

GOODWIN COLLEGE

Policies and Procedures

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 course work 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 Student Transcript, and the credits may be used to satisfy Goodwin's degree requirements.

REASON FOR POLICY:

To ensure consistent and fair evaluation decisions.

POLICY REQUIREMENTS:

College credit is evaluated and unofficially transferred at the point of enrollment at Goodwin College; however, officially transferred credit will not be posted to the student's transcript until 12 credits have been completed at Goodwin College. No credits earned at other institutions, after matriculation at Goodwin, can be transferred into the College. Not all college credits are transferrable (see policy statement below).

POLICY REFERENCE NUMBERS: #2601 Transfer Credit – Traditional, Academic Coursework

POLICY STATEMENT (CATALOG):

Transfer students may apply and be accepted to Goodwin College in any semester of the academic year. Students are encouraged to have all official transcripts sent to Goodwin College by the end of their first semester at the College. Upon receipt of the official transcript(s), the Transfer Counselor will follow the college's guidelines to ensure that accepted credit reflects appropriate levels of academic quality. In general, admitted transfer students will receive credit for courses (1) that were taken at accredited, collegiate, degree-granting institutions, (2) in which the grade earned was a "C" or higher, and (3) when the coursework is applicable to Goodwin's degree programs. Students receive a copy of the evaluation results for use in the degree planning process. Officially transferred credit will not be posted to the student's transcript until 12 credits have been completed at Goodwin College.

Created June 2008

Reviewed by Advisors 6/17/2008

Recommended by Transfer Evaluation Committee 7/21/2008

Approved by the Academic Affairs Committee 2/1/2010

An Advisor can develop a preliminary plan of study using only an unofficial transcript, but the evaluation is not binding, and in order for those credits to actually transfer, an official transcript must be received and evaluated. Preliminary evaluations do not guarantee transfer of credit. Incoming students who wish to transfer credits to Goodwin should contact the Academic Advising Department or visit the Academic Advising Webpage for more information.

RELATED POLICY INFORMATION:

Grades do not transfer; the grade point average of transfer students is computed only on the grades earned at Goodwin College.

In specific instances a course may be awarded more transfer credit than it earned at the originating institution. These courses must be evaluated and approved by a Department Chair/Program Director before extra credit can be added.

EXCLUSIONS:

Official transfer credit evaluations are prepared only for students who have been admitted or re-admitted to a degree program and have paid the advanced deposit fee. Credit evaluations or prior approvals are not prepared for students who have not been officially admitted, who have been dismissed, or who have voluntarily withdrawn from the college.

Once a student matriculates at Goodwin College, additional credits earned at other institutions, after the point of matriculation, may not be transferred into the college.

Credits earned at the graduate level will not be transferred onto a student's transcript. In order for graduate level work to apply to an undergraduate degree or certificate the student must:

- 1.) request a substitution from the Program Chair/Director or
- 2.) complete a portfolio (if coursework is accompanied by life experience, etc.)

CONTACTS:

- Academic Advisor
- Transfer Counselor
- Director, Academic Advising
- Academic Department Chair or Program Director
- Vice President for Academic Affairs

DEFINITION:

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.

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RESPONSIBILITIES:

This college policy is implemented by the Transfer Counselor.

PROCEDURES:

The *Transfer Counselor* compares a student's transcript, related course descriptions and other information to Goodwin's curriculum and enters direct course equivalences into the TES database for use by advisors, admissions representatives and faculty.

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 Counselor, upon conferring with the Department Chair or Program Director, may enter a generic content elective (e.g., 188, 288, 388, 488 area elective). As students finalize their plan of study, they may request permission from the Department Chair or Program Director to substitute the elective credit for specific course requirements or to use the credit to meet general elective requirements. General electives are designed as TR on the transcript.

The *Transfer Counselor* sends the student a copy of the Transfer Evaluation Worksheet upon completion of the evaluation process. The Transfer Counselor also works with faculty to update the database regularly.

The Appeals Process: If a student wants to appeal the results of the transfer evaluation, an advisor will direct the student to the appropriate faculty member. If the issue is not resolved, the student may submit a written appeal and meet with the Academic Dean to discuss it. Information regarding appeals may be obtained from an Advisor in the Academic Advising Department.

Additional policies related to transfer evaluation are located in the Academic Advising Center Manual. Policy additions or changes are reviewed by the *Transfer Evaluation Committee* that meets four times a year.

FORMS AND INSTRUCTIONS:

1. Official Transcript
2. Transfer Evaluation Worksheet
3. Course Substitution Request Form / DiamondD Note
4. Academic Advisor Handbook & Online Information

APPENDICES:

1. Transfer Study Process Flow Chart dated June 2008

HISTORY:

Revision 1 June 2008 – Advising Department, Assistant Dean/Registrar & Director of Curriculum

Revision January 11, 2010-Transfer Evaluation Committee

EFFECTIVE DATE:

July 1, 2008

Created June 2008

Reviewed by Advisors 6/17/2008

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Approved by the Academic Affairs Committee 2/1/2010

RESPONSIBLE COLLEGE OFFICER:	Transfer Counselor
RESPONSIBLE OFFICE:	Academic Advising Center

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