



GOODWIN COLLEGE

POLICY AND PROCEDURE

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

Goodwin College recognizes the college level learning students may have earned previous to enrolling at Goodwin. This learning is evaluated by the College and may be used to satisfy graduation requirements for the College's academic program offerings. Students who have completed course work at other institutions are advised to request an evaluation of their official transcript.

Collegiate credit may be granted for courses successfully completed at other institutions in accordance with the following standards:

1. Credit must have been awarded at a degree granting institution that is accredited by a CHEA and/or USDE approved accreditor.
2. Credit must have been earned in a collegiate level course.
3. Only courses completed with grades of "C" or higher may be eligible for transfer.
4. Credit must be recorded on an official transcript from the institution that awarded the credit.
5. Credit will only be evaluated and awarded for current students.
6. Once a student is matriculated at Goodwin College, no additional credits earned at other institutions will be transferred.
7. Credits awarded are given the grade of TR and are not included in the calculation of the GPA. These credits will count as credits attempted and as credits earned in determining satisfactory academic progress.
8. Students must still meet all residency requirements to be eligible for graduation.

The college reserves the right to apply age limits to specific courses, which may impact their transferability.

PROCEDURE DETAILS:

The Transfer Coordinator:

1. Gets the transcripts from Admissions, Registrar, and regular mail, daily
2. 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).
3. 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 credits used by the institution (quarter vs semester hour)
4. 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 Directors, are uploaded to the student's record in Sonis.

5. Creates equivalency records in Sonis and 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 (ie 1XX, 2XX, 3XX, 4XX).
6. Determines the student's program of study and updates or creates a plan of study
7. 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.

Experiential Credit – credit that may be awarded for learning acquired in the military, standardized examinations, or through professional, volunteer and other life experiences is covered in a separate policy on experiential learning.

EXCLUSIONS:

Some course areas are not transferred by the institution. Currently, the following exclusions exist:

- NUR (NUR) courses (select BSN courses may transfer through substitution with Program Director approval.
- Respiratory Care (RSP) courses
- Occupational Therapy Assistant (OTA) courses
- Dental Hygiene (DPH) courses
- Histologic Science (HIST) courses
- Phlebotomy (PHLB) courses
- Internships/Externships
- Capstone courses

1. Some degree programs require a higher passing grade than a "C" to satisfy specific course requirements. While the "C" level course will transfer in, students should consult with their Academic Advisor to ensure that transferable courses satisfy degree requirements.
2. Credits earned at international institutions may be considered to transfer.
3. Experiential credit may be earned and applied towards graduation requirements. Refer to the Experiential Credit policy for additional information.
4. Residency requirement: All students are required to take a minimum of 25% of all coursework toward a credential at Goodwin College. The last 12 credits posted to a student's transcript must be taken at Goodwin College.
5. Credits earned at the graduate level will not be transferred onto a student's transcript.
6. Students may transfer in credits earned at other schools after matriculation at Goodwin if:
 - a. The student had a year of separation from Goodwin during which the other credits were earned before returning to Goodwin
 - b. With approval from the Academic Review Committee

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Admissions/Applicant Advising
Registrar
Office of Institutional Effectiveness
VP Academic Affairs
Program Directors and Department Chairs

HISTORY: Created June 2008, Revised 2013, Reviewed 2014, 2015, February 2016, 2017 .

EFFECTIVE DATE:	June 2008
RESPONSIBLE OFFICE (ONLY ONE):	Registrar
REVIEW DATE:	Annually

APPENDIX:

N/A