the student's WSC special cumulative (including transfer) grade point average (GPA).
9. International credentials must be translated into English and be evaluated by an approved evaluation service. All evaluation must include a course-by-course, divisional evaluation. World Education Service (WES) is one of the recommended evaluators; please contact the Admission Office to determine other approved evaluators. Failure to provide information pertaining to all institutions previously attended may result in loss of credit and/or dismissal from Williston State College.

10. Students must be in good academic standing upon leaving their previous college to be admitted at Williston State College. Students leaving their previous college(s) on academic probation will be admitted to Williston State College on academic probation. These students may be enrolled in a limited number of credits, and may be required to participate in the Student Success program to improve their chance of success at Williston State College. Students admitted on academic probation are required to demonstrate academic improvement to remain enrolled. Students who have been academically suspended from the previous college attended (for the semester immediately preceding the one in which they wish to enroll at Williston State College) will be admitted to Williston State College after one complete semester has passed or an admission appeal has been accepted.
11. Courses that are repeated are counted only once in total credits earned. Students may repeat a course at WSC; however, the first grade earned in the repeated course is never removed from the transcript. The GPA is computed using the last grade received, even if the last grade is lower than the first.
12. Students have the right to appeal transfer credit decisions. The student must contact the Records Office to initiate the appeal process. All appeals will be reviewed and decided upon by the Registrar. Additional documentation may be required of the students before the appeal is reviewed. The student will be notified of the decision rendered within two weeks of review and receiving all/any requested additional documentation.
13. Transfer credit earned after completion of a degree at Williston State College will only be posted to a student transcript when the readmission process is complete. Transfer credit will be posted to the term of remittance.
14. Transfer credit posted after a degree is awarded at Williston State College will not impact calculated GPAs prior to degree completion.
15. Upper-level undergraduate coursework, typically numbered with 300 and 400 level markings, will be evaluated and transferred in as general transfer coursework. Requests can be made from the student to the Registrar for a departmental review of individual coursework for equivalency.

References:

SBHE402.4 Admission Policies – Transfer Applications –

<http://www.ndus.edu/makers/procedures/sbhe/default.asp?PID=85&SID=5>