

GOODWIN COLLEGE

Policies and Procedures

TITLE:	Transfer Credit – Non-Collegiate Sponsored Instruction
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INTRODUCTION STATEMENT: The Board of Trustees of Goodwin College believes that college-level learning occurs in many settings, including courses offered by non-accredited colleges and non-collegiate institutions. The Board of Trustees supports the college's goal of awarding collegiate credit for demonstrated competence gained through non-traditional learning experiences, thus extending educational opportunities to a diverse student population.

REASON FOR POLICY: To ensure fair and equitable evaluation of a student's non-traditional, experiential learning that is related to his or her degree plan.

POLICY REQUIREMENTS: Assessments are conducted on a course-by-course basis. Furthermore, the institution offering the courses should be accredited by an accrediting agency approved by CHEA or USDE (e.g., ACICS), and the institution should be on the Connecticut Board of Governors' list of private occupational schools (e.g., Stone Academy).

POLICY REFERENCE NUMBERS: #2603 – Transfer Credit – Side-by-Side Evaluation

POLICY STATEMENT: Goodwin College may evaluate non-collegiate sponsored instruction on a course-by-course basis. The evaluation is limited to subject areas approved in Goodwin programs, and credit equivalency recommendations are made only if the learning opportunity is determined equivalent to college-level instruction.

Goodwin College also awards collegiate credit from non-collegiate sponsored instruction based on the recommendations of Charter Oak State College Connecticut Credit Assessment Program and the American Council on Education (ACE).

RELATED POLICY INFORMATION: The assessment and award of credit shall be overseen by the Transfer Evaluation Committee (with membership from ARC), under the direction of the Vice President of Administration and Academic Affairs. When an assessment of non-collegiate sponsored instruction is initiated, an assessment team shall be formed and consist of at least one Goodwin College faculty member qualified in the area being evaluated, along with members from the Transfer

Evaluation Committee. As assessment team may also include faculty from other institutions of higher education. For credit assessments that are limited to a single course, representation on the assessment team may be reduced to a qualified Goodwin faculty member. The results of all assessments should be submitted to the Transfer Evaluation Committee for final review and approval.

EXCLUSIONS: Experiential credit, as part of the side-by-side evaluation, may not be earned for general education courses. Students must earn a grade of "C" or higher, and the credit must apply to their degree plan. Credits are designated as experiential credit (EC) on a transcript. Students may apply a maximum of 50% of credit designated as EC toward graduation requirements. Sufficient information must be entered on or attached to the Goodwin College transcripts to enable registrars at other institutions to understand the basis for the award of credit. Credit assessments of non-collegiate sponsored instruction shall be updated and reviewed by the Transfer Evaluation Committee at least every five years.

CONTACTS: Transfer Counselor, Academic Advising Center

DEFINITIONS: Nontraditional also called experiential learning is learning acquired through life and work experience as well as non-collegiate sponsored instruction.

RESPONSIBILITIES: The Transfer Counselor and an Advisor initiate the evaluation process and communicate the results to appropriate departments.

PROCEDURES: The Academic Advising Center Handbook contains specific evaluation procedures.

FORMS AND INSTRUCTIONS: The side-by-side evaluation report written by the assessment team should include: (a) a description of the instructional activity being evaluated, (b) methods of assessment, (c) names and qualifications of evaluators who made the credit recommendations and the subject areas evaluated, and (d) the number of credits recommended on a course-by-course equivalency basis.

APPENDICES: Advising Manual Procedures

HISTORY: Created August 2008

Revision Transfer Evaluation Committee 1/11/2010

EFFECTIVE DATE:	August 12, 2008
RESPONSIBLE COLLEGE OFFICER:	Transfer Counselor
RESPONSIBLE OFFICE:	Academic Advising Center

Reviewed by Advisors August 2008

Recommended by Transfer Evaluation Committee 9/8/2008

Approved by Academic Affairs Committee 2/1/2010