



ACCREDITATION EVIDENCE

Title: Mustang Central External Transfer Credit Evaluation Procedures Manual

Evidence Type: Corroborating

Date:

WAN: 22-0381

Classification: Resource

PII: No

Redacted: No



PROCEDURE: *External Transfer Credit Evaluation*

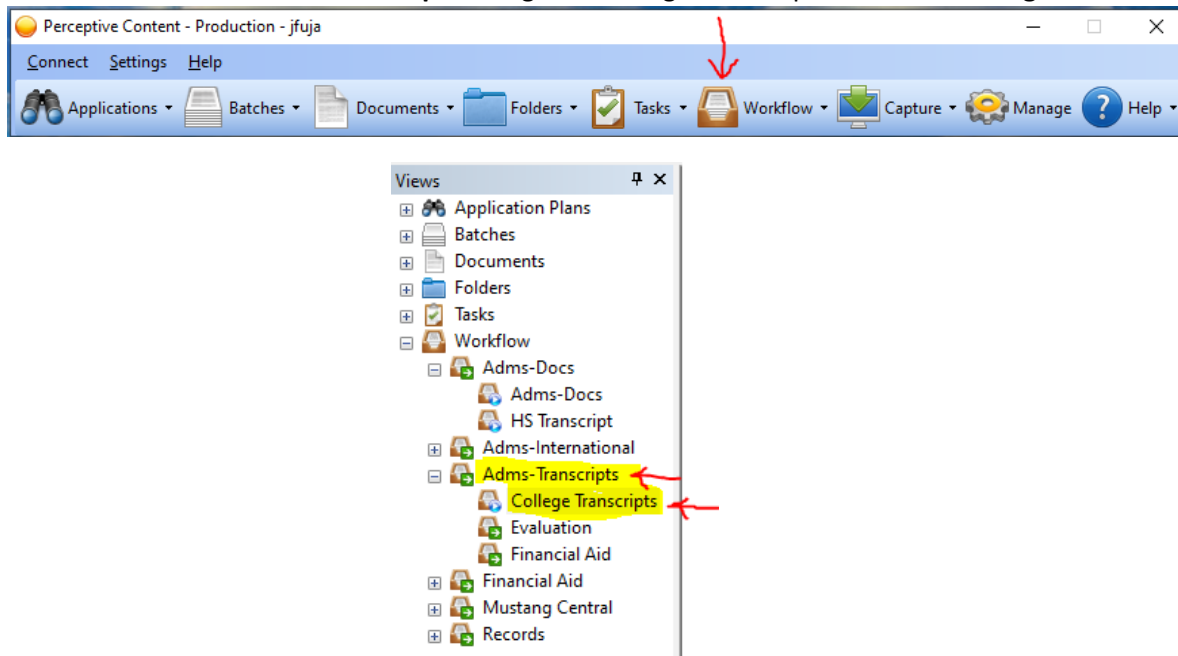
DEFINITION OF PROCEDURE: *Receive external transcripts & evaluate for equivalent credit; apply appropriate credits to student's academic credits; notify student*

COLLEAGUE SCREENS USED: *EXTS, EXTR, TEEV, TRER*

ADDITIONAL PROGRAMS USED: *Perspective Content (ImageNow); TES (tes.collegesource.com); UWYO transfer guide*

**External Transcripts are uploaded into ImageNow by Admissions

1. **Access a Student External Transcript** through the College Transcript Workflow in **ImageNow**



2. **Locate the Transcript Guide**, typically found at the end of the transcript. **Check for acceptable accreditation** and **highlight in pink**. ****Recognized Regional Accrediting Organizations are as follows:**

- HLC – Higher Learning Commission
- MSA – Middle States Association of Colleges & Schools, Commission on Higher Education
- NWCCU – Northwest Commission on Colleges and Universities
- NCA-HLC – North Central Association of Colleges & Schools, Higher Learning Commission
- NCA-CASI – North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees
- NEASC-CIHE – New England Association of Schools and Colleges, Inc., Commission on Technical & Career Institutions
- SACS – Southern Association of Colleges and Schools, Commission on Colleges
- WASC-ACCJC – Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- WASC-ACSCU – Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

(From Accredited Institutions of Postsecondary Education / 2011 / page 957)

****Accreditation & Academic Calendars can also be accessed through TES if a transcript does not include it.**



PROCEDURES MANUAL

- Also on the Transcript Guide, **locate the academic calendar to determine if credits are listed in Quarter or Semester hours**, and the number of weeks in a given term. **Highlight in pink.**

Northern Wyoming Community College District
 Sheridan College/NWCCD-Buffalo / Gillette College
 1 Whitney Way 300 W. Sinclair St.
 Sheridan, WY 82801 Gillette, WY 82718
 (307) 675-0110 (307) 681-6000

Accredited by the North Central Association of Colleges and Schools.
 Nursing and Dental programs carry additional professional accreditations.
 Certification is available in some technical programs through state and national program accreditation.

Institutional Name History

Sheridan College - 1959 to Present. Gillette College established - 1979 to Present. Northern Wyoming Community College 1952 through 1958. Northeast Agricultural Junior College, a University of Wyoming Center - 1948 through 1951.

Credit Hours

From September 1948 to June 10, 1955, credits were expressed in quarter hours. Starting September 16, 1955 to present, credits are expressed in semester hours. Fall and Spring semesters are 15 weeks in length. Summer session is 6 to 8 weeks in length.

Grading System

In September, 1964, Sheridan College changed its grading system from a Roman Numeral to a Letter Grade and Grade Point system. Both Old and New systems are indicated below:

Grade	Points	Description	Other Grades	Description
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****NOTE: If credits are listed in Quarter hours, a recalculation will have to be made to convert to a semester equivalency. (This is done by multiplying the quarter credit by 0.666.)**

The quarter to semester credit calculation is:

- 1 quarter hour = 0.67 semester hour
- 2 quarter hours = 1.33 semester hours
- 3 quarter hours = 2.0 semester hours
- 4 quarter hours = 2.66 semester hours
- 5 quarter hours = 3.33 semester hours
- 6 quarter hours = 4.0 semester hours


- Find Page 1 of the transcript.

- REDLINE through any transfer credits that were accepted by the external institution.
- HIGHLIGHT in PINK all acceptable credits
- HIGHLIGHT in YELLOW any courses where acceptable credit was not earned.


Current Program				Institution Information continued:			
Major: Management							
SUBJ NO.	COURSE TITLE	CRED GRD	PTS R	SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
TRANSFER CREDITS ACCEPTED BY THE INSTITUTION:				Fall 2012			
fa07 Red Rocks Community College				ENG 1020 Freshman Comp-Res, Anly & Documt 3.00 A 12.00			
Ehrs: 4.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00				MAT 030 Fundamental of Mathematics CCD 2.00 A# 6.00			
				Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 12.00 GPA: 4.00			
INSTITUTION CREDIT:				Spring 2013			
Fall 2006				MAT 070 Prop Math for Liberal Arts CCD 4.00 A# 16.00			
ANT 1310 Intro to Cultural Anthropology 3.00 NC 0.00				Ehrs: 0.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00			
BIO 1000 Human Biology for Non-Majors 3.00 NC 6.00				Fall 2013			
HIS 1040 World History since 1500 3.00 D 3.00				MTH 1080 Mathematical Modes of Thought 3.00 B 9.00			
PSY 1001 Introductory Psychology 3.00 NC 0.00				Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00			
SPE 1010 Public Speaking 3.00 C 6.00				Spring 2014			
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 9.00 GPA: 1.50				ACC 2010 Principles of Accounting I 3.00 C 6.00			
Spring 2010				ECO 2010 Principles of Macroeconomics 3.00 F 0.00			
ENG 1020 Freshman Composition-The Essay 3.00 A 12.00				PHI 3360 Business Ethics 3.00 B 6.00			
PSY 1001 Introductory Psychology 3.00 C 6.00				Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 14.01 GPA: 1.96			
Fall 2010				Fall 2014			
ANT 1310 Intro to Cultural Anthropology 3.00 B 9.00				MGT 2210 Legal Environment Business I 3.00 F 0.00			
GEO 1320 Concepts & Connections in Geog 3.00 C 6.00				MKT 2040 Business Communication 3.00 F 0.00			
HIS 1220 American History Since 1865 3.00 B 9.00				Ehrs: 0.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00			
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 24.00 GPA: 2.67				***** TRANSCRIPT TOTALS *****			
				TOTAL INSTITUTION Earned Hrs GPA Hrs Points GPA			
				36.00 48.00 95.01 1.96			
Spring 2011				TOTAL TRANSFER 4.00 0.00 0.00 0.00			
RAS 1010 Intro African American Studies 3.00 B 9.00				OVERALL 40.00 48.00 95.01 1.96			
SOC 1010 Introduction to Sociology 3.00 F 0.00				***** END OF TRANSCRIPT *****			
SWK 1010 Intro Soc Welfare & Soc Work 3.00 NC 3.00							
Ehrs: 1.00 GPA-Hrs: 6.00 QPts: 9.00 GPA: 1.50							

5. Open the Student in EXTS. Select the appropriate School.

SEARCH RESULTS FOR :
INSTITUTIONS
0285840


☰  INSTITUTIONS Input ? X

#	ID	Name
1	0168771	Green Mountain High School
2	0087428	Metropolitan State College
3	0110923	Red Rocks Community College









+ Add | < | 1 - 3 of 3 | > |  0 Selected Select All

6. Detail in

EXTS - External Transcript Summary ☆

 | < | 1 of 1 | > | External Transcripts | No Values


Institution : 0087428 Metropolitan State College


	Detail	Ext Course	Equiv	Grade	Grade Scheme	Credits	Term	End Date
1								
2								
3								
4								

Enter the details of the first acceptable course. (See example below). **SAVE**


Institution : 0087428 Metropolitan State College

External Course Status

Start Date  SPEEDE


End Date 

Title

Credits 

Grade Scheme

Grade

Interim Grade/Date 

Term

Category

Comments

1	<input type="text"/>
2	<input type="text"/>

Repeat for the entire transcript, entering all completed courses. Once all courses have been entered, **CANCEL** to return to the previous screen. Click to **SAVE** the external courses just entered.

- SHIFT@ to bring up the student.
Re-Select the External Institution
Detail in according to the screenshot below.

Institution : 0087428 Metropolitan State College

Detail	Ext Course	Equiv	Grade	Grade Scheme	Credits	Term	End Date
1	SPE 1010	No	C	Undergraduate	3.00	06/FA	12/15/06
2	ENG 1010	No	A	Undergraduate	3.00	10/SP	05/15/10
3	PSY 1001	No	C	Undergraduate	3.00	10/SP	05/15/10
4	ANT 1310	No	B	Undergraduate	3.00	10/FA	12/15/10
5	GEG 1920	No	C	Undergraduate	3.00	10/FA	12/15/10
6	HIS 1220	No	B	Undergraduate	3.00	10/FA	12/15/10

Determine what the equivalent course would be.

Refer to TES (tes.collegesource.com) for the External Institution course descriptions and compare with WWCC course descriptions to determine if we offer an Equivalent Course. (TES instructions are included at the end of this document)

DOUBLE-CLICK the **box 1** as indicated below.

Transfer Institution : Metropolitan State College

Transfer Course	Title	Credit	Gr	Cmpl Dt
1	SPE 1010	3.00	C	12/15/2006
2				

Status	Equivalent Course	Title	Course Level	Equiv Dt	Credit	Gr Scheme	Gr
	Credit Type	Acad Level			Term		Notes/Com
1							

Status	Credit	Subject	Course Level	Department	Notes/Com
	Credit Type	Acad Level	Equiv Dt	Term	
1					

Description:

Acad Programs: 1

Std Equiv/Date:

Extl Credits: 3.00

Equiv Credits: 0.00

Type the WWCC Equivalent course – OK

Course LookUp

Ok Cancel Finish Help

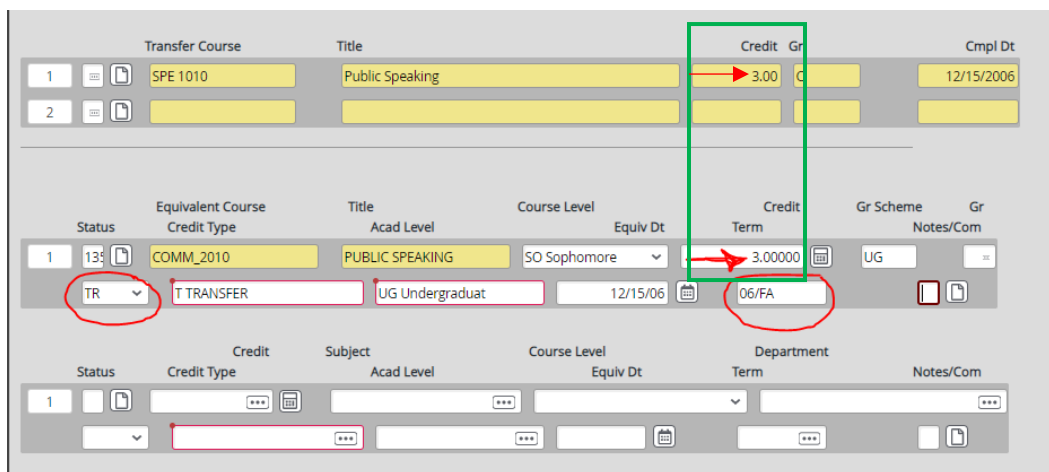
It will auto-fill most of the information. Tab over and fill in the missing information.

--Verify that the **Transfer Course Credit Value and the Equivalent Course Credit Values match**. **If the credit is within 1 credit (greater or less than), it can come in. Adjust the credit accordingly to match what was actually earned.

--Enter **TR** in the blank Status field

--Enter the **appropriate term** in the term field to match the Equivalent Date. (ex. 06/FA, 18/SU...)

--**SAVE**



Transfer Course	Title	Credit	Gr	Cmpl Dt
1	SPE 1010	3.00	C	12/15/2006
2				

Status	Equivalent Course	Title	Course Level	Credit	Gr Scheme	Gr
1	135	COMM_2010	SO Sophomore	3.00000	UG	
TR	T TRANSFER	UG Undergraduat				

The equivalent will say YES once equivalent credit had been entered.

Detail	Ext Course	Equiv	Grade	Grade Scheme	Credits	Term	End Date
1	SPE 1010	Yes	C	Undergraduate	3.00	06/FA	12/15/06
2	ENG 1010	No	A	Undergraduate	3.00	10/SP	05/15/10
3	PSY 1001	No	C	Undergraduate	3.00	10/SP	05/15/10

Repeat until all courses have had the Equivalent Credit entered. **BE SURE TO SAVE or SAVE ALL.**

****IF WESTERN DOES NOT OFFER AN EQUIVALENT COURSE,
THE COURSE IS ENTERED AS AN ELECTIVE.**

TO ENTER ELECTIVES:

- **Detail in to the Equivalent**

Institution : 0087428 Metropolitan State College

Detail	Ext Course	Equiv	Grade	Grade Scheme	Credits	Term	End Date
1	SPE 1010	No	C	Undergraduate	3.00	06/FA	12/15/06

EXTS • TEEV - Transfer Equiv Evaluation ☆ • Save Save All

1 of 1 Transfer Course Value 1/1

Wemhoner, John E. ID: 0234802 SSN: 524-43-8725 RecruityRoc

Transfer Institution : The Art Institute of Colorado

Transfer Course	Title	Credit	Gr	Cmpl Dt
1	CU 1304	Sanitation and Safety	2.00 A	07/31/2003
2				

Status	Equivalent Course	Title	Course Level	Credit	Gr Scheme	Gr
	Credit Type	Acad Level	Equiv Dt	Term	Notes/Com	
1						

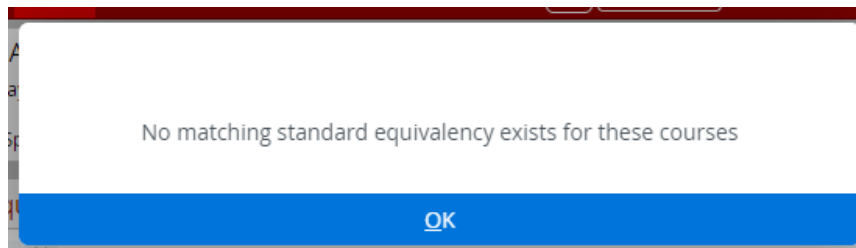
Status	Credit	Subject	Course Level	Department	Notes/Com
	Credit Type	Acad Level	Equiv Dt	Term	
1	2.00000	OTHER	FR Freshmen	OTHER	
TR	T TRANSFER	UG Undergraduat	07/31/03	03/SU	

Description: OTHER ELECTIVE Extl Credits: 2.00

Acad Programs: 1 Equiv Credits: 2.00

Std Equiv/Date: []

- Click into either of the **1** boxes as indicated above. It will tell you, no equivalency exists for those courses. Click OK.



- Course LookUp – **(ENTER)**; then type **A-(ENTER)** to add a credit equivalency

Course LookUp

course LookUp

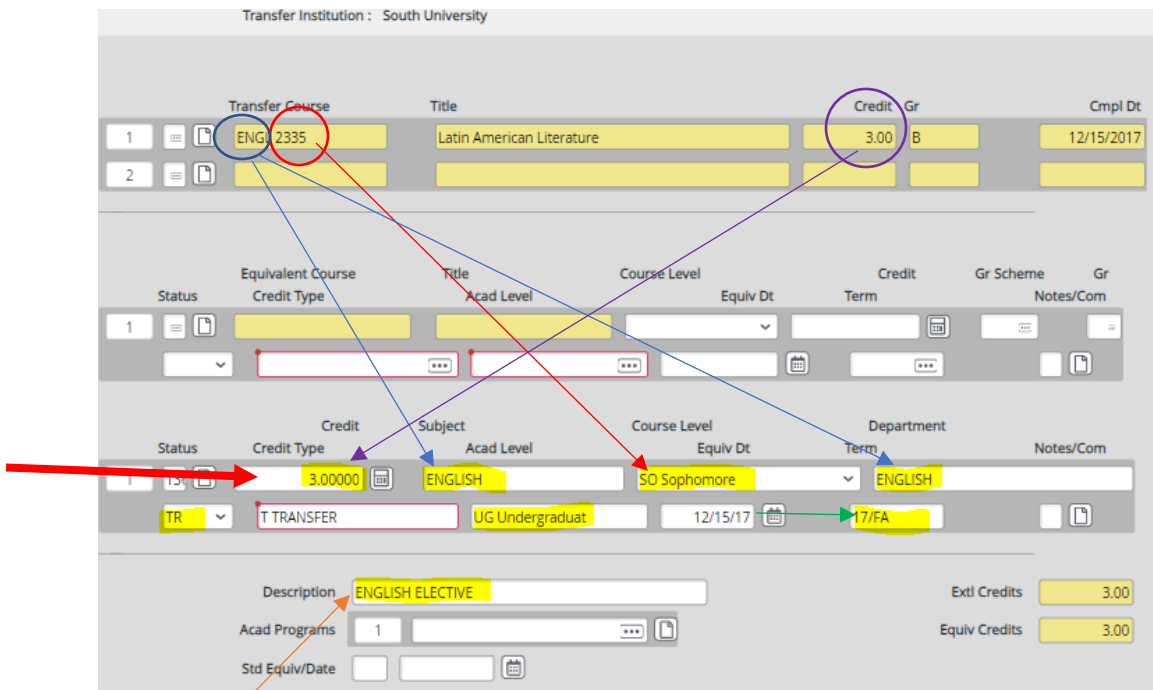
Ok Cancel Finish Help

Enter 'A' to add a credit equivalency

Enter 'A' to add a credit equivalency

Ok Cancel Finish Help

- Fill in the **highlighted boxes**, tab between each one.



The screenshot shows a multi-step form for entering transfer course information. The top section is a table with columns: Transfer Course, Title, Credit, Gr, and Cmpl Dt. The first row contains 'ENG 2335', 'Latin American Literature', '3.00', 'B', and '12/15/2017'. Below this is a section for 'Equivalent Course' with fields for Status, Credit Type, Title, Acad Level, Course Level, Equip Dt, Term, Credit, Gr Scheme, and Notes/Com. The next section is for 'Subject' with fields for Status, Credit Type, Credit, Subject, Acad Level, Course Level, Equip Dt, Department, and Notes/Com. The final section is for 'Description' with fields for Description, Extl Credits, Acad Programs, and Equiv Credits. Red arrows indicate the flow of information from the top table to the subject and description fields. A red arrow points to the 'Description' field, which is highlighted in yellow.

In the **Description Box**, type = **SUBJECT ELECTIVE** (SAVE)

How to Determine if a Course meets the criteria for equivalency:

Comparing External Course description with WWCC course description [using TES](#)

- Is the External Institution **Accreditation** acceptable?
- Make sure the course isn't developmental or upper-division. Check with the transcript key to see their **numbering system**. ***Once the B.A.S. goes into effect, this may change for some upper-division courses.*
- Was a **passing grade earned**? Grades of "D" or better will transfer in with the exception of freshman English, U.S. Government, college-level math, lab science & First-Year Success. **"D" grades are initially brought in as ELECTIVES. If the degree requires a "C" or better, they remain in Elective Status. If it does not require a "C" or better, a "D" grade can come in with full equivalency.*
- Is the **credit value** the same? (Or within 1 credit more/less)
- Are the **prerequisite requirements** the same?
- Are the **course descriptions** relatively similar with key points and topics?
- Is the **lecture / lab time** per week relatively the same?
- *For MATH courses, if there are questions, type MATH in the Data Set Bar. It will pull up all of the MATH courses sequentially. Where does the external course fall in comparison to WWCC courses?
- *For SCIENCE courses that don't have a LAB, they always come in as an elective.
- For Lab Sciences where there is not a WWCC equivalent, the Elective Description should read: BIOLOGY w/lab ELECTIVE (or whichever science department, denoting that there was a completed lab.)

If there is still uncertainty after using TES, you can check the [University of Wyoming Transfer Guide](#)



• To determine how courses will transfer to UW, select the community college and search by subject or course number.

• To determine what course to take to satisfy a USP requirement or a specific course at UW, search by the UW subject, UW number or USP Attribute.

** If there is a value in Transfer Group, you will need to take all courses with that Transfer Group value from the transfer institution to get equivalent UW credit. You may perform a second search using using desired College and the "Transfer Group" field to find all of the required courses.

State: **UT**

College: **Utah Valley University** Transfer Subject: **math** Transfer Course Number: **1050** Transfer Group:

UW Subject: **math** UW Course Number: USP Attribute: **All**

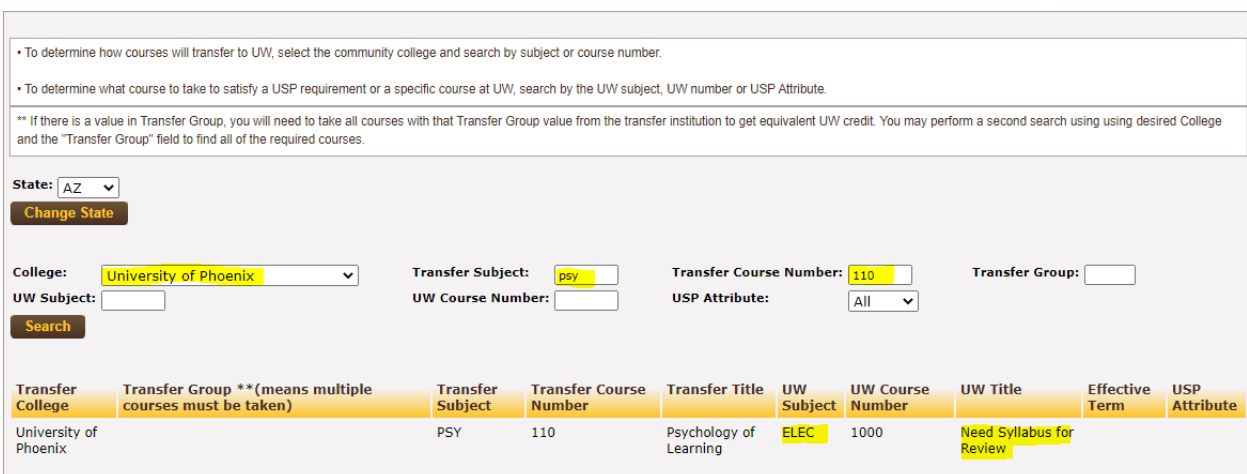
Transfer College	Transfer Group ** (means multiple courses must be taken)	Transfer Subject	Transfer Course Number	Transfer Title	UW Subject	UW Course Number	UW Title	Effective Term	USP Attribute
Utah Valley University		MATH	1030	Quantitative Reasoning	MATH	1000	Problem Solving		
Utah Valley University		MATH	105	COLLEGE ALGEBRA	MATH	1400	COLLEGE ALGEBRA		
Utah Valley University		MATH	1050	College Algebra	MATH	1400	College Algebra		USQ
Utah Valley University		MATH	106	Trigonometry	MATH	1405	Trigonometry		

- Enter the **STATE**
- Click **CHANGE STATE**
- Use the dropdown and find the External Institution
- Type in the **TRANSFER SUBJECT & COURSE NUMBER**
- Click **SEARCH**
- If UW doesn't accept a course in question, rule of thumb is that WWCC doesn't either.

UW Transfer Catalog

Home

NAME NOT FOUND F
Sep 15, 2020



• To determine how courses will transfer to UW, select the community college and search by subject or course number.

• To determine what course to take to satisfy a USP requirement or a specific course at UW, search by the UW subject, UW number or USP Attribute.

** If there is a value in Transfer Group, you will need to take all courses with that Transfer Group value from the transfer institution to get equivalent UW credit. You may perform a second search using using desired College and the "Transfer Group" field to find all of the required courses.

State: **AZ**

College: **University of Phoenix** Transfer Subject: **psy** Transfer Course Number: **110** Transfer Group:

UW Subject: UW Course Number: USP Attribute: **All**

Transfer College	Transfer Group ** (means multiple courses must be taken)	Transfer Subject	Transfer Course Number	Transfer Title	UW Subject	UW Course Number	UW Title	Effective Term	USP Attribute
University of Phoenix		PSY	110	Psychology of Learning	ELEC	1000	Need Syllabus for Review		

-Refer to **Departments/Instructors/Division Chairs as needed** for final decisions if/when a determination cannot be made from the reference sources.

-Students may be required to submit course descriptions and/or syllabi

-Students who have earned **credits through International Institutions Outside of the U.S.** (if transfer credit is requested), must have their transcript evaluated by a certified U.S. transcript evaluation company, such as WES-World Education Services www.wes.org. Once evaluated, refer to/consult with Division Chairs/Department Faculty for final determination. **Typically very few International credits actually end up coming in.

-**U.S. Government classes & U.S. History classes** that did not include the required Wyoming History & Government component come in with Elective Status. Once POLS 1100 – Wyoming History is taken and passed with a “C” or better, the POLS 1000, HIST 1211 & HIST 1221 can come in with full course equivalency. Ashley Barnes makes that change on the student’s Degree Audit. An Exception Request is not required.

-**Computer Courses that are older than FIVE (5) years** do not come in

-**Anatomy & Physiology** – An Anatomy course alone will only come in with Elective Status because it is missing the Physiology component. The same with Physiology alone without having taken Anatomy. Once a stand-alone sophomore-level Anatomy course with lab and a stand-alone sophomore-level Physiology course with lab are taken and passed with a “C” or better, they come in as BIOL 2010 A&P I & BIOL 2011.

-Once a transcript is evaluated, use the TEXT feature in ImageNow and **notate in RED** EVALUATED (DATE) & initial at the top of the transcript.

