

# WMU Essential Studies: Credit Evaluation Flow-Chart

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This document provides WES guidance for advisors in cases where a newly encountered or legacy course evaluated on previous curriculum models is presented for transfer evaluation.

**Exigency Carveout:** Under authority via Faculty Senate MOA 17/04, advising directors and/or one designee are empowered to make immediate decisions on student transfer credit following standard guidelines (attached) and then engage in the steps for long-term certification of a course for future decisions. *Once approved by an advising director or designee, this course is permanently part of that student's record regardless of permanent evaluation.*

## **WES Transfer Steps. If a student presents a new or legacy course to an advisor.**

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### *1st step:*

- If the course is listed as equivalent to an existing WMU WES category/level course in Transfer Equivalency System (TES) **the student is awarded an identified direct equivalent**, and the task is complete.

### *2nd step:*

- If the course has not been evaluated as equivalent (department credit) or is not listed in TES, advisor contacts department to utilize procedures and authorities under Faculty Senate MOA 24/03 to make assessment.
  - o Department makes one of the following decisions:
    - A. New Course Direct Equivalent (WES course)**
    - B. New Course Direct Equivalent (Non-WES course)**
    - C. New Course - No Credit**
    - D. New Course - Department Credit**
  - o If A, B, or C are determined, the task is complete, and the course is added to TES for future credit evaluation.
  - o **D** triggers 3<sup>rd</sup> Step (WES EA category/level evaluation) using attached rubric.

### *3rd step:*

- If department determines that the course is NOT a direct equivalent ("**D**" above), the advisor reviewing the student record has the discretion to send the transfer course information to the appropriate advising director or designee for an individual WES course/level decision.
- Advising director or their designee will use the appropriate rubric (attached) in best effort to make appropriate WES exception. The **individual student is awarded WES category/level credit**. Director or designee then adds transfer course to [WES Course Tracker](#).
- Courses on the [WES Course Tracker](#) will be periodically reviewed and certified for permanent approval by WES Executive Advisory Committee and added to TES for permanent use.
- NOTE: An additional process will be developed to apply all approved courses to WES categories as previously determined by WES Executive Advisory Committee (i.e. a WES equivalent to the TGE designations).

## WMU Essential Studies: Category and Level Equivalency Evaluation Rubric

This document guides WES credit evaluation for both immediate decisions and long-term categorization by advisors and faculty member subject matter experts working under the direction of WMU Essential Studies Executive Advisory Committee (WES EA).

Originating Institution		
Course Prefix/Number		
Course Title		
Additional Course Description/Information Summary (Taken from syllabus or course description)		
Identified WES Level/Category	(Level)	(Category)
Does this course meet the 70% SLO requirement via Faculty Senate MOA 24/03?	<b>YES</b>	<b>NO</b>
<b>If NO, evaluation is complete. If YES, complete the descriptions below.</b>		
How does this course meet the core values of identified WES level? (If yes, include a short description)		
How does this course meet the core values and SLOs of the identified WES Category?		
<b>(Special for DIL or PSL SLOs only).</b> How does the course meet DIL or PSL (circle one) SLO? (level II/III courses only)		
<p>WES Area and Level Information: <a href="https://wmich.edu/facultysenate/wmuessentialstudies-interactive-model">https://wmich.edu/facultysenate/wmuessentialstudies-interactive-model</a></p> <p>WES SLO Outcome Rubrics: <a href="https://wmich.edu/facultysenate/wmuessentialstudies/wesrubrics">https://wmich.edu/facultysenate/wmuessentialstudies/wesrubrics</a></p>		

NOTE: WMU Faculty Senate MOA 24/03: [Undergraduate Transfer Course Evaluation Policy](#) provides the following guidance:

- *70% of course content (e.g., student learning outcomes, course objectives, key assessments, learning standards, core content) is the same as a WMU course, which is the recommendation set forth by the American Association of Collegiate Registrars' and Admissions Officers (AACRAO).*