

**WMU Faculty Senate
Transfer of Credit Committee (TCC)
Charges for 2025-26**

Jessica Cataldo will serve as the Undergraduate Studies Council representative on TCC

In addition to its specific responsibilities listed in the Academic and Information Technology Council's role statement and the work of standing committees if such exist, the Faculty Senate Executive Board charges the AITC to consider, as a committee of the whole or through the appropriate committee or task force, the following:

1. Review, research, and recommend best practices for transfer credit evaluation and acceptance at WMU. This includes, but is not limited to, policies and procedures, communication with prospective students, families, community colleges and other institutions, emerging methods by which students can earn credit such as dual enrollment, early middle college, Career and Technical Education, and study abroad.
2. Recommend best practices to departments as related to charge #1.
3. Create and maintain a Transfer Resource Guide, adding additional sections as needed.
4. Consider and recommend solutions regarding issues affecting all transfer students, including but not limited to: domestic students transferring credits from high school programs and two-year/four-year institutions; international students; and active military and veterans with American Council on Education certified course experience.
5. Address any continuing or outstanding issues or initiatives as directed by the Undergraduate Studies Council, members of the committee, faculty, and/or academic administrators. Conclude the initiative by producing a report to the USC or a Memorandum of Action.
6. At the annual March TCC meeting, the committee members must review the draft year-end report, to be submitted to the USC, by the committee chair no later than March 30.

NOTE: The TCC will seek information from the related administrative offices to maintain communications with those offices on issues directly related to them. Committee recommendations are to be submitted to the USC in the form of a memorandum of action (MOA) on which the recommendation(s) is/are stated. Any draft MOAs requested by the Executive Board should be submitted using the MOA template.

The TCC chairperson shall provide a written report of the committee's accomplishments and progress for the year to the USC; list the above charges noting each item's progress and current status; any other activities undertaken; and draft charges for the 2026-27 academic year, no later than May 30, 2026.