MECHANICAL ENGINEERING TECHNOLOGY (MET) TRANSFER CREDIT POLICY

Any coursework proposed as transfer credit, not currently covered by in-place articulation agreements, are subject to the requirements noted below. No deviation to this policy will be allowed without written consent of the program coordinator and department chair.

ACCREDITATION REQUIREMENTS

The institution where the coursework was, or is, going to be completed must be a recognized institution of higher learning. It must also be accredited by at least one of the following:

- Northwest Commission on Colleges and Universities
- Western Associations of Schools and Colleges
- Middle States Commission on Higher Education (formerly part of the Middle States Association of Colleges and Schools)
- Southern Association of Colleges and Schools
- New England Association of Schools and Colleges
- Higher Learning Commission (formerly part of the North Central Association of Colleges and Schools)
- Accrediting Commission for Community and Junior Colleges (formerly part of the Western Association of Schools and Colleges)

If the course being proposed for transfer credit was completed at a 4-year institution, and is potentially being applied to MET core course requirements, including technical electives, the institution must also have one of the following accreditations, in addition to the ones noted above:

- ETAC/ABET (Engineering Technology Accreditation Commission)
- EAC/ABET (Engineering Accreditation Commission)

CREDIT HOURS AND GRADES

Any proposed transfer course must have equal or greater credit hours than the course being proposed for replacement. Two or more courses may be used when transferring credit for a single class. For example a 3 credit hour course in Statics and 3 credit hour course in Strength of Materials could be substituted for the 5 credit hours Weber State University course in Statics & Strength of Materials.
No course will be considered for transfer credit fulfilling major requirements unless a final grade of C or better is achieved. A grade of C- or below will not be considered for transfer credit under any circumstances.

**ONLINE COURSEWORK**

While currently enrolled at Weber State University in the MET program, any online or distance learning coursework taken simultaneously, at a different institution, will be considered for transfer credit provided the following conditions are met:

- The institution is accredited per the guidelines above.
- The exams are independently proctored at an approved testing location. Preferably, the exams are administered at a Weber State University testing center.
- The name, title, address, phone, and e-mail address of the responsible exam proctor are provided.
- A complete course syllabus for the semester attended is provided for review.

**COURSEWORK EXCLUSIVE TO WEBER STATE UNIVERSITY**

No transfer credit (including internal substitutions from existing Weber State University coursework) will be considered for the courses listed below. The courses that must be completed at Weber State University as designated within the MET program are as follows:

- MET 4990 (Senior Seminar)
- MET 4500/4510 (Senior Project I & II)
- MET 4650 (Thermal Science)
- MET 4200 (Mechanical Design with FEA)
- MET 3700 (Testing & Failure Analysis)
- MET 3500 (Mechanical Measurements & Instrumentation)
- MET 3400 (Machine Design)
- MET 3300 (Computer Programming Applications in MET)
- MET 3150 (Engineering Technology Materials)
- MET 3050 (Dynamics)

**TECHNICAL ELECTIVE CREDIT**

A total of 3 credit hours of lower division (2000 level) technical elective credit will be allowed to be transfer credit. All other required technical elective credit must be completed at Weber State University.
PETITION PROCESS

Any student requesting consideration of coursework accomplished at another institution of higher learning (including AP, Early College, etc.), but not accepted via the standard articulation agreements, must fill out, and submit to the program coordinator, the standard Transfer Credit Petition form. This form is available at the Engineering Technology offices. It is also available online at the program webpage.

The petition must be completed, conforming to the instructions attached to the petition forms. If the instructions are not completely followed, no consideration to the transfer credit request will be granted.

An example of a completed petition is available for review in the ET Department offices or online at the program webpage.

CHALLENGE EXAM

If, for any reason, an acceptable level of subject mastery is suspected to be insufficient for a proposed transfer course, a challenge exam can be requested of the student. The exam will be unique and prepared for this instance by the program coordinator or his/her designated authority. If the student does not pass the exam based on the criteria established by the program coordinator, or he/she refuses to take the exam, no consideration will be given for transfer credit of the course in question.

ACCEPTANCE OF TRANSFER CREDIT

If requested transfer credit meets the requirements of this policy, as evaluated by the individual program coordinator, advisor, or department chair, credit for the requested course, or courses, may be approved. If for any reason, it appears, based on the judgement of the program coordinator, advisor, or department chair, that the proposed transfer course does not sufficiently meet the requirements for substitution for an ET course, the request will be denied, and credit will not be granted.

DOCUMENTATION

After a complete evaluation of the transfer credit petition, the reviewer will enter a note into the requestee’s Catracks noting the decision regarding transfer credit either being accepted or
declined. For any course accepted as a reasonable substitute, Cattracks will be updated accordingly, granting credit.