

Transferring Classes

Can I take coursework away from Westmont?

How do I do this?

So you want to take classes during the summer? Well this is great, and with a little planning you can make sure that the work you do over the summer will transfer back to Westmont and meet the requirements (General Education, major or elective) that you want. Follow the steps below and you will be set!

Step 1: Decide what kind of credit you want

Students can take many kinds of courses during the summer months. These can include courses to meet General Education requirements, courses toward a major or a minor, or elective courses. All students will need 124 units to graduate with their degree, and some of these units can be taken away from Westmont.

The areas of the General Education that students typically target for their off campus program classes are in the Common Inquiries and Common Skills areas. The Common Context courses must be taken at Westmont or on a Westmont approved off campus program. Also, be careful with taking coursework towards your major at other schools. Some departments have strict restrictions over the kinds of courses they will allow to be used to complete their major requirements.

Step 2: Determine what classes we offer here to meet those areas

The easiest classes to transfer back to Westmont are courses similar to the ones that we teach on campus. So if you are looking to meet the Common Inquiry: Exploring the Physical Sciences requirement, you could look at the courses Westmont offers to meet that area by referring to the GE Courses document on the Student Records office website. Seeing that Westmont offers PHS-007 Astronomy to meet that requirement, you can look to see if your local college offers this class during the summer. You will need to get any courses pre-approved before you take them, but the easiest ones to get pre-approved are ones similar to the courses that are offered at Westmont.

Step 3: Transfer agreement already, or pre-approval form?

You will also want to look at the Student Records office to see if we have a transfer agreement with the college you are considering attending. Under the "Transfer Credit" header there is a drop down window for "Transfer Agreements". By clicking on one of the colleges listed, a pdf document will appear letting you know all of the courses that have been pre-approved to meet Westmont's General Education requirements. You can take the course without having it pre-approved.

If we do not have a transfer agreement already established, you will need to request pre-approval for the specific courses you want to take. See step 5.

Step 4: Determine what classes your local college offers

Look at the summer schedule of the college that you would like to attend. If you need to fill out a pre-approval form for your classes because there is no transfer agreement, then you will also need to find the course descriptions for the classes. Remember that transfer courses for current Westmont students will only be accepted when taken during the summer. Concurrent enrollment (taking classes at Westmont and another college during the fall or spring) is rarely allowed and only by petition prior to enrolling in the course.

Step 5: Fill out preapproval form (if necessary)

On the Registrar's website you will see a tab for "Forms". Select the Pre-approval form for Majors, Minors or General Education depending on the type of credit you would like to have.

If you submit the completed form with the course descriptions for each class prior to the end of the spring semester, you should receive notification about the approval or denial of the courses prior to the end of finals week. This can also be done via e-mail with the Registrar's office staff if you decide mid-summer to take classes. Remember that if you do not get the courses pre-approved before you take them, you are taking a risk that they will not transfer back to Westmont and meet any of your remaining requirements.

Step 6: Take the class

Once the course has been approved and you know what requirements it will meet, you attend the class and complete the required coursework. Make sure you earn a C- or better, as Westmont will not transfer courses where a D+ or below is earned.

Step 7: Request a copy of the transcript to be sent to Westmont College

Once you are finished with your class, be sure to request a transcript from the college you attended to the Registrar's office at Westmont. Once received, the transfer work will be posted per the pre-approval forms or transfer agreements. You should see the units appear on your transcript, and if the courses were taken for General Education credit, you will also see those appear on your Program Evaluation.