

Central Wyoming College

Office of Student Records Transfer Evaluation Process

Rev. 9/2024

Transfer Credit:

Transfer Credit includes college courses accepted from other accredited colleges or universities, including all Wyoming community colleges and the University of Wyoming.

Transfer Evaluation:

The Registrar's Office will complete an evaluation of each *Official* transcript received from an accredited institution of higher education for students who have been admitted to the college. This process should normally take 4-6 weeks to complete. Once the evaluation has been finalized, the student will receive an email indicating that the assessment is complete and can be reviewed on the student's account. The Academic Evaluation will indicate all courses required for a specific program and note all courses taken at CWC or transferred into the student program from outside institutions. All transferred courses will be identified on the student's Academic Evaluation with a 'TE' designation.

The granting of transfer credit does not automatically imply acceptance of those credits to specific degrees since requirements vary from program to program. Students can earn a maximum of 75% of the credits in their declared program through Transfer Credit or Credit for Prior Learning credit. It is strongly recommended that the student follow up with his or her academic advisor with any questions or concerns regarding the Academic Evaluation and the status of the student's program.

A current CWC admission application must be on file to have a transfer evaluation completed. Additionally, a transfer evaluation is required by all CWC transfer students applying for financial aid. Upon receipt of the official transcript, the Registrar will complete the evaluation. This evaluation will become part of the student's permanent file.

Transfer Equivalencies:

Each course on a student's transcript will be evaluated based on the course description, content, and credit hours. For students pursuing an Associate degree or Certificate, only freshman and sophomore-level courses with "C" or above grades will be transferred. For students pursuing a Bachelor of Applied Science degree, freshman, sophomore, junior, and senior level courses with grades of "C" or above will be transferred. Additionally, developmental or remedial (pre-college level) courses may be accepted if they are needed to fulfill a prerequisite requirement. If the evaluator cannot locate an adequate description for the course, the student may be required to provide a course description and/or syllabus to evaluate the course properly.

Credit is awarded credit hour for credit hour – with CWC accepting the total number of credits issued from the transferring institution. Quarter hours are recognized as two-thirds (2/3) of a semester hour.

There are three basic equivalencies at Central Wyoming College:

CWC Course Equivalencies – Many courses transferred to CWC will equate directly to a CWC course and transfer to a specific CWC course. They will be identified on the Academic Evaluation with a CWC course number.

General Elective – Courses that will not compare precisely to a CWC course will transfer in as a general elective course. This means that you receive credit for the course, but it may not fulfill a program requirement.

General Education course – Sometimes, a course does not equate directly to a CWC course, but the course fulfills the needs of a particular General Education requirement. In this case, the course may be allowed to fulfill the Gen Ed requirement.

Transfer Exceptions:

Repeat Courses – Central Wyoming College will use its institutional policy to determine if repeated courses will be accepted. Some courses (i.e., physical education, music lessons) may be allowed to repeat several times and count toward program requirements. Otherwise, if a course is repeated, the final occurrence will transfer to the CWC record, and no credit will be given for the earlier courses.

Not Accepted - Credit that will not be accepted is generally graduate level, remedial (pre-college), or technical. Non-academic coursework (continuing education, vocational, etc...) is not transferable. Special Topics and Credit by Exam courses will be considered case by case.

Final Transcripts:

If you are still completing coursework at another institution and wish to transfer the credit to CWC, final *official* transcripts should be sent to the Office of Student Records upon posting the final grades.

If you plan on completing coursework at another institution and will be transferring it back to CWC, we recommend that you contact the CWC Student Records office before registering for any classes. It would be best to ask if a specific course will be transferred to your program of study at CWC first to ensure that it will fulfill your particular requirements and avoid problems later.

Military Service Courses:

Students who have served in the Armed Forces may be allowed to transfer credit for courses taken in some military schools. Evaluations for granting credit for military-based training are based upon recommendations in the American Council of Education (ACE) guidelines.

International Transcripts:

International transcripts not in the English language and not in semester credits with letter grades must be evaluated by an approved Credential Evaluation service before credit transfer evaluation. Please check with the Registrar for more information.

Appeal Process:

If a student has concerns about a transfer of credit evaluation and wishes to appeal a decision, he or she may appeal to the Registrar's Office. The student must submit a copy of a course syllabus, along with a written request for a review, to the Registrar indicating why he or she is asking for the appeal. Other course materials that the student believes to be helpful to the appeal may also be submitted. The Registrar will request a review of all submitted information by a faculty member and/or Division Dean in the content area.

Viewing an Academic Program or Courses:

Students may use the 'My Progress' option in Student Planning to review the courses they have taken at CWC or courses transferred into their student record from another institution and see where the courses fit into their active academic program. They may also use the 'View a New Program' option to evaluate other programs of interest.

All registered, and prior students can access Student Planning by going to the Rustler Central icon in [MyCentral](#). * Please contact your advisor for assistance.

*If you need to remember your student log-in, please contact the IT Help Desk at 307-855-2198 for assistance.

Questions?:

If you have questions about transfer work or the transfer evaluation process, please contact:

Student Records
2600 Peck Avenue
Riverton, WY 82501
(307) 855-2207

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