

TO: Academic Deans
FROM: Barbara D'Ambrosia, on behalf of the Committee on Academic Policies
DATE: December 4, 2012
SUBJECT: Transient credit for courses taken at other institutions

The Faculty Council Committee on Academic Policies (CAP) has been discussing JCU policies and procedures on awarding transient credit.

The following is quoted from page 118 in the *2011-2013 Undergraduate Bulletin*, under the heading "Courses at other accredited institutions":

John Carroll students who wish to take courses at another institution will ordinarily first consult with their advisor. Then they must obtain written permission of the appropriate dean **before** enrolling elsewhere. Course descriptions should be provided. For divisional Core and/or special designations, syllabi may be required. The permission, if given, will specify the terms under which credit will be transferred. The student must request that a transcript be sent to the registrar at John Carroll. A grade of C or better is required for transfer of credit. In such cases, only the credits are transferred; the grades received do not affect the student's quality-point average at John Carroll. No more than two special designations (D, S, R, W) may be transferred in to fulfill Core requirements.

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CAP makes the following procedural recommendations to the Academic Deans:

- In the next revision of the *Undergraduate Bulletin*, change the first sentence quoted above to read "... wish to take courses at another *regionally accredited* institution" Even though the section title uses the word *accredited*, the policy itself should make that requirement clear. Also, specifying the type of accreditation will bring this section of the *Bulletin* into agreement with the credit evaluation for transfer students that is currently on page 20 of the *Bulletin*.
- In the next revision of the *Undergraduate Bulletin*, remember to add language to reflect the policy that students be limited to 18 credit hours of transient courses that fulfill Core requirements. This policy was passed by the Faculty and approved by the President in Spring 2012.
- Make the academic advisor a more definite part of the petition process for transient credit; i.e., when a student submits an academic petition to take a course at another institution, make sure that a copy of the petition is forwarded to the advisor for review and comments before a decision is made to accept or deny the petition.

- Change the academic petition form for transient credit so that the drop-down menu for the Department/Program of Petition includes interdisciplinary programs such as Entrepreneurship, Leadership, WGS, etc., so that directors of those programs have an opportunity to review the petition and provide input.
- Ensure that some specific person in the chain of review is responsible for determining the accreditation status of the other institution. (This may already be happening. We just want to make sure it's considered before the student's transcript arrives in the Registrar's office.)
- Ensure that the appropriate dean is aware of any pattern of positive or negative recommendations on the part of a department or program chair.