



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Transfer Articulation Agreements</b>
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### **POLICY STATEMENT:**

In the pursuit of relationship-building with other collegiate institutions, and to provide students with the opportunities for academic growth, Goodwin College will enter into articulation agreements with neighboring collegiate institutions that outline the terms and conditions for students with earned degrees to enter into advanced degree programs at Goodwin College.

Goodwin College seeks to strengthen its relationships with local institutions of higher-education and to provide students with opportunities for academic growth through the creation and implementation of articulation agreements. Articulation agreements allow students who hold degrees from select institutions to transition easily into related advanced-degree programs at Goodwin College. Through articulation agreements, collegiate institutions enter into a mutually beneficial relationship whose primary aim is to promote the academic success of individual students.

### **PROCEDURE DETAILS:**

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 Sonis. Transcripts are manually evaluated by the Transfer Coordinator and all credits meeting transfer parameters are entered onto students' records in Sonis. 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.

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 Sonis 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 Sonis. 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 Sonis 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

- i. Directors, are uploaded to the student's record in Sonis.
- 6. Creates equivalency records in Sonis and the Transfer Evaluation System (TES) 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 (i.e., 1XX, 2XX, 3XX, 4XX). - ·
- 7. Determines the student's program of study and updates or creates a plan of study
- 8. Uploads officially reviewed plans of study to student's Sonis portal.
  - 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 Registrar.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**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.

**EXCLUSIONS:**

This policy pertains only to students who have earned degrees in select programs from institutions that have signed agreements with Goodwin College. All other students will transfer into Goodwin College under standard processes and their coursework will be evaluated in accordance with general transfer policies and procedures.

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Academic Departments  
 Registrar  
 Academic Affairs  
 Admissions Applicant Advising  
 Provost/President  
 Vice President of Academic Affairs  
 Integrity Committee

**HISTORY:** June 2008, reviewed 2015, revised 2010, 2013, reviewed February 2016, 2017

<b>EFFECTIVE DATE:</b>	October 2014
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Registrar
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

N/A.