TRANSFER CREDIT REQUESTS:
A PROPOSED CHANGE IN PROCEDURE
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** Please note: revisions are in italics

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BACKGROUND:

In the spring of 2013, John Day requested that a small group of administrators closely involved in the day to day workings of the transfer and transient petition process review our current procedures and make recommendations for improvement. This request was generated by ongoing concerns about the inefficiency and inequities of our system, which is burdensome to chairs and frustrating to students. Because we currently distinguish between credits brought in prior to a student's matriculation at John Carroll University (transfer credits) from credits brought in during the student's enrollment at the University (transient credits), the University frequently finds itself in the indefensible position of accepting and rejecting exactly the same course from the same institution: that is, one student may receive transfer credit for a class which is subsequently denied for transient credit for another student. There are additional technical and systemic problems with the current process. Students have no means of tracking the status of their petitions, which can sometimes take weeks or even months to complete. Students often do not know which kind of petition (academic or transient) to file, or who should review it, which further delays a response to their request or results in inconsistent outcomes.

Recommendations:

1. Eliminate transient credit as a category and evaluate all credits brought in from outside the institution through the same transfer credit process.
2. Set a term limit on a course approval. *We recommend a four-year approval for a course, with the option of an earlier review if the chair/program director perceives a need.*
3. Allow new courses to enter the database in two ways: through requests made by new transfer students for course approval, and through requests made by currently enrolled students for review of new courses.
4. Adhere to HLC best practices for transfer credits by establishing a clear distinction between the approval process for course equivalency, which is the responsibility of chairs and program directors, and the discussion of course applicability to a specific student's program of study, which is done by the academic advisor.
   For example: The HS chair approves a course from Tri-C to transfer back to JCU as HS 271, World Geography. The course appears in the database. Two students petition to take it over the summer. Student A wants to take the course to fulfill a requirement for his AYA Integrated Social Science license, a plan approved by his advisor. Student B wants to take the course in the belief that it meets a Division II/Humanities requirement for core, which it does not. The advisor for student B alerts her to this fact, while perhaps encouraging her to take the class if it meets personal, professional, or other goals.

WE WILL CONTINUE TO HONE OUR THINKING ON PROCESS IN DISCUSSION WITH IT.

PROCESS: WHAT THIS SHOULD LOOK LIKE FOR THE STUDENT

1. A student who wishes to take a course elsewhere will begin by searching our Banner database for the location, class and approved equivalencies that meet her needs.
2. After confirming with the host university that the class in question is being offered during the session she intends to register for it, she submits an online request to the assistant dean of her college requesting approval to take the class.
3. If the student does NOT find the course s/he seeks, s/he may submit a course description and syllabus for the desired course to the assistant dean's office with a request for review for JCU course equivalency. (The petition form for this should be linked to the database and process currently under development by IT.) The assistant dean is responsible for forwarding the request for a new course review to the appropriate chair/program director.
4. The student and his/her advisor will receive an e-mail from the assistant dean's office within 2-3 business days confirming approval of the request. For approval of a course not in the database, some longer period—perhaps 5-7 business days—would be required. If the request is not approved, or if further information is required, the assistant dean's office will send student and advisor notification of this in 5-7 business days.
5. The student whose request has been approved will be contacted by his/her advisor to discuss the course (if this has not already been done) and to confirm plans for registration.
6. The course will appear on the student's Banner Web transcript as a transfer course in progress for the stipulated term. This notice will serve as a reminder to the student and advisor that the student must request a transcript to send to the John Carroll registrar in order to receive credit for the course. If the student does not take the course or does not complete the course with a *C-* or higher, the registrar's office will remove the course from the student's BannerWeb account *by the end of the subsequent term.*

PROCESS: WHAT THIS SHOULD LOOK LIKE FOR THE INSTITUTION

1. *The assistant dean* receives the request for approval to take a course at another institution. If the course already has an approved JCU equivalent, the dean's responsibility is to review the student's transcript to make sure that taking the course will not violate University policy (number of core credits taken elsewhere; last 30 credits in residence rule, and so forth). If there are no restrictions, the assistant dean will e-mail confirmation to the student, the advisor, and the registrar's office in 2-3 business days. If the assistant dean receives a request for a course not already in the system, the assistant dean will e-mail student and advisor confirming receipt of the request in 2-3 business days. The assistant dean will send the course description and equivalency request on a form to the relevant chair and/or program/core director for review within 5-7 business days. *The form filled out by the chair/program director will include no information about the student making the request. The form will have a field available for the chair/director to explain why an equivalency request was not approved.* If the course is approved, the assistant dean will notify student, advisor, and registrar to this effect. If the course is not approved, the assistant dean will notify student and advisor of the decision and will include the explanation for the denial.

2. *The chair and/or core director* will continue to receive requests for the review of new courses, and will reconsider already-approved courses when the term-codes for those courses are due to expire. *Chairs and program directors may, at their discretion, re-evaluate the transfer equivalency of a course before the term-code expires if they have reason to undertake an earlier review—if, for example, the JCU equivalent has undergone modification.* Chairs/directors are asked to respond expeditiously to these requests for review.

3. *The academic advisor* receives notice that his/her student has requested permission to take a course elsewhere. The advisor is responsible for doing due diligence to ensure that the class requested is appropriate for the student's program, and is in the student's best interest as the advisor understands it (for example, the advisor might recommend having the student take the JCU course instead, for GPA or other reasons). The advisor will communicate a recommendation to the student but does not need to approve/disapprove. It is up to the student to accept or decline the advisor's professional recommendation.

4. *The registrar's office* is notified by the assistant dean that a student has permission to take a course elsewhere during a stipulated term. The registrar will include the course on the student's Banner account for that term. The course will be removed from the account by the end of the subsequent term if the registrar's office has not received a transcript.