



GOODWIN COLLEGE PROCEDURE

TITLE:	Transfer Credit – Traditional, Academic Coursework
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INTRODUCTION STATEMENT:

Transfer students begin their academic career at Goodwin with college level learning, and faculty view that learning as an important part of the degree program. Students who have completed coursework at other accredited, collegiate, degree-granting institutions are advised to request an evaluation of their official transcript. In general, the evaluation results in the transfer of credits onto the Goodwin College Transcript, and the credits may be used to satisfy Goodwin's degree requirements.

AREAS OF RESPONSIBILITY:

The Transfer Coordinator obtains official college transcripts from: Admissions, the Registrar, and the regular mail. These transcripts are scanned and uploaded to students' records in Sonisweb. Transcripts are manually evaluated by the Transfer Coordinator and all credits meeting transfer parameters are entered onto students' records in Sonisweb. Concurrently, the Transfer Coordinator maintains equivalency records in both the Transfer Evaluation System (TES) and Sonis. Once the evaluation of credit is complete, the Transfer Coordinator updates the existing plan of study, or creates a new one if one does not exist, and sends it to the student via regular mail for their records. The Transfer Coordinator also answers any questions posed by students, the Registrar's Office, Academic Advisors, and/or faculty and staff at Goodwin College pertaining to transfer credits.

PROCEDURE DETAILS:

The Transfer Coordinator:

1. Gets the transcripts from Admissions, Registrar, and regular mail, daily
2. Scans transcripts to e-mail and saves them
3. Uploads transcripts to student records in Sonisweb and checks all appropriate boxes pertaining to receipt of transcript, graduation date (if any), and degree awarded (if any).
4. Evaluates transcripts for all individuals in 'Student' status in Sonisweb. This includes
 - a. Highlighting courses with a grade of 'C' or better
 - b. Researching institution accreditation
 - c. Verifying the academic calendar used by the institution (quarter vs semester hour)
5. Enters transfer credit into Sonisweb on the student's record
 - a. Substitution credit may be granted for electives that are closely aligned with the course objectives for Goodwin courses but are not directly equivalent. The Transfer Coordinator works in conjunction with the Department Chair or Program Director responsible for the content area in question. The Transfer Coordinator is responsible for filling out and distributing the appropriate substitution forms, which once signed by Program Directors, are uploaded to the student's record in Sonisweb.
6. Creates equivalency records in Sonisweb and the Transfer Evaluation System for future use
 - a. If there is not a direct equivalent but the student's work is clearly college level and is 'related to course content

offered at Goodwin, then the Transfer Coordinator, upon conferring with the Department Chair or Program

Director, may enter a generic content elective (ie 188, 288, 388, 488). - -

7. Determines the student's program of study and updates or creates a plan of study

8. Mails officially reviewed plans of study to students

a. If a student wants to appeal the results of the transfer evaluation, an advisor will direct the student to the Transfer Coordinator. If the issue is not resolved, the student may submit a written appeal to the Academic Review Committee.

DEFINITIONS:

Academic Coursework: formal learning completed in a college setting that results in the award of college credit. The evaluation and transcription of learning acquired in the military or through professional, volunteer, and other life experiences is covered in a separate policy on experiential learning.

Transfer Credit: refers to all collegiate level credit awarded from an accredited college or university that has a grade of 'C' or better.

HISTORY:

June 2008, reviewed 2015, revised 2010, 2013, reviewed February 2016.

RESPONSIBLE OFFICE:	Transfer Coordinator, Registrar
REVIEW DATE:	Annually

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.