

Attachment 3
Kansas State University
Transfer Credit Policy
Approved by CAPP 10/8/13
Approved by Faculty Senate Academic Affairs 11/5/13 with modifications

Transferability of credit to Kansas State University is determined primarily by the accreditation standing of the transfer institution and the comparability of content of credit earned. Most academic credits submitted from any regionally accredited two- or four-year college, community college or university are accepted by K-State. However, not all credits are applicable toward all majors as the degree requirements vary from institution to institution and are significantly different between majors. Application of transfer credit toward degree requirements is determined by each college and individual academic unit.

Courses already evaluated are listed on the Office of Admissions website. K-State strives to maintain a full list of equivalencies for all 19 community colleges in the state of Kansas. K-State is also a participant in the Kansas Core Outcomes Project with the Kansas community colleges and four-year public institutions and supports the goal of efficient transfer. We have courses officially evaluated for many other institutions as well. Transfer equivalency information is revised frequently. Course evaluations may change for various reasons. If a change occurs, the evaluation students receive will depend on the year/term the course was completed.

Transfer Credit Definitions

- Course evaluation- The process initiated in the Office of Admissions to determine the transferability and possible equivalency of a course from a Kansas community college. Materials are collected and forwarded to academic units with subject expertise for review.
- Degree requirements - Each degree-granting program has specific requirements. Students should become familiar with the requirements of their chosen major.
- Equivalent*- A transfer course that is deemed equivalent has an existing course at K-State with identical or very similar learning outcomes and objectives. Even if a course is defined as equivalent, it does not necessarily mean the course will fulfill a degree requirement in a chosen major at K-State.
- Transcript evaluation- The process in the Office of Admissions to determine the transferability and possible equivalency of a course. Past academic validation is utilized.
- Transferable credit*- Coursework that may be applicable to a K-State degree, but is not equivalent to an existing K-State course. These courses may fit degree requirements as “free electives” but can be designated to fit more specific degree requirements if the academic unit considers it appropriate. *Note to students: Courses in this category display an academic unit alpha prefix, but not a full course number in the degree audit (DARS) system.*
- Transfer credit appeal- The process initiated by a student after evaluation, if it is believed credit should have been granted.
- Unit of credit- The unit of credit at K-State is the semester hour. All incoming transcripts will be converted to semester hours. Quarter credits are converted as follows: 1 quarter hour = .67 semester hour.
- Validation- The review process carried out by academic units at K-State to determine transferability of a course.

- Variance- A change in the degree plan initiated by an academic unit or college at K-State to accommodate a unique situation.

*Coursework defined as equivalent or transferable can be applied towards the K-State 8 general education component of a degree. An advisor will help students determine how transferable credit courses fit these requirements.

Credit awarding

Official evaluation of transfer credit is part of the admission procedure for all new students. An official credit review occurs only after a student applies for admission, pays the required application fee, and official transcripts from the Registrar's Office of each institution attended are received.

- When validation has already occurred, credit awarding can be completed by the Office of Admissions through transcript evaluation.
- For courses not previously reviewed, the academic validation process will begin. The Office of Admissions will coordinate course evaluation for Kansas community colleges. Courses completed at other four-year, out-of-state, or international schools require that the student request or compile more information.
 - Materials needed for a course review include at minimum a course syllabus, but could require additional information such as a course outline, the textbook utilized, and the instructor's name and credentials.
 - Once materials are compiled, they can be delivered to the appropriate Dean's office of the K-State college where academic expertise is housed.
- Students who transfer courses already determined to be equivalent or transferable can confirm the award of credit via a degree audit (DARS) report and/or as explained by an academic advisor upon enrollment.
- Students who attempt to transfer courses not previously validated by K-State will be able to identify those courses via a degree audit (DARS) report and/or as explained by an academic advisor upon enrollment.
- Credits for courses **may or may not transfer** after academic validation is complete.
- Transfer grades do not become part of a student's K-State grade point average.

Limitations of transferability of credit

- Courses not accepted for transfer include vocational, technical, remedial and personal-interest courses. Exceptions may be made for vocational/technical courses as part of a Technology Management program degree.
- Developmental courses are generally considered non-transferable.
- Course length is also a consideration with respect to contact hours and the time period over which the course is offered.
- English language proficiency courses from international schools will not be accepted for transfer credit.

- A maximum of two religion courses from a religiously affiliated institution can be accepted for transfer credit.
- There is no limit on the time period since the courses were completed. However, each K-State academic unit will advise students which, if any, of the courses need to be updated to meet degree requirements.
- Up to one-half of required degree hours may be completed at a regionally accredited two-year college. Additional coursework may be transferred to K-State if it is completed at an accredited university. To be considered for a degree at K-State, 20 of the last 30 credits presented by the student for the degree must be in residence at K-State. Further, all students must have a minimum of 30 resident credits at K-State.
- Acceptability of credit for repeatable courses such as “topics” or arts courses will be determined by the academic unit of the student’s major.

Grades

- A course with a grade of D will transfer to K-State. However, if the D grade was earned in a foundation or pre-requisite course, a student may be required to repeat the course.
- Some K-State colleges and academic units on campus require a grade of “C” or better in order for it to count towards degree requirements. This information can be acquired via an advisor or the Dean’s office of the respective college.

Transfer credit appeal

- Appeals for transferability of credit may be initiated by an enrolled student who has met with an advisor for enrollment purposes.
- Only courses that have already been through a formal validation process may be appealed. Courses with validation in progress are not eligible for appeal since a decision has not been made.
- In order to initiate an appeal a student must provide the following to a transfer coordinator in the Office of Admissions:
 - letter of circumstance describing why the appeal is required,
 - syllabus for each course (and outline if available),
 - official names of textbooks or other class materials (including author(s) and publication details),
 - name of transfer institution,
 - name of course instructor/professor.

Depending on the nature of the appeal, other documentation may be requested. Students with questions about initiating this process may e-mail tfradmit@k-state.edu or call the Office of Admissions and ask for a Transfer Coordinator.

- The appeal will be referred to the appropriate Dean’s office of the K-State College where academic expertise is housed.
- The decision of the Dean’s office will be communicated to the student in writing.
- The decision of the Dean’s office is final.

Kansas Board of Regents Information

Decisions made by the Regents' Transfer and Articulation Advisory Council will be implemented to ensure consistency of transferability. Click here for more information on Kansas System-Wide Transfer.

http://kansasregents.org/transfer_articulation

Additional credit-awarding options

Military Credit

- Military service transcripts must be submitted for an evaluation.
- Consideration for credit associated with military service is a two-step process.
 - The Office of Admissions completes the first step by awarding credit based on American Council on Education (ACE) recommendations and notifies students of this assessment.
 - Some academic units may award additional credits for specific majors during academic advising and enrollment. Application of any additional credit to a K-State degree is contingent on the student's major.

Advanced Credit

- Official scores or transcripts are required for credit consideration.
- Advanced Placement (AP), International Baccalaureate (IB), College Level Education Support (CLEP) and Defense Activity for Non-Traditional Education and Support (DANTES) have been approved by academic units and are regularly reviewed.
- After scores are received, students will be informed of credit and/or grading options.

Questions about this policy?

Contact the Assistant Director and Transfer Coordinator
Undergraduate admissions