

**Policy Title:** Transfer Credit  
**Policy Number:** 4.4

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**Definitions:** Credit for Prior Learning/Prior Learning Assessment - Terms for various methods that colleges, universities, and other education or training providers use to evaluate learning that has occurred outside of the traditional academic environment.

Eastern Wyoming College (EWC) shall provide a general education curriculum that ensures consistency, continuity, and quality. This shall safeguard the transferability of credit earned from EWC to other colleges or universities.

The EWC general education curriculum shall be based on the following criteria. EWC shall develop procedures that ensure compliance with these criteria.

- A philosophical rationale for each academic program offered by the institution, i.e., Associate of Arts, Associate of Nursing, Associate of Science, and Associate of Applied Science.
- General education categories for the core curriculum; and
- Credit hour requirements for each category.

EWC shall evaluate all transfer of credit from colleges and universities to comply with the following requirements.

- Validate that the coursework is similar and relevant to the coursework within the certificate or degree that the student is applying for admittance to.
- Review that all transfer credit is at a "C" or above.
- Ensure that the content is not outdated or obsolete. Some courses that are more than ten (10) years old may not be transferable. In addition, courses must be no more than seven (7) years old for some health care programs (please check with the department). Certain programs may have additional recency requirements to meet transfer standards.
- Validate that the coursework was earned at a regionally accredited postsecondary institution. The American Council on Education Accredited Institutions of Postsecondary Education publication shall be used to identify appropriate accreditation. There are certain conditions under which international credit may be accepted.

**Alternative Options for Credit:** The Board believes there is validity in life experience learning. EWC shall implement procedures that allow for granting a student credit for learning acquired from work or life experience, participating in courses or training sponsored by professional associations, businesses, industry, unions, the government, and the military or College Level Examination Program (CLEP) or other recognized testing entity.

No more than 75% of degree or certificate requirements may be completed using transfer credit. At least 25% of degree or certificate requirements must be earned at EWC. The College President or designee shall maintain and publicize procedures to comply with this policy. Transfer information shall be available to the public on the institution's website.

**References:** Federal Requirement 34 CFR §602.249(e); WY State Statutes §21-16-1308(iii) and §21-18-202(vi); HLC Transfer criteria, and ACE Accredited Institutions Handbook

**Original Adoption Date:**

**Revision Date(s):**

**Date Reviewed but No Change**