

# Graduate Guarantee Program

## TRANSFER CREDIT

Weatherford College guarantees to its Associate in Arts and Associate in Science degree students who have met the requirements for the degree that course credits will transfer to other publicly-supported Texas colleges or universities provided the following conditions are met:

- Transferability means acceptance of credit toward a specific major, specific degree, and from a specific institution. These three components must be identified in the student's degree plan created at the start of the student's program of study at Weatherford College.
- Limitations on total number of credits accepted in transfer, grades required, relevant GPA, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
- Transferability refers to courses in a written transfer/degree plan filed in a student's file in the Student Services Office at Weatherford College.
- Only college-level courses with Texas Higher Education Coordinating Board Lower Division Academic Course Guide Manual approved numbers are included in this guarantee.

If all of the above conditions are met and a course (or courses) is not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction and Student Services at Weatherford College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

## RESOLUTION OF TRANSFER DISPUTES

The following procedures are followed by Weatherford College in the resolution of credit transfer disputes:

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- A student who receives notice as specified in the above information may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board (THECB) rules and guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the THECB commissioner of its denial and the reasons for the denial.

If course denial is not resolved, Weatherford College will allow the student to take tuition-free alternate courses, semester hour for semester hour, that are acceptable to the receiving institution within a one-year period from the granting of a degree at Weatherford College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.