

Attachment 3

Kansas State University
Undergraduate Transfer Credit and Credit for Prior Learning Policy
Approved by CAPP 10/8/13
Approved by Faculty Senate Academic Affairs 11/5/13 with minor modifications
Approved by Faculty Senate 12/10/13

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

- 2+2 agreement - K-State has created curriculum agreements with Kansas community colleges to increase efficient transfer. These degree plans outline the path to complete an associate degree and a bachelor's degree. < <http://www.k-state.edu/2plus2/> >
- Advanced credit - Students will be considered for credit for prior learning when official scores are received in the Admissions Office. <
- 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.
- Credit for prior learning - Students may acquire college-level education through college coursework or through other means. Demonstrated learning may make a student eligible to receive credit at K-State. K-State maintains a credit for prior learning website that assists students in getting needed details. <url to be determined>
- 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. K-State maintains a transfer credit equivalency website that assists students in getting needed details. <<http://www.k-state.edu/undergradadmit/transferequivalency.html>>
- K-State 8 - K-State's general education component is called K-State 8. Each student must complete credit-bearing courses/experiences to cover all of the K-State 8 areas. <<http://www.k-state.edu/kstate8/>> Advisors will help students determine how transferable credit courses fit these requirements.
- 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

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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.~~

TRANSFER CREDIT

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.
 - o 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.
 - o 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 generally not accepted for transfer include vocational, technical, remedial and personal-interest courses. Special exceptions may be made for vocational/technical courses as part of a Technology Management program-specific degree programs.
- 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.
- ~~TRUTH-IN-ADVERTISING CLAUSE:~~ To earn a degree at Kansas State University, students must earn a minimum of 30 hours 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

- Transfer grades do not become part of a student’s K-State grade point average.
- Transferable courses with awarded grades of A, B, or C are accepted. A transferable course with a grade of D will also 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~~ credit 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:
 - o letter of circumstance describing why the appeal is required,
 - o syllabus for each course (and outline if available),
 - o official names of textbooks or other class materials (including author(s) and publication details),
 - o name of transfer institution,
 - o 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-CREDIT FOR PRIOR LEARNING](#)

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Students may acquire college-level education through college coursework or through other means. Demonstrated learning may make a student eligible to receive credit at K-State. The following programs have been approved to award credit.

Military Credit

Joint Service Transcripts (JSTs) must be submitted to the Office of Admissions for an official evaluation. Active military personnel can have their current primary military occupational specialty (MOS) evaluated by submitting a positive performance evaluation dated within the last year.

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Consideration for credit associated with military service is a two-step process:

1. The Office of Admissions completes the first step by awarding credit based on "A Guide to the Evaluation of Educational Experiences in the Armed Services" published by the American Council on Education (ACE). Admissions follows these recommendations and notifies students of this assessment. K-State awards 4 hours of military science credit for basic training.

-Military correspondence courses, most vocational courses, and courses that last less than two weeks are not recognized for college-level credit.

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-Credits resulting from military evaluations granted by other institutions are not transferable to K-State.

2. Some academic units may award additional credits for specific degree requirements during academic advising and enrollment. Application of any additional credit to a K-State degree is contingent on the student's major. An advisor in each academic area of interest can assist students in understanding if additional credit may be awarded.

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Credit awarded through military credential evaluation will be recorded on each student's records at the time the student is admitted to K-State and enrolls in K-State courses.

- ~~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.~~
- ~~Credits resulting from military evaluations granted by other institutions are not transferable to K-State.~~

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. Advanced credit may contribute to degree requirements as well as the number of credit hours needed for a degree.
- For high school graduates in 2017 or later, advanced credit grades do not become part of the student's K-State grade point average
- For students who enroll at K-State after the Spring 2017 term, advanced credit grades do not become part of the student's K-State grade point average.

Portfolio Review

K-State offers portfolio review for credit consideration under very limited circumstances. Academic advisors who support programs with this option will guide students by giving specific instructions regarding compiling and submitting a portfolio for review.

Limits on Credit for Prior Learning (CPL)

Kansas State University values the learning students have accomplished by the varied means of CPL and distinguishesh these experiences from collegiate transfer credits.† To assure compliance with degree and national accreditation requirements, students may use CPL credits to satisfy no more than 25% of the degree requirements. with 30 or more CPL credits must obtain advisor approval for acceptance of CPL credits toward specific major and degree requirements.

Questions about this policy?

Contact the Assistant Director and Transfer Coordinator Undergraduate admissions

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Proposed Change to the University Handbook Section F76

F76 Credit by examination may carry letter grades of A, B, C, or D, or a notation "credit" as determined by the department. The credit will be treated as resident credit and such graded work will receive grade points to be computed in the student's grade point average.

Effective for students enrolling after Spring 2017, Non-graded credit by examination ~~shall~~ will not be treated as graded hours in implementing the A/Pass/F policy.

Rationale: This is in response to modifications made to the transfer credit and credit for prior learning to not allow these to count towards a student's K-State GPA.

Effective for students enrolling after Spring 2017