

CREDIT TRANSFER

I. Purpose

Provide clear and consistent practices for accepting transfer credit to Western Dakota Technical College (WDTC).

II. General Statement of Policy

- A. Students requesting credit at WDTC for post-secondary work completed at other schools must submit an official transcript from the school(s) previously attended within the United States or international transcripts evaluated by a credential evaluation service. It is the student's responsibility to submit official transcripts and any required documentation before engaging in a course for which they think they may qualify for transfer credit. A transfer credit evaluation may take up to six weeks after an official transcript is received in the Registrar's Office.

All requests for transfer of credit from a higher education institution must be received and reviewed before a student qualifies for graduation. Transfer students must complete a minimum of 25% of the prescribed coursework through WDTC to be eligible for a certificate, diploma, or AAS degree. Exceptions may apply for state or nationally recognized licensures.

Post-secondary level credits from an accredited school within the United States or international transcripts evaluated by a credential evaluation service in which the student has earned a grade of "C" or higher, or its equivalent, will be considered for transfer. The applicability of credit is dependent upon previously established course equivalencies, statewide policies, and evaluations by academic advisors or faculty. The determination of acceptance is made by the Registrar. Approved transfer credits are designated on the transcript as "TC."

Students interested in transferring WDTC credits to other institutions of higher learning should review the college's transfer agreements with those institutions.

- B. It shall be a violation of this policy to award transfer credits inconsistent with this policy.

III. Definitions – None

IV. Reporting Procedures – None

V. Dissemination of Policy and Training

- A.** This policy shall appear in the WDTC Student Handbook and on the WDTC website on the policy page.

Legal References: None

Board Approved 12/02/2019; Committee Reviewed 4/28/2021; Committee Reviewed 6/1/2022; Committee Reviewed 11/23/22; Committee Reviewed 3/18/2025