

University of Dayton

eCommons

Senate Documents

Academic Senate

3-5-2021

DOC 2021-01 Undergraduate Transfer Credit Policy

University of Dayton. Academic Senate. Academic Policies Committee

Follow this and additional works at: https://ecommons.udayton.edu/senate_docs

PROPOSAL TO THE ACADEMIC SENATE

TITLE: Undergraduate Transfer Credit Policy

SUBMITTED BY: Academic Policies Committee

DATE: March 5, 2021

ACTION: Legislative Authority

REFERENCE: Art II, B. 1. a

Background

This policy is motivated by the ever increasing need to develop a robust and consistent set of practices concerning the evaluation of award of transfer credit in the face of rapidly increasing numbers of transfer credit requests and the changing patterns in which students attend institutions of higher learning. Current practices must be streamlined and systematized (e.g. through building upon the database of courses approved for transfer credit acceptance and application) in order to allow prompt responses to prospective students about the number of transfer credits which the University of Dayton will accept or apply toward their degree. This prompt turnaround is imperative to our ability to compete with other institutions in recruiting students, especially as Ohio's public institutions use a highly transparent transfer credit evaluation process and provide potential students with immediate calculations of the number of transfer credits that will be accepted and/or applied. The policy makes clear the vital role of faculty, departments, and programs, in evaluating courses for transfer (in terms of equivalencies and potential application to their programs) as we build the database and related processes for prompt transfer credit decisions.

Multiple groups of faculty, administrators, and staff have thoroughly researched and assessed our current practices and best practices in the context of shifting trends in higher education. This document began as two draft policies forwarded by the registrar's office. The two documents -- one, a more general document and one which focused on the Joint Services transcript -- were initially drafted in 2018. Military and Veterans Programs and Services also assisted on the second document. The documents were forwarded to and edited in the Provost's office to reflect work of the transfer credit task force, established by the Provost's office in 2018. The Provost's office forwarded the documents to APC. The documents were then merged and edited again by the Provost's office following the initial discussion with APC. Such work includes but is not limited to two relatively recent transfer credit task forces (including one launched in 2020 and focused specifically on the Common Academic Program and Transfer) and a systematic series of consultations and edits completed by the Academic Policies Committee of the Academic Senate.

Transfer Policy Proposal

Undergraduate Transfer Credit Policy

Purpose

As a Catholic and Marianist university for the common good, the University of Dayton strives to educate its students in the spirit of community, leadership, service, social justice, and scholarship. Access to experiential learning, real-world experiences like internships and education abroad, and a vibrant campus life -- combined with its transparent approach to affordability and accessibility -- makes the University experience unique, engaging, and allows its students to find success post-graduation.

The University welcomes incoming traditional first-year and first-time students, as well as transfer students, to complete their studies at UD, earning a degree that reflects the character of a UD education. In addition, the University encourages matriculated UD students to take advantage of course and study opportunities available by other institutions that are meaningful to them. This policy provides guidelines for recognizing the academic experiences of our students and applying credit for those learning experiences where appropriate, while retaining the integrity and purpose of a UD education. This policy also is designed to provide consistency and transparency, and to mitigate bias, in the acceptance and application of transfer credits across University units.

Definitions

Transfer Credit refers to academic credit hours awarded by UD in recognition of college-level credit successfully completed at a sending institution, or appropriate experiences (e.g., military). Transfer credit also includes credit earned through education abroad programming, or by UD matriculated students who complete courses at other institutions on a part-time basis (formerly referred to as transient credit).

Acceptance of credit is the decision process performed to determine which credit the University will post to the student's official academic record. Acceptance of transfer credit should not be confused with the application of credit to a specific program or degree. Accepted transfer credits will contribute to a student's total credits earned; however, they may not be applied to specific academic requirements.

Application of credit is the decision process to determine if and how accepted credits will be used to satisfy program and degree requirements. Sequentially, application of credit takes place after the decision to accept credit

Course Equivalency A course accepted for transfer credit may be deemed equivalent to an existing UD course. The criteria used for this determination include, but are not limited to, course descriptions, learning outcomes, topic coverage, credit hours, pre- and co- requisite courses, and/or standards required by accreditation, regulatory bodies, or licensing bodies.

Articulated credit is learning that occurs other than through a college course and has learning outcomes aligned with a college-level course(s). Therefore, such a credit for successfully completed college-level learning may be considered for acceptance and applicability as the equivalent course and/or credit just as the University's own course is applied. Certain circumstances for the applicability of articulated credit already exist based on the recommendation introduced by an academic unit and then endorsed by the Provost. Examples of articulated credit include credit granted for successful completion of a nationally

or internationally recognized credit-by-examination, such as Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (IB), as well as credit recognized for military training, experience, and coursework, and portfolio-based assessment. Articulated credit does not include a course grade.

Bilateral/Articulation agreements are the written agreements that are reached between individual colleges and universities or between a postsecondary institution of higher education and another postsecondary institution of learning, which detail course equivalency, program-to-program linkages, and undergraduate requirements.

Developmental/Remedial Education and Courses are courses and services emphasizing academic skill development in preparation for college-level course work. Developmental education program components can be used to enhance access for underprepared students through the provision of both course work and supplemental services, such as tutoring, course placement assessment, advising, study skills and personal development. Developmental/remedial education courses are not transferable toward the minimum requirements for a certificate or degree program.

Policy

The following guidelines and requirements govern the process for evaluating transfer credit for acceptance and application. Note that students are not guaranteed that *accepted* credit will be *applied* to a particular degree/program. Transfer credits will be accepted and applied toward degree requirements consistent with the course equivalencies maintained in the up-to-date Transfer Evaluation System (TES) by the registrar's office. The transfer evaluation system will be used as the primary evaluation tool and provide transparency in the decision making process regarding the acceptance and application of credit.

- a. Transfer credit will be accepted for successfully completed college-level courses and other college-level learning. Credit will be transferred for course credit awarded by institutions of higher education which are accredited by one of the six Council on Higher Education Accreditation (CHEA) entities and the United States Department of Education-recognized regionally accrediting organizations. For international credit, an institution must be accredited by its respective Ministry of Education or comparable accrediting body.
- b. Transfer credit will be accepted for students with military training, experience, and coursework that have been recognized by the American Council on Education (ACE) or regionally accredited military institutions, such as the Community College of the Air Force (CCAF) and the Defense Language Institute. The ACE Guide to the Evaluation of Educational Experiences in the Armed Services will be used in evaluating and awarding academic credit for military training, experience, and coursework.
- c. Transfer credit will be accepted for credit originating from prior learning assessments. (e.g., military training, experience, and coursework; nationally recognized credit-by-examinations). The student requesting such credit must provide a transcript or analogous assessment record.
- d. To recognize courses previously completed at regionally accredited institutions and to treat equitably credit for incoming students and current University of Dayton students, UD will accept for transfer credit all college-level courses for which they have earned a C- or higher or a passed or satisfactory grade that is equivalent to a C- or higher.

- e. Credit accepted through a bilateral agreement that is recognized and transcribed by another regionally accredited institution will be accepted upon the student's matriculation to the University.
- f. *Acceptance* of transfer credits will be determined by the Transfer Credit Office for all credit that clearly meets one or more of the criteria specified in guidelines a through e above. For transfer credit for which there is uncertainty about acceptance, the final determination will be made by the relevant dean's office having academic responsibility in the area of the credit being considered. As needed, the dean's office will consult with department chairpersons and other faculty. Once a specific transfer credit has gone through this acceptance determination process, future requests for acceptance of the same transfer credit will be addressed by the Transfer Credit Office with reference to the Transfer Evaluation System (TES).
- g. *Application* of transfer credits will be determined by the dean's office which houses the student's degree program based on course equivalency considerations, including descriptions, learning outcomes, previous application decisions, and appropriate accreditation. The dean's office will, as needed, consult with the CAP office, the Transfer Credit Office, department chairpersons, and other faculty when determining the applicability of transfer credits toward degree requirements. Once a course has gone through this evaluation process, future transfer requests of the same course typically will be addressed by the Transfer Credit Office with reference to the Transfer Evaluation System (TES).
- h. Guidelines on CAP requirements for students with prior college credit provide additional clarification on the applicability of transfer credit for CAP requirements.
- i. Upper- and lower-division credits will be accepted and applied for transfer coursework based upon the level of course to which each course is equated at the University of Dayton. If a lower-division course at the sending institution is transferred as equivalent to an upper-division course, it will be accepted as upper-division course credit. Likewise, an upper-division course taken at the sending institution that is transferred as equivalent to a lower-division course will be accepted as lower-division credit.
- j. The amount of credit accepted and applied will be based on a comparison of student learning outcomes and course descriptions as judged by appropriate academic units/departments when credit hours differ between the sending institution and the University of Dayton.
- k. Grade-point average does not transfer, but student GPA calculations for the purpose of an admission to the university and a particular program may be determined and applied differently by each of the University's academic units. Some may take into account the grades earned at another institution in the GPA calculation while others may not.

Student Appeals

When notifying a student of the results of the official transcript evaluation of their transfer and articulated credits for acceptance and application, the University will provide the student with a written or electronic statement of transfer and articulated credit applicability. Simultaneously, the University will inform the student of the appeal process, should they wish to contest the evaluation. A student disagreeing with the application of transfer and articulated credit must file an appeal in writing within ninety days of receipt of the statement of transfer and articulated credit applicability. The appeal

should be submitted to the dean's office of their respective major area, and/or, when appropriate, to the CAP office. The University will respond to the appeal within thirty days of receipt of the appeal at the dean's office level.

Implementation

The Provost Office, in collaboration with the Student Success and Persistence Team, will initiate a review, analysis, and evaluation of transfer policies and their relationship to student success at least every five years.