

FACULTY AGENDA ITEM 13.23

Date: *November 18, 2013*

Submitted by: *Dr. Nancy Tate, Associate Vice President for Academic Affairs
Chair, General Education Review Committee*

SUBJECT: *Transfer of General Education Credits from Regionally Accredited Institutions*

Description/Rationale: *The current transfer process a student must go through to have courses transferred in from being admitted to the University through petitioning for transfer credit is cumbersome, often time-consuming and confusing. This proposed change in policy regarding the transfer of general education credits is predicated on the acquisition of competencies in broad academic areas, rather than on a comparison of individual courses taken at one institution or another. The issue is not how particular general education courses at the sending institution match up with general education courses at Washburn University, but how the competencies and student learning outcomes in various general education programs are similar to one another. Washburn University recognizes the professional integrity of all other regionally accredited institutions in the acceptance of their general education program.*

Current Catalog Language: *[proposal is to eliminate information]*

Transfer students who have completed 24 or more hours of college or vocational work must submit an official transcript from each college previously attended. To be official, transcripts must be mailed directly from each school to the Office of Admissions at Washburn University. If the student has completed fewer than 24 college or vocational hours and is degree seeking, he/she must also submit ACT scores that are not more than five years old. In addition, students transferring with fewer than 24 completed hours of college or vocational credit must submit an official copy of their high school transcript.

Entering degree seeking transfer students must have an application, \$20 processing fee, and all transcripts on file in the Office of Admissions by the respective beginning term deadline. Those students unable to meet the minimum admissions standards due to unusual circumstances may be considered on a case-by-case basis by the Director of Admissions. Transfer students desiring additional information should call 785-670-1030.

A cumulative 2.0 GPA on a 4.00 scale (C=2.0) is the minimum required on all completed course work of transfer students seeking admission to the University. Credits and grades earned in courses which are not acceptable from a transfer school will not be counted in the final grade point average or total hours earned at Washburn.

To determine whether transfer coursework has been approved as satisfying Washburn's general education program, students can access the on-line transfer guide links at

www.washburn.edu/transfer-guide. A general education transfer application process is available to students who believe a transfer course meets the spirit and intent of the Washburn general education criteria. The application is available at www.washburn.edu/gen-ed-transfer-petition. Students should work through their academic advisors to pursue this option.

Transfer students who have completed a baccalaureate degree at an accredited institution of higher education are considered to have satisfied general education requirements, and are therefore not required to meet Washburn's specific general education requirements. This includes all aspects of the general education program including the core coursework and the general education distribution hours. Students will, however, be required to meet degree requirements that are specific to certain Bachelor and Associate degrees. Courses satisfactorily completed in the Arts and Humanities, Social Sciences, and Natural Sciences and Mathematics as part of an A.A. or A.S. will be accepted towards credit in the appropriate general education distribution area.

Transfer students who have completed a technical certificate from 16 to 60 hours approved by the Kansas Board of Regents from a college accredited by the Higher Learning Commission may transfer up to 48 credit hours of earned technical certificate course credit to apply to degrees at Washburn University. Courses completed as a component of an earned Associate's degree beyond the technical program certificate requirements will be evaluated by the appropriate department at Washburn University and, based on that evaluation, may transfer to partially fulfill the core or general education requirements for Washburn programs. Academic units may develop specific policies limiting the number of technical certificate credit hours which can be applied to a particular degree.

At least 60 hours of the 120 hours required for the baccalaureate degree must be taken at a 4-year college or university.

Proposed Catalog language: [new language is in bold]

Transfer students who have completed 24 or more hours of college or vocational work **and are degree seeking** must submit an official transcript from each college previously attended. To be official, transcripts must be mailed directly from each school to the Office of Admissions at Washburn University. If the student has completed fewer than 24 college or vocational hours and is degree seeking, he/she must also submit ACT scores that are not more than five years old. In addition, students transferring with fewer than 24 completed hours of college or vocational credit must submit an official copy of their high school transcript.

Entering degree seeking transfer students must have **a completed** application, \$20 processing fee **payment**, and all transcripts on file in the Office of Admissions by the respective beginning term deadline. Those students unable to meet the minimum admissions standards due to unusual circumstances may be considered on a case-by-case basis by the Director of Admissions. Transfer students desiring additional information should call 785-670-1030.

A cumulative 2.0 GPA on a 4.00 scale (C=2.0) is the minimum required on all completed course work of transfer students seeking admission to **Washburn University**. Credits and grades earned in

courses which are not acceptable from a transfer school will not be counted in the final grade point average or total hours earned at Washburn.

*Transfer students who have completed a baccalaureate degree **at an institution of higher education accredited by one of the six regional accrediting organizations** (<http://www.chea.org/Directories/regional.asp>) are considered to have satisfied general education requirements, and are therefore not required to meet Washburn's specific general education requirements. This includes all aspects of the general education program including the core coursework and the general education distribution hours. Students will, however, be required to meet degree requirements that are specific to certain Bachelor and Associate degrees.*

For transfer students who have not completed a baccalaureate degree, courses completed at a college or university accredited by one of the six regional accrediting organizations that have been designated by the sending institution as general education courses will transfer to Washburn University as courses within the appropriate general education distribution area without further review. In addition, courses listed by the Kansas Board of Regents as a Kansas System-Wide Transfer (KSWT) course at http://www.kansasregents.org/transfer_articulation will transfer as their listed Washburn University equivalent course without further review. Note: The policy is not intended to circumvent specific general education requirements for particular majors. This is a most important distinction and should be noted by students and their advisors.

Courses taken at institutions outside the United States: College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the tertiary institution where the courses were taken is accredited by the Ministry of Education (or its equivalent) in that country. International transfer students who have completed college level courses outside the United States may be requested to submit proof of accreditation by the Ministry of Education and/or provide an evaluation from an authorized international credential evaluation agency such as International Education Research Foundation (IERF), Educational Credential Evaluators (ECE) or World Education Services (WES). Students who have completed a baccalaureate degree with a similar duration as a domestic baccalaureate degree from an accredited international institution will be allowed to follow the same transfer policies established for domestic regionally accredited baccalaureate degrees.

Exceptions to this transfer policy include the following. 1) The core requirements in English, Mathematics, and College Experience not addressed by KSWT must be approved as equivalent courses by the relevant departments. 2) Courses not included in the sending institution's general education program which a transfer student believes may meet the spirit and intent of Washburn University's general education program must be reviewed by the General Education Committee. 3) General education coursework from technical colleges and institutes accredited by one of the six regional accrediting organizations must be reviewed by the General Education Committee. (See next paragraph for more information regarding technical colleges.) 4) Courses that may satisfy a major requirement or a prerequisite to a major requirement must be reviewed by the major department chairperson.

Transfer students who have completed a technical certificate from 16 to 60 hours approved by the Kansas Board of Regents from a college accredited by the Higher Learning Commission may transfer up to 48 credit hours of earned technical certificate course credit to apply to degrees at Washburn University. Courses completed as a component of an earned Associate's degree beyond the technical program certificate requirements will be evaluated by the appropriate department at Washburn University and, based on that evaluation, may transfer to partially fulfill the core or general education requirements for Washburn programs. Academic units may develop specific policies limiting the number of technical certificate credit hours which can be applied to a particular degree.

At least 60 hours required for the baccalaureate degree must be taken at a 4-year college or university.

Course Transfer Review Process (for exceptions listed above): *To determine whether transfer coursework has been approved as satisfying Washburn's general education program, students can access the on-line transfer guide links at www.washburn.edu/transfer-guide. **Department chairs determine how major courses will transfer and transfer students must provide appropriate documentation (course description and course syllabus) to the chairperson to make an informed decision. Requests for approval of a course to count for general education credit are reviewed by the university's General Education Committee. To request approval, complete the General Education Transfer Course Petition (www.washburn.edu/gen-ed-transfer-petition) with your academic advisor and submit the form to the Associate Vice President for Academic Affairs. Decisions are usually made 1-2 weeks after all required information is received.***

You can appeal decisions on the transferability of general education courses through the General Education Committee if additional information can be provided which might change the initial ruling. The committee's decisions can be appealed to the Vice President for Academic Affairs, whose decision will be final.

Financial Implications: *None anticipated*

Proposed Effective Date: *The new policy will appear in the 2014-2015 University Catalog, but will be applied retroactively for the previous six years if requested.*

Request for Action: *Approval by AAC/.FAC/FS/ Gen Fac, etc*

Approved by: AAC on date **11/4/13**

FAC on date

Faculty Senate on date

Attachments Yes No