

MEMORANDUM

TO: Steering Committee
FROM: Committee on Academic Programs (CAP)
RE: Final recommendation on Transfer Credit Policy
DATE: June 6, 2019

Background and Charge:

CAP was charged with reviewing the transfer credit policy based on a request for specific changes made by the Office of Records and Registration to Steering on October 22, 2018.

Methods:

The requested changes were to address differences between the existing policy and The Lampitt Law: A Comprehensive State-wide Transfer Agreement. Initial input was solicited from Records and Registration, Admissions, and all Academic Leaders. CAP also met directly with Records and Registration to understand the intent of the requests. Using this combined input, CAP developed a draft policy revision addressing the requested changes, connected the policy to related policies that affect or limit credit transfer, and organized the policy in line with defining terms, defining responsibilities, and defining key essential elements required when implementing the policy. Additionally, we provided guidance on determining course equivalency when students would like to take a course elsewhere and count it as a specific class, obtaining liberal learning attribute designation, and how to appeal decisions.

CAP solicited written (Tier II) testimony from key constituents through a Qualtrics Survey. The survey was open from April 29, 2019 to May 8, 2019 to all faculty, students, and staff. There were 219 valid responses (36 faculty, 27 staff, and 156 students) with only 37 having comments to make to CAP. The majority of the comments were aimed at increasing the number and types of courses accepted, which is beyond the scope of the current revision. We did modify the draft policy based on the comments to clarify the difference between requesting course equivalency and liberal learning attribute designation. CAP feels that no other comments warranted specific changes and that the large number of non-comment survey responses indicated that the community was supportive of the revised policy.

Final Recommendation:

During its meeting on May 22, 2019, the Committee on Academic Programs reviewed the survey results, revised the draft policy, and recommended that the policy be forwarded to Steering. However, a majority quorum was not present, so voting was conducted online until 6/4/2019 to allow all committee members to participate. CAP voted to recommend the attached revised version of the Transfer Credit Policy.

Steering specifically requested CAP to consider the impact of the revised policy on international credit transfer. CAP notes the following:

- 1) The policy language focuses on national programs.
- 2) During testimony, Global Engagement requested specific identification and designation as a responsible entity for international exchange programs, which was not included because of item 3, below.
- 3) TCNJ has an International/Domestic Exchange Policy, but this seems limited to specific TCNJ exchange programs.

Since the changes requested by Records and Registration that precipitated the current charge address discrepancies between policy and legal responsibility, implementing the revised policy is

MEMORANDUM

an immediate issue. Given the timing within the academic year, CAP did not have time to address a new international credit transfer policy and recommends such consideration be handled by CAP under a separate change to consider either:

- Revising the International/Domestic Exchange Policy to incorporate both general international credit transfer and Exchange programs with connection between the two policies through related documents, or
- the two policies be combined into a single comprehensive Undergraduate Transfer Credit Policy addressing National transfer, International transfer, and Exchange programs.