

Appendices for Transfer Credit Evaluation and Advising Policy and Practice at U.S. Undergraduate Serving Institutions Report

Appendix A: Limit to the number of transfer credit – details

Credit limit ¹	Count
90	22
60	6
75	4
64	3
92	3
50%	2
34	2
94	2
4	1
30	1
31	1
32	1
44	1
45	1
47	1
63	1
70	1
80	1
82	1
87	1
93	1
25% must be resident hours with our school.	1
32 for associate, 75 for bachelors, 9 for masters	1
42-90	1
45 credits	1
45 for AS, 90 for BA/BS, and 9 for Grad	1
45 of 60 credits for associate	1
45 toward an Associates Degree	1
50% of degree	1
50% of major core and student must take final 27 of 33 credits in residence	1

¹ With the exception of spelling and any information that identifies the responding institution, data in this and other appendices is presented in its unedited format.

60 credits from 2 yr. schools, 90 credits from 4-year schools.	1
60 hours	1
60 transfer credits	1
60-62: depends on program	1
62 credits for community colleges. 93 for universities. 93 for both.	1
63 or 96 based on 2- or 4-year transfer	1
64 community college credits	1
64 for 2yr schools, no limit for 4yr regionally accredited	1
65 Lower Division	1
66 from a 2 year and 75 from a 4 year, and 25% of program if graduate program	1
66 hours from a community college	1
68 AA/AS 90 BA/BS	1
68 from 2-year institutions and 90 from 4-years/combination of 2-year & 4-year	1
68 from CC; 98 from 4yr	1
69 credits allowed from a 2-year institution	1
69 hours from a community college may apply to a degree,	1
70 credits from a 2-year institution.	1
70 from CC; 90 from 4 year	1
72 from a 2 year	1
75 for 2 year, 90 for 4 year	1
75 from a 2-year school; 90 for 4-year institution.	1
75% of degree or certificate	1
75% of total program credits	1
75-90 credits	1
76.0 hrs.	1
78 lower division; 90 maximum	1
90 (undergraduate)	1
90 credits-- a transfer student must complete 30 credits at our institution	1
90 from 4-year; 70 from community college	1
90 or 75	1
90 SH from community college maximum	1
90 total credits allowed	1
90 total, 72 from community college	1
90. Only 60 from a community college	1
94 credits 4-year school, 64 credits 2-year school	1
Although we do not cap the number of transfer credits allowed, students must complete 15 credits in residence.	1
BA max 90 credits, AA max 45 credits	1
Depends on certificate or degree. Our residency policy requires at least 25% of credits applied must be earned at our college	1
For technical institutions students cannot receive more than 78 transfer credits. For four-year institutions there is no limit, but students must still complete a minimum of 30 hours at our institution.	1



From a community college 64 semester credits or 96 quarter hours	1
From two-year institutions, a maximum of 72 credits can be transferred	1
Must do last 2 semesters at Institution ABC	1
No limit.	1
The maximum of 98 credits can be used toward a degree (i.e. the student must complete 30 credits on campus).	1
There is a 70-credit limit for students transferring from another institution	1
Transfer credit is brought into a student's program of study	1
Up to 2/3 of a degree program	1
We only have a limit for those who previously completed an A.A. degree. We place the limit because they have fewer gen ed course requirements.	1
While we transfer everything in, the academic residency requirement is approximately 25% of the degree (90 credits can be used for graduation on a baccalaureate, 45 for an associate). Thus about 75% of the degree can be transferred in for graduation purposes. We evaluate all credits so the student can choose which of the credits apply and they get the most credit possible.	1



Appendix B: Minimum grade required for all courses regardless of how the credit will be applied - details

Minimum grade	Count
C	65
C-	44
D	16
D-	7
C or better	4
2	3
C (2.0)	2
C at the UG level; B at the graduate level	1
"C" 2.0 or better	1
2.0 or 2.5 depending on the degree or course	1
A C grade is minimum unless the student has an earned credential with a lower grade. We accept a D grade in those cases. Occasionally P grades are accepted if it can be confirmed a student earned a C or higher.	1
A grade must be completed with a C- or better to transfer	1
C	1
C- (1.7)	1
C (P if = to C)	1
C Average	1
C- for transfer in	1
C for UG, B for GR	1
C or better for GE	1
C or better for most UG schools	1
C or C-	1
C or CR	1
C or D -depends on program	1
C- or higher	1
C or higher	1
C- or higher required, so some program may restrict at C or higher	1
C or P but varies for credit applied to major courses	1
C-unless otherwise noted	1
D - 1.0 on a 4.0 scale	1
D if they have an Associate's; otherwise a C is required	1
D- or higher	1
Depends on the program	1
For UG 2.0 except for Nursing, Grads 3.0	1
Grade of "C" or better	1
Most require C or better	1
Straight C	1



Appendix C: Age limit on course which may be awarded credit in transfer - details

Age limit
10 years
10 years
10 years
10 years (some majors are less)
10 years for Nursing Program
10 Years for some schools.
10 years max on Business, IT, Computer Science and Engineering courses
10 years requires department review. Gen Eds are usually accepted. Major courses can be rejected- depends on major and how fast the industry is changing.
10 yr - for some STEM fields only
15 years, although exceptions are made
2003 for Intro to Computers; various for major courses with technical components.
3 and 7 depending on topics
3 years
5 years for science and math courses in Nursing Prelicensure programs and Radiologic Technology Programs.
5 years for specific major coursework (nursing) and 10 years all other (exceptions made to general education).
5 years on all math and science courses
6 years for certain programs
7-year limit on courses for the major except for nursing which has a 2-year limit
7-year recency for sciences: Human Anatomy, Human Physiology and Microbiology.
7 years for business and technology degrees
7 years for graduate credit; 7 years for credit in specific majors. Unlimited age for gen eds
7 years for science courses
All science courses must have been completed within 5 years of application date
Business courses must have been completed within past 10 years
Certificate programs in medical fields have a two-year limit of awarding transfer credit due to changing practices.
courses 10 yrs or older come in as elective and the department can evaluate if they could meet specific course requirements.
Courses must be completed within the last 25 years
Courses that transfer to the career programs may have age limit.
Credits that are in the area of IT that may not be relevant. Credits in the sciences where students have not used the skills and are trying to get into health sciences - they may need to take refresher courses.
For computer science courses the course cannot be more than 7 years old. Other subjects have no limit.
For Health Professions only the limit is 10 years. No other limitations are applied.
For science courses, we have a recency requirement of 5 years for our pre-licensure Nursing program.
For some Nursing prerequisites there is a 7-year limit.



For students in our Nursing program, science courses (e.g., Anatomy & Physiology) must have been taken within 5 years of admission to our program.
General Education coursework is a limit of 15 years. Some programs limit science courses and other program specific coursework to 5 years.
In the nursing major - sciences must be within the last 5 years
Information Technology courses of 10-year-old or older are considered out of date and no longer equivalent or relevant.
It depends on the program of study
It depends on the program. Nursing requires major requirements within the past three years if not ASN had been earned. Other programs require less than 10 years
Math courses only apply if to requirements if within the last 5 years
Math is 5 years. Science is 5 years.
no more than 10 years old
Nothing over 10 years accepted
Program/licensure specific. For example, science courses toward the BSN have an 8-year age limit. Some limits are also placed on some courses for teaching licensure.
Students may not use any credit more than 10 years old at the time of graduation to meet degree requirements.
Transfer courses form 10 or more years ago may be subject to departmental approval.
Transfer Credit Consideration is given to Anatomy & Physiology I, II and Microbiology courses completed within five years of the date of application.
Up to the individual academic department to require a retake of a major requirement if original coursework was taken 7 years ago or more
Varies by course but usually 10 years. An example is a 10-year limit on Computer courses but not on History courses.
Varies by discipline. The sciences, in particular, have five-seven-year limits. Engineering classes relating to technology also limit the time since taking the original class.



Appendix D: Limit on the number of LOWER division credit that may be earned in transfer – details

Credit Limit
None
25%
75%
0
45
60
60
62
62
63
64
65
65
70
70
70
75
78
84
105
42-90
50% from community college
64 we do not have upper and lower division
69 credits allowed from a 2-year institution
72 - only from 2yr institutions
Depends on the program



Appendix E: Limit on the number of UPPER division credit that may be earned in transfer – details

Credit Limit
none
0
0
50%
15
33
38
64
90
90
21 of 33 must be taken in residence
42-90
depends on program
depends on the program
Only accepted toward elective area



Appendix F: Min grade required a MAJOR REQUIREMENT that is different than if the credit were applied to other areas - details

Minimum Grade	Count
C	33
C-	11
B	2
D	2
2	1
"C" 2.0 or better	1
B-	1
B for graduate major, C+ for undergraduate major	1
B or better	1
B to C-	1
C (2.0)	1
C in some cases	1
C or CR	1
C or D	1
C or higher	1
C+	1
C-unless otherwise noted	1
D-	1
Depends on major	1
Depends on major requirements	1
Depends on the program	1
It varies by department. C for some, B for others.	1
Letter grade of B for required course credit	1
PSY and Education require a B grade for major courses.	1
Some programs have a higher threshold	1
The minimum for passing at the previous institution, as stated on the transcript legend.	1
Varies by College	1
Varies by program but if not C then B	1
We will transfer in a C- or better, however that may not apply to all major requirements. Grade requirements vary by major. Some will take a C-, some a C, some a C+, come a B- or a B.	1



Appendix G: Minimum grade required to award transfer credit for a GENERAL EDUCATION requirement that is different than if the credit were applied to other areas - details

Minimum grade	Count
C	25
C-	12
D	11
D-	2
2	1
"C" 2.0 or better	1
C	1
C (2.0)	1
C or better	1
C or better for GE	1
C or CR	1
C or higher	1
C or higher	1
C or P	1
C- unless otherwise noted	1
C-C- for EH 101 and EH 102	1
D (In State)	1
Generally, C- or higher	1
Grade of C required for Composition	1
Some areas will allow a C- to apply for general education. Other majors have a higher requirement for general education from C to B.	1



Appendix H Limit on the number of credits² applicable to the MAJOR REQUIREMENTS in transfer - details

Credit limit	Count
0	1
50%	4
75%	2
7.5	1
9	2
15	4
18	1
20	1
30	3
32	1
38	1
45	1
60	1
90	1
1/2 of major, credit hours vary by major.	1
1/2 the credits in the major	1
1/2 the major credits can be transferred in; 1/2 must be taken in residence	1
1/2 the major requirements	1
15 completed through University	1
15 hours must be resident hours with our school	1
15 major credits must be in residence, so the number transferred is different depending on the number of credits required in the major.	1
18 units must be taken in residence for a major	1
2/3 of major hours	1
36 university residency credits	1
42-90	1
50% of major	1
50% of the major	2
50% of the major hours	1
75% of required credits for the major	1
75% of the hours required for the degree	1
All transfer credits can be applied to the major, but we have a residency requirement for a student to earn at least half of the major credits at our school.	1
at least 12 credits must be institutionally earned credits	1
At least 12 hours in major must be earned at Trinity	1
At least 6 upper level credits in the major must be completed at our institution.	1
Depending on the program - 9 credits for most graduate programs, for undergraduate, student must meet residency requirements	1

² Respondents were asked to provide all data in semester credit hours where applicable



Depends on program	1
Differs by major	1
For Academic Residency on a baccalaureate degree, students must take 18 upper division in the major at the institution	1
Half of the major hours, 15-45 depending on the degree program	2
In our career education programs, 25% must be completed at the college.	1
must have 9 credits earned with us in the major	1
Must meet various catalog residency requirements for majors	1
None	2
Not a transfer limit, but they must take at least 6 credits from the new home institution	1
only 6 credits need to be taken at our institution	1
PSY does not allow transfer credit for 3000- and 4000- level courses. BA_HPSCI only allows transfer credit toward major electives.	1
There is no limit on transfer credit that apply toward major, however some majors specifically state a minimum number of major credits have to be completed at our university. That could vary from 16-30 credits.	1
Varies by major	1
Varies by program.	1
Yes, 30 credits must be taken at our institution in the program, so the limit is dependent on the number of major requirements, which varies	1



Appendix I: Minimum grade required to award transfer credit for an ELECTIVE that is different than if the credit were applied to other areas – details

Minimum Grade	Count
C	20
C-	9
D	8
D-	2
"C" 2.0 or better	1
A letter grade of C for required elective course credit	1
C (2.0)	1
C or CR	1
C or higher	1
C or higher	1
C or P	1
C-unless otherwise noted	1
D with an AA earned	1
Passing (D- or >)	1

Appendix J: Limit on the number of credits that can be applied to General Education requirements

Limit on credits
None
None
50%
75%
0
30
15
20
30
30
32
42
45
60
64
36 university residency credits
42-90



Appendix K: Reasons why credit is only awarded based on applicability to the major at the time of admission

Institutional response
If more than 62 lower division credits are present, then additional credits will not be awarded beyond 62; transfer courses are selected based on the most beneficial to the program at the time of evaluation
System-wide policy per faculty committee.
We only accept up to 75% transfer credits. 25% of the coursework must be completed at the institution to receive the degree or certificate.
We review the transcripts submitted based on the current major and bring in only those credits that apply to the program. If the student changes their major, we review the transcripts at that time to see if additional credits could be awarded.
We only allow 1/2 the major credits to transfer in, so even if they have more that would apply, once they meet that threshold, we do not bring anything else in. We may swap out courses, but the credits remain the same.
We do not accept "extra" credits. If the courses are not listed as applicable or transferable to the program, then we will not accept them.
Credits are initially evaluated for applicability toward the student's chosen program. All credits beneficial to the student are accepted (general education, major, electives). If a student changes his program and more credits would be applicable, he may request a re-evaluation. Credits that will not apply to general education, major, or electives to reach the minimum hours to graduate are not accepted.
We review credits based on major at time of admittance. Should major change, we would review transcript, at student or advisor request, for additional applicable transfer credit.
we do not bring in any credits that are over our 68/98 overall limits
If the student changes majors, we will re-evaluate for the new major. We limit the number of credits due to Financial Aid policies that we only accept credits needed for the degree and for SAP calculations.
Overwhelmed by transcripts to review
It all depends on the major. Some courses are required to take at the College. For example, Intermediate Accounting is necessary to take at the College. It will also depend if the credits are international.
For most students, all credit is listed once evaluated. If a student has multiple transcripts and more credits than required for the degree, those not needed (even for electives) are not transcribed. They are however listed on the evaluation as not needed.
As a community college, we do not have elective credit in our programs. Thus, awarding credit that does not apply to the major may place the student in Financial Aid SAP jeopardy (maximum timeframe).
We are a community college but often have students coming in (such as to our Certificate programs) with bachelor's degrees. It does not make sense to allocate hours of staff time on unnecessary evaluation. Instead, the Registrar makes a note in the student's file in such cases to let the academic advisor know that if a student changes programs, an additional credit review could be done because there is additional potential credit available.



If a student has more than 64 units from a junior college then we will take the best 64 units, they have toward the degree so that they have the most efficient pathway to completing their degree. They can have unlimited transfer coursework from a 4-year school, but only 64 units from a 2-year school.
Our policy is we only review transcripts as they apply to the students declared program/major. Welding students get review for welding program courses, nursing for nursing program courses, general education for AA/AS courses, etc.
Our programs are specialized with specific course requirements which may not allow for additional course equivalencies
That is the current transfer policy of the institution.
Allows us to monitor our residency policy. Additional evaluations can be done at a later time. No benefit to student to accept in more credit than can be applied to their certificate or degree
If a student changes their major, then the transcripts are re-evaluated for the new major
No more than 32 credits for an associate degree, 75 for a bachelor's degree or 9 for a master's degree.
We take what appears to be the most beneficial for the student. We take equivalencies first and put electives that have no direct equivalency on last until the cap is met.
We do not see the value of assessing transfer of credits that will not apply to the student's degree program.
The institution follows catalog at time of admission which establishes limitation (residency requirement) of transfer credit to be applied toward a degree. Mandated by the State.
We will only review courses that pertain to their program of study. We do not bring in all courses.
We do not transfer in vocational credits or credits for majors we do not have from regionally accredited institutions if we do not have a major related to that field. We also do not transfer Nursing classes in, students must take all major nursing classes from our institution.
We do not transfer in courses that are not needed for the student's degree
reduce unnecessary information on the degree audit.
We only transcript the credit applicable to our degree program.



Appendix L: Other policy and practice for transfer credit evaluation

Admission is rescinded before the start of the semester
Any requirements the State makes year by year for reporting
Credit is evaluated and awarded when transcripts arrive, applicability to the major, if not a direct equivalent, is determined by the college of the major/major program
For our ABC campuses, all transcripts must be submitted for admission. If not, they can be a conditional student for one semester, in which time they must provide their officials. For our MNO and XYZ campuses, they do not need to submit all transcripts.
If a student does not disclose attendance at a prior institution before starting, they may not receive transfer credit if they reveal they have a transcript at a later date.
If a student tries to submit a transcript that would have impacted the admissions decision, there would be a conduct consequence that would result in them not receiving credit for the work done on the missing transcript.
If a transcript is submitted after being fully admitted, we are not obligated to accept any possible transfer credits.
Individuals are not eligible for aid until we have received all transcripts. The student's record would not indicate that they had attempted those classes.
No credit is awarded toward Financial Aid; students are not allowed to participate in athletic programming; official transcripts are withheld; students are de-registered for the following term or moved to a non-degree seeking student status for not meeting Admissions requirements.
Reevaluated when requested upon major change to add additional applicable credit.
review TES
Some of our articulation rules are built in our SIS, but not all.
student must get approval from department to count credit
Student is not accepted until all official transcripts are received. Student may register for first course and pay out of pocket.
Students will not receive graduation clearance
Students with CLEP, JST, AP or other 3rd Party transcription requests must be requested by the student and are not done automatically through the Admissions process.
Subject to administrative withdrawal after 30 days unless arrangements have been made.
The student is contacted multiple times.
The student may not be eligible for certain gen ed waivers without the transcripts.
Transcript hold - will not release our transcript until all previous official transcripts are received
Unofficial transcripts are tentatively evaluated for credit so advisors can make informed advising recommendations.
We adhere to a state mandate core curriculum transfer equivalency database (Core 42/MO Transfer). External courses approved for this state curriculum must be accepted as the state designation and cannot be overridden by anyone at our university, ty.
We apply our own grading and repeat-course practice to incoming credits as posted.
We are open admission and will accept all students who have a HS diploma or equivalent. However, a student cannot matriculate until we have received all prior transcripts.
We do not have an age limit; however, transferable courses greater than 10 years old at time of articulation are awarded as elective credit with an option to petition for equivalent credit.
We do not limit the amount of transfer credit a transfer student receives. We require a minimum number of credits be earned at our school.



We email the student after the incoming credits have been evaluated and direct the student to their transcript for detail.

We list our transfer equivalencies in TES and are in the process of building an automated process. Also, we updated our General Education program and many of our articulation agreements need to be updated.

We only post transfer work from official transcripts, so if the students do not submit the transcripts then the credit is not applied to their academic program.

we put a hold for the next term, but we do work with the student if they are in communication with us regarding the reason why we have not received an official transcript.

We will place a hold preventing registration for the next term if we received a transcript during the admissions process with credits in process and we never received an updated transcript.



Appendix M: Block credit transfer- details

Describe the block transfer credit evaluation process.
Typically, from international partner schools with articulated agreements, a block of 92 credits is applied.
For our online post-licensure undergraduate programs, students can transfer in block transfer credits for their elective requirement. As long as courses submitted for evaluation are college level (non-remedial) and have a grade of C or better, they are eligible for transfer. Once we have identified all eligible courses and summed up the total credits, it is transferred into our Elective requirement as a block of credits, i.e.: 30 credits.
Used if the student attended an associate program for which we have an articulation agreement.
transcript shows the institution and total credit transferred from each institution. Degree audit gives the detail of course equivalency and degree applicability.
Nursing majors require all lower division course completed before transferring into the BSN program, so all major work is entered as a block of credit.
students who have an AA degree from an approved institution are awarded a block of credit, so they come in as juniors and are considered to have all their general education requirements completed.
Certain Programs it is not necessary to data entry each course. We only need to award the credit earned at the previous institution to have the hours count toward the required hours to graduate.
Courses are evaluated and placed under the term earned using a 'T' grade. A minimum of C- must be earned to receive the credit. We do not except P/S grades with the exception of COVID earned grades or extenuating consequences. The institution accepts all courses but does have a 60-hour residency requirement.
Individual courses are first applied to major, minor, and gen ed requirements. Additional credit is awarded as block elective credit as needed.
If a transfer course can fulfill a requirement we separate out and award that; otherwise we just count up the number of credits we are accepting and make one transfer entry (e.g. GEN 001 20CR)
This is in place only in few situations. For example, a student who has already completed a bachelor's degree is considered to have completed all general education requirements.
All courses on the transcript are evaluated and mapped to matching requirements in the degree audit system, but individual courses do not show on our transcript. Transfer courses show on the transcript as a block of credit earned. Also, grades do not transfer to our institution.
We have block transfer for our General education if the student has an earned associate degree from an instate community college. We only look for 3 specific course equivalencies in our general education and all major required course equivalencies.



Appendix N: Other processes related to multiple incoming transcripts per student

We bring in as much as we can that will maximize how the credit is used, taking into account transfer credit limits, and limits in the major.
Transcripts are reviewed and all credit is entered into the system. Credit up to the limits allowed is applied as transcripts are reviewed based on the student's chosen major interest.
Only credits applicable to a major is evaluated. Any change of major requires a student request for re-evaluations
Transcripts are evaluated as they are received. We do not send students their evaluation until we receive and evaluate all transcripts.
If a student changes major, their transfer credits will be re-evaluated if it will benefit the student's new program requirements
We watch for repeated course work when multiple transcripts are received for a student.
Generally evaluated in the order received; however, as a new transcript comes in, a general scan of previously awarded credit is supposed to be done to ensure that duplicate credit has not been awarded.
We just evaluate as they come in and make adjustments if need be.
Transcripts may be re-evaluated when a student changes majors with significant differences, e.g., a change from management to music. We re-apply courses through the degree audit and then may review the previous transcripts if we believe a transfer course previously applied as block credit would meet a requirement in the new program of study. We always look for ways to advantage students, not inhibit them.
Students must request transcripts to be evaluated for transferability.
Transcripts are processed as they arrive. All classes are transferred if they meet criteria, and credit is applied as appropriate.
We cherry pick, but award up to the limits selecting the courses that best meet the student's prescribed degree plan



Appendix O: Description of shared transcript evaluation process

Registrar and the academic departments.
Academic units are responsible for reviewing course equivalencies for upper division and major related coursework. The Registration & Records Office has the authority to review course equivalencies for lower division, general education requirements.
Admissions articulate general education courses and academic departments articulate major-specific courses.
Admissions conducts the initial evaluation; registrar confirms evaluation and posts; department chairs advise on equivalencies for upper division major/minor requirements; registrar has primary responsibility for core requirements, electives, and lower division courses.
Admissions evaluates initial transfer. Registrar evaluates all continuing. Registrar will do courtesy evaluations for potential transfers.
Admissions for incoming (faculty consult if necessary); faculty/department after admission
Admissions handles all posting of credit for continuing students, registrar for continuing students.
Admissions handles lower division and some upper division, and academics handles most upper-division and international (and graduate) credit.
Admissions may award credit and submit a Transfer Credit Evaluation to the Office of the Registrar. Changes are sent back to Admissions when questions arise.
Admissions reviews transcripts and registrar has final say on credit applied toward the degree. If a transfer course is up for review, we work together to review the course description before determining equivalency.
All course equivalencies are built by the Office of the Registrar Staff. If the Transfer Specialist has any question regarding a course transfer, it is sent to the appropriate academic division for review
All final decisions about transfer credit are made in the Registrar's Office. We request departmental input from design departments for major requirements only
Any credit that is not a direct equivalent is evaluated by the academic department.
Approximately 95% evaluated in the Admissions office and approximately 5% Office of the Registrar
Articulation decisions are up to faculty. However, the Registrar's Office can evaluate certain common lower division courses (Intro to PSYC) and GE for equivalency.
As Registrar, I (along with my staff) make 99% of the decisions. If we have a question, we reach out to the department chair to make the decision in concert with the Registrar.
Automated SIS articulation; use of TES for evaluation; Department Chairs determine new articulation if not clear using TES
Common course numbering and similarly titled courses from similar institutions are awarded by the Registrar's Office. Courses not falling into those categories are evaluated by appropriate faculty. If no equivalency can be determined, the credit is listed as elective.
Courses are evaluated by the appropriate School responsible for the subject matter and the equivalency is then given to Academic Advising. We use a transfer credit articulation program to record all equivalencies.
Decisions that are straightforward, like English Comp I, Calculus, etc. are determine by Records. Focused courses within the major are determined by the Departments.



Depending on the academic unit involved, some departments request to have input on course articulation. Once the credit is determined, it is built in our SIS for future use. Sometimes if registrar staff are unsure, we collaborate with the academic units to determine accurate articulations.
Enrollment Services and Academic Schools
Equivalencies are established by the Registrar's office; however, there are instances where we reach out to the departments for their input.
Existing equivalencies are posted by Student Records, who also evaluates most general education coursework. Major-specific and technical courses that do not have existing established equivalencies are established by faculty.
Faculty allow the Registrar's Office to determine straight-forward equivalency without notifying the departments. If a course is being evaluated that is discipline-specific, new to evaluation, etc., it is sent to the department for review.
Faculty establish the policies and guidelines for the transfer of credits, and the registrar's office administers these policies. If there are questions regarding course equivalency or acceptance, the registrar's office will consult the appropriate academic department for an evaluation.
Faculty have primary responsibility, but the Transfer Team does make recommendations in many cases.
Faculty is consulted if a new course has not been articulated in the system
For General Education Core equivalencies, the Registrar's Office makes these determinations.
For some courses, the registrar's office may make the determination. For most courses, equivalencies are determined at the departmental level.
For students who have not yet matriculated, if an equivalent course is taught here, the course is automatically approved. If the course is questionable as consistent within our programs, the department chair of the subject area must approve the course prior to receiving credit. For any coursework completed after matriculation, a petition process for transfer credit with departmental and advisor approval is required, followed by a review by the Faculty Subcommittee on Administration for final approval.
General education course equivalency is always determined in the Registrar's Office, but courses that are major specific are sent to the faculty in that area to determine equivalency.
General Education decisions made in Registrar's Office, Major equivalencies are determined at the academic program level
Generally speaking, Admissions posts pre-matriculated credit and the Registrar's office posts post-matriculated credit. Faculty are responsible for evaluated new courses which can count in majors and Registrar's office staff add those equivalencies to the database.
I work directly with the admissions office to ensure that transfer students are aware what could come in and what would not come in. An admission counselor, ask me about a course and I make the evaluation.
If a course has not been evaluated for equivalency and we cannot determine the equivalency by the guidelines previously provided by the department, we send a request for review to the department chair using TES.
If coursework is from college outside of state faculty review for articulation.
If the course being evaluated is not in our transfer equivalency list and beyond the simple understanding of an experienced evaluator in the Registrar's Office, a course description is provided to the department chair to determine equivalency.
If the registrar's office has questions, we consult with the department chair of the appropriate academic department for equivalency.



Initial award decisions have been delegated to the Registrar's Office on a day-to-day basis. Faculty are engaged at any time such an award decision is not clearly apparent.
lower level determined by registrar, upper level credit for the major determined by academic department chair
Online & Transfer Services (OTS) is responsible for initial evaluation of all transfer credit. Some credit is brought in as elective credit. In those instances, students may work through OTS to petition for equivalent credit. Petitions are sent to departments for decisions, and students are notified by OTS when a decision is made.
Our Admissions Transfer Coordinator prepares an initial transfer credit evaluation that outlines all of the courses and our equivalent courses, along with the credit hours received. Our Assistant Registrar then checks the evaluation to make sure the equivalencies are all correct. If there is a course in question, we will find the course description and send that to a faculty member in that department for them to assign the appropriate equivalency.
Our transfer coordinator (in the Registrar's Office) makes the determination based on course descriptions. If that individual cannot make the call, they ask the student for a syllabus and then contact the faculty in the appropriate division, and they will make the decision.
processing and some authority on evaluation is held in the Office of the Registrar, Faculty determine all direct equivalencies.
Registrar - Faculty
Registrar and Dean of Academics, in some cases Department Chair
Registrar assesses Core Curriculum coursework in transfer; chairs assess major-specific coursework in transfer.
Registrar evaluates General Education courses; faculty evaluate courses in the major.
Registrar makes all preliminary decisions. For major specific courses, the department must review first if not a guaranteed transfer state course number or other institution. Once approved, we allow for 3 years of application before having the department review the course again.
Registrar may determine credit awarded for 100-level courses
registrar staff and deans offices
Registrar staff can make decisions about general education and elective equivalencies, faculty make decisions about major requirements.
Registrar staff make initial assessment then review with Associate Dean as needed.
Registrar staff make the majority of the decisions, but any course in question is sent to the academic department for in-depth analysis
Registrar staff review credits for the General Education Core and general electives. Faculty review credits that may potentially be applied to the major core.
Registrar's evaluates all credits. If it upper division or a course that we are not comfortable in evaluating, it goes to the academic department.
Registrar's office and admissions evaluate credits for all students who have transfer credit prior to matriculating to the institution. Faculty department chairs evaluate credits for students who have already matriculated and are taking a transfer course elsewhere during their time as a student at our institution.
Registrar's office consults with academic departments regarding courses not previously transferred in
Registrar's Office does all the evaluation. We try to equate obvious general education courses. Difficult general education and all major courses are sent to the department to equate.



REGISTRAR'S OFFICE EVALUATES COURSES PREVIOUSLY TRANSFERRED BY OTHER STUDENTS OR CREDITS EARNED AT SISTER CC'S IN THE STATE. NEW COURSES AND/OR NEW COLLEGES ARE EVALUATED BY VICE-PRESIDENT OF INSTRUCTION OR APPLICABLE FACULTY MEMBERS.
Registrar's Office makes a first attempt at all courses, if the course is specialized in a major and has not been evaluated yet, course details are sent to the Academic Departments for decision. That is reported back to the Registrar's Office and added to the articulation database for future students.
Registrar's Office makes the majority of decisions, however in some cases the decision is referred to a faculty member.
Registrar's office reviews all incoming transfer transcripts. How previous work applies to a major/minor program is determined by academic program chair as is all post-matriculation transfer credit requests
Registrar's Office staff make decisions about general education requirements and general electives. For major courses, we often involve faculty if the course equivalencies are not obvious.
Registrar's office will work with faculty on content review as needed.
Responsible for the awarding of transfer credit
Some academic departments evaluate all transfer credit- both lower and upper division. With some academic departments, the Transfer Credit team evaluates both lower and upper division. Yet with others, Transfer Credit evaluates lower and the academic department evaluates upper division. I believe it is most often that Transfer does lower and the academic department does upper division. In all cases, the department is sovereign and anything that is petitioned for reevaluation is evaluated by faculty in respective departments.
Starts with enrollment, then to the faculty department , then final review of the Registrar's office.
The Admissions team establishes standard equivalencies but students may appeal for a credit re-evaluation; if the department chair deems the course to be equivalent then Admissions will modify the articulation for all students moving forward.
The evaluation is done in the Registrar's Office, but in the event of a questionable course, the department chair would be contacted.
The faculty have the right to request syllabus from the other schools and make the decision on if the course will be accepted. They then tell the staff in the Registrar's office and it is recorded with their approval.
The Office of the Registrar has been granted authority to act on behalf of the Substitutions and Waiver Committee (which is the committee responsible for determining transferability). In the event that a new course appears on a transcript for which we have not previously awarded credit, the Associate Registrar works with the appropriate academic department to determine equivalency or if it should be an elective. If a general education designation is sought by the student for an elective course the Registrar assists the student to make this request of the Substitutions and Waivers Committee. That committee will act on the student request after consulting with the general education committee.
The Office of the Registrar is primarily responsible for transferring credit. In some specialized areas transcripts are sent to faculty to evaluate to see if specific program courses can be filled with transfer courses. ARTS is one department on campus that does not allow us to bring in any art courses other than those that would complete the General Education Curriculum Core.
The Office of the Registrar makes articulation decisions for general education and college-wide elective courses, as well as major/minor equivalencies where the academic department has provided us with a set of articulation guidelines. All other potential major/minor course equivalencies are routed to a faculty member for a decision. The decision is then recorded and becomes a part of the transfer articulation rules database.



the registrar coordinates efforts with departments, programs, deans, and students and may recommend adjustments to others' evaluation.
The Registrar does all evaluations, but consults with faculty as needed if a course seems close but equivalency is in question.
The Registrar evaluates the transcript and decides which credits transfer based on policy in catalog. If there is any doubt regarding equivalencies the Records office works with specific departments to ensure proper equivalency is awarded or not.
the registrar office makes general and identifiable equivalencies. If unable to do so in our office they are routed to the dean of the school for final evaluation and approval.
The Registrar Office reaches out to the academic unit for equivalency determination as needed. This is not common, but academic faculty have the authority to accept/deny equivalencies.
The registrar office works with academic affairs to make transfer choices.
The registrar, who has faculty status, makes most decisions, but as needed, works collaboratively with academic departments to answer questions about specific credits, particularly in the major or minor.
The Registrar's Office and academic units share the responsibility. The Registrar's Office evaluates introductory level courses and higher level courses are evaluated by the academic departments.
The Registrar's Office articulates lower division courses, upper division courses are sent to the specific department chair for articulation.
The Registrar's Office can make decisions, but we confer with deans and faculty on coursework as needed.
The Registrar's Office decides equivalency in the general education program, while academic departments determine equivalency in their respective department.
The Registrar's Office determines equivalency for most courses. For unusual instances, faculty is consulted and credit may be applicable only to one student.
The registrar's office determines the equivalency for all courses related to general education. The academic makes the decision on course equivalencies for major requirements. The registrar's office determines all credits that should be awarded and awards them. The academic departments only weigh in when the credits are associated with a major/minor requirement.
The Registrar's Office does the initial articulation review, however new courses/new colleges get sent to academic departments for review or program directors for substitutions.
The Registrar's Office does the initial evaluation. Any courses for the major are reviewed by faculty in the major department for equivalency, if any.
The Registrar's office evaluated general core and elective coursework. Academic units evaluate major specific courses
The Registrar's Office handles all 100 and 200 level equivalencies and those for general education requirements. We consult with Department Chairs and Deans for 300 and 400 level requirements and some major requirements.
The Registrar's office has the primary responsibility of evaluating and awarding transfer credit. If the credit is not easily equated to one of our courses or is not clear if it meets the program requirements the Academic Dean for that division is consulted for input and recommendation for acceptance of the credit.
The Registrar's Office have autonomy for the General Education and pre-major courses. Courses in the major are reviewed by the department



<p>The Registrar's Office is primarily responsible for evaluating transcripts and awarding transfer credit. Equivalencies are reviewed by faculty, deans and provosts every couple years. Faculty and Deans in certain disciplines (Nursing, STEM) assist the Registrar staff with making transfer credit decisions as needed.</p>
<p>The registrar's office makes a determination for easily defined courses such as college algebra. Other courses are sent to the department for equivalency.</p>
<p>The Registrar's office makes decisions about general education requirements, but the faculty in the various departments make decisions about major, minor requirements.</p>
<p>The registrar's office makes equivalency decisions, but will ask the faculty for assistance where necessary.</p>
<p>The registrar's office makes transfer course equivalency decisions for the general education, electives and some major and minor transfer work and defers to the respective schools for courses not previously determined as acceptable toward majors, minors or composites.</p>
<p>The Registrar's Office makes transfer equiv decisions for general education requirements. Academic units make the decision on transfer equivs for major and minor requirements.</p>
<p>The Registrar's Office posts transfer credits for currently matriculated students based on approvals from various academic entities; Our Admission Office posts transfer credits and determines equivalencies for lower division courses in conjunction with academic divisions as needed for new students.</p>
<p>The Registrar's Office reviews most general education equivalencies. Those that are somewhat unclear are sent to the department chairs for evaluation along with any program-specific and any other courses.</p>
<p>The Registrar's Office typically determines equivalency for General Education courses and the Academic Divisions determine equivalency for program-specific coursework.</p>
<p>The registrar's office will award credit for some general education classes, but the majority are forwarded on to faculty to determine equivalency, if we don't already have it recorded as such from a previous transfer student from the same institution</p>
<p>The Registrar's Office will make recommendations to Department Chairs for transfer credit course equivalencies.</p>
<p>The Transfer Evaluation & Articulation team in the Registrar's office reviews general education requirements and academic depts determine major/minor equivalencies</p>
<p>The University utilizes Transfer Evaluation System (TES) to review coursework with Academics in determining equivalency or applicability toward degrees. I review as final sign off to ensure credit conversion if needed is equivalent and not over awarding.</p>
<p>There are certain courses that are part of an articulation agreement and do not require approval for each instance. Other courses require approval of the transfer equivalency from the appropriate department.</p>
<p>this depends on programs - professional/technical programs have more faculty input on credit transfer decisions</p>
<p>UG admissions equates CORE or Gen Ed courses. Upper level major courses, if not already equated in our system, are sent to the Dept Head or Dean of the College to review and equate. They can equate it just for that student or request that the catalog in our SIS system is updated to take the class(s) in the future from the sending institution.</p>
<p>Under review, but departments will evaluate their content area. Support offices will review electives and gen ed</p>
<p>We converse with subject matter experts as needed when evaluating strategic major courses.</p>



We evaluate credits alongside faculty who are the content experts, especially when credits would apply to a particular major, otherwise, if we do not have a faculty approved equivalency, but the student does not need it for their major, we bring it in as elective credit.

We primarily process transfer credit evaluations. We make recommendations to the faculty and have been granted some minor responsibility when determining credit by our faculty. We work closely with Admissions, Advising, and Faculty to determine appropriate transfer credit is applied.

We send evaluations to Departments and if no equivalency exists, the Registrar's Office will determine if a Gen Ed should be placed on the course

While the Registrar makes all transfer credit equivalency decisions by policy, our office closely consults with faculty and chairs when assessing new courses in areas where the Registrar does not have the necessary disciplinary expertise.



Appendix P: Other comments about advising policy or practice related to incoming first term-transfer students

Typically any student who has less than 24 credits is required to see an advisor every term. There are programs that require permission to get into their courses. Advising in the department is required to get access to the courses.
up to individual advisers
A mix simply because it depends on the degree. A student planning to transfer out of our college for engineering or nursing is very Passive (prescriptive). However, an undecided student is very active.
Once transfer credits have been evaluated, there is no special approach used by advisors for transfer students compared to other students
Advising is tailored to fit the transfer student's needs.
I wish our school better served transfer students. They sort of fall between the cracks in certain areas. For example, they are not required to take our orientation course if they come with at least 30 transfer credits. Unfortunately, they miss out on a lot of information about how our campus works. We have a transfer orientation event, but not all attend and it is abbreviated compared to the class.
We have one staff academic advisor who works with our incoming transfer students to get them registered and then she assigns them to a faculty advisors going forward.
We are moving toward a Success Center Model where a "team" of dedicated academic advisors is always available for student consultation versus faculty alone.
Our practice is under change. Want to be more available to the transfer population.
We have the best model around -- integrated with admissions and registrar; empowered to make decisions but consult faculty as needed. Centralized total intake-split. Full body of advising, retention, and career counseling. However, it seems despite its proven success, all good things must be changed by incoming administrators.
First term students are registered by the advising office prior to fall matriculation
The majority of the incoming transfer students will meet with the Registrar during their recruiting visits to campus to discuss how their credits will apply to degree programs.
Transfer students are advised by a faculty member in their major department, initially meet with a transfer coordinator, and have access and are 'watched' by staff in the Academic Success Center - tutoring, generalized advising, disability accommodations, time management, and other resources for student success.
Given that we are a community college, and unless a student sends transcripts to us from other institutions that they want transfer credit from, we do not hold students accountable for getting all previous college transcripts to us. This is a practice I disagree with.



Appendix Q: Additional Comments about Transfer Credit Evaluation Policy and Practice

Please add any additional comments about your transfer credit evaluation policy/practices as they relate to how and what credit is awarded in transfer for NEW transfer students and what is not awarded.
All credit is recorded in the student's record. It is broken down by specific course match then general education area or general elective if no match is available. Failing grades are recorded as well but do not apply to the credential. Courses where credit hours don't match are still applied to the credential requirement where possible. We apply up to 75% of the credits needed to earn a credential from all external sources.
All transfer credit policies are clearly articulated in a transfer policy located in the catalog. System is designed to be transfer friendly and flexible.
AP and IB credit can be awarded, but only if the original score report is received (e.g., from the College Board).
AP/IB/CLEP credit requires a score report from the testing agency to award credit.
Articulations are really formalized course by course guides. The majors students transfer into often have a lower amount of required credits (around 35) our gen ed requires 33 credits. So students can transfer in almost 60 hours of electives from another school.
As a pure STEM institution and most programs with ABET accreditation, application of credit is limited. Additionally, state regulations requiring us to apply an excess hour fee to credit hours that exceed the completion requirements for a baccalaureate degree program and state reporting for performance based funding necessitates that we apply credit carefully in our first review. Notations are made in the initial review.
At this time, we do not award credit for physical education or sign language courses.
Because we transfer all possible credits, students meet the max time of 1.5 attempts of the total degree requirement (180 for 120 credit Bach degree). At this time we document the transfer courses that are not needed for the current degree program.
Community colleges within the state meet the common core.
Courses older than 7 years are first applied as department elective credit, regardless if there is a known equivalency at the current time. Students must have these courses evaluated by the appropriate academic department. There is no transfer credit limit, however, the university has a residency requirement and students must complete a certain number of credits at our institution.
Credit is transferred in and allocated in the best interests of the student to expedite graduation
HS/Community College exam equivalencies are not evaluated for credit.
Nothing to add. Looking forward to the results;
On occasion, we do transfer more than 90 credits. However, each transfer student must still complete 30 credits at our institution.
Policy and practices are currently under review.
The state of Missouri has a general education block consisting of 42 credits that is transferrable to other Missouri public higher ed institutions and privates if they agree to.
There is no numerical limit on how many credits we will take in major, minor, or upper vs lower level. Instead we require a certain number of courses/credits to earned in residence which means that the number of credits accepted can vary depending on the degree/major.
There is not a limit to the number of transfer hours that we will accept, however, there is a limit on what may count toward the intended degree. 50% of major requirements must be completed at our institution. Placement test scores are required to be sent in directly from their ownership, credit is not granted off of an institutional transcript if listed. Military credit is granted off of an official JST. Departments maintain ownership of the curriculum and make new equivalency decisions.
We also award credit from a student's Military service records.
We are extremely specific for our Lab Sciences and Mathematics/Accounting/Finance in regards to 4.0 semester credits. All Lab sciences courses must be a minimum of 3 semester credits of lecture and 1.0 semester credit of



lab. All mathematics and accounting/finance course must be 4.0 semester credits. We do not allow substitutions or on-line equivalencies, even within our own institution.
we are flexible, if a course does not have an exact equivalency, but can fit broadly within a department we have, it is considered a "special topic" and can be used to meet program requirement. Department heads are consulted as needed.
We do not have a limit of transfer credits coming in by semester. We look at overall. We transfer in 72 credits max. from 2 year and alternative credits (CLEP, AP, ECT) and a max of 90 credits from a 4 year regionally accredited institution. Students must complete a minimum of 15 credits in the major and 31 credits overall to graduate from our school.
We do not have any formal articulation agreements with other schools but we do have 42 transfer agreements online for schools where students take a large number of courses at those locations (either as incoming transfer students or during the summers). Students can choose off of this list of courses and know how the courses have been pre-approved to meet GE requirements. These transfer agreements are updated every 2 years.
We evaluate all regionally accredited, college level credit. We accept other non-regionally accredited credit if the department has entered into an articulation agreement with a particular institution.
We have a special Core Curriculum requirement policy for transfer students with an earned AA or AS degree prior to matriculation; most of the Core is considered fulfilled except for a few mission-specific courses, even if the course-by-course evaluation does not show that all requirements were completed.
We have zero credit limits on transfer work. Student may transfer an unlimited number of credits. However, our residency requirement forces students to take 60 credits in residence. So, regardless of the number of transfer credits, the student will need to earn 60 at our institution.
We maximize transfer credit evaluations and allocations to benefit the student to the greatest extent. Exceptions to time limits for prerequisite courses can be made if they would prohibit from progressing toward degree completion.
We pull in all possible credits that will apply toward that student's degree, up to our limits of 62 credits from community colleges and 92 credits in total. We exclude transfer courses with inadequate grades as well as ones that are not needed for the degree. We do allow some additional electives to come in beyond what is strictly necessary in order to maximize financial aid leveling though.
We try in every case to maximize the amount of credit they can receive toward their degree.
We will generally award elective credit for courses even if they are from subject areas we don't offer, unless the courses are occupational specific (like welding, nursing, culinary arts, etc.) that would not apply to a traditional liberal arts degree.
We will take credit even if it doesn't apply to the GPA as long as the grade issued is equivalent to a C or better. This is even more important given the changes made related to COVID-19.
While we transfer in all courses that can be transferred in for students with a grade of "C" or better, students must still meet our degree residency requirements (25% for degree and major) must be taken at our institution for the degree to be awarded from our institution.
Within the guidelines of academic policies (ie. repeat rules; in residence graduation credit requirements; and upper division requirements) we work to maximize the work a student is bringing in, in transfer.
A clarification regarding HS dual enrollment, AP, IB, CLEP, DSST, Joint Services, etc. transfer: We award credit only from the primary credit awarder, not from credit listed on other transcripts. For example, we award college credit only from the college transcript, not the high school transcript. Similarly, we only award credit from the testing organization (e.g., College Board), not from scores reported on a high school or a different college transcript.

