

# GENERAL EDUCATION UPDATE

# POLICIES FOR EVALUATION OF TRANSFER CREDIT

*Approved by the General Education Policy Committee, December 15, 2010*

*Reviewed by the General Education Council, January 18, 2011*

*Reviewed by Deans' Council, February, 2011*

*Reviewed by Council of Chairs, April 26, 2011*

## Overview

1. FLC's performance contract dated May 9, 2005, required adoption of "the competencies, expectations, and credit hour guidelines of the gtPathways curriculum" by July 1, 2007.
2. All students must meet the lower-division requirements of gtPathways, the institution-specific requirement of ES 100 or a PE activity course, and the upper-division requirement of two EGC courses except in the following circumstances:
  - a. **Students Transferring with a BA/BS.** Students with an earned BA or BS are waived from all general education requirements as a matter of institutional policy. This policy is specific to the BA/BS degree. Students presenting earned bachelor's degrees of other types are subject to the course-by-course evaluation of credits. Because increasingly students are swirling back and forth between institutions, students who present an earned BA or BS prior to graduation from FLC will receive benefit of the above policy.
  - b. **Students Transferring with an AA/AS from a Colorado public institution.** Students with an earned AA or AS from a Colorado public institution are waived from lower-division general education requirements as a matter of state policy but must still complete the upper-division requirement of two EGC courses. All prerequisites for Fort Lewis College courses, including the CO-2 prerequisite for EGC courses, must be met, regardless of whether the lower-division general education requirements are waived. This policy is specific to the AA/AS degree. Students presenting earned associate's degrees of other types are subject to the course-by-course evaluation of credits. Because increasingly students are swirling back and forth between institutions, students who present an earned AA or AS prior to graduation from FLC will receive benefit of the above policy.
  - c. **Students Transferring with an AA/AS from institutions other than Colorado public institutions.** Students with an earned AA or AS from institutions other than Colorado public institutions are subject to the course-by-course evaluation of credits. However, if, after review of a particular institution's general education policy by the Registrar's Office with approval by the coordinator, General Education it is determined that their general education is similar in structure and scope to Colorado's gtPathways, a blanket exception could be put in place to allow a waiver of the lower division general education for all transfer students with AA/AS degrees from that institution. A list of the blanket exception institutions will be maintained by

the Registrar's Office. These transfer students must still complete the upper-division requirement of two EGC courses. All prerequisites for Fort Lewis College courses, including the CO-2 prerequisite for EGC courses, must be met, regardless of whether the lower-division general education requirements are waived.

- d. **Students Transferring with a Core Completer Stamp.** Students transferring from a Colorado public institution who have earned a core completer stamp are waived from all general education as a matter of state policy. The core completer stamp will be honored until 2015.

## Testing Out of General Education Requirements

1. Per statute, students must be able to test out of gtPathways requirements.
2. The Colorado Department of Higher Education will but has not yet developed a formal policy to guide testing out.
3. Pending state policy, FLC has implemented an institutional procedure.
  - a. **National Tests.** Department chairs have designated FLC equivalencies for scores on four national tests. The FLC equivalencies are published in the Catalog of Courses. If the FLC course carries a gtPathways attribute, the student will earn the gtPathways attribute after submitting an official test transcript to the Registrar's Office showing the minimum score. The four national tests are:
    - i. Advanced Placement (based on completion of AP curriculum in high school and AP test scores)
    - ii. CLEP (selected tests are administered at FLC).
    - iii. International Baccalaureate (based on completion of the IB curriculum in high school and IB test scores)
    - iv. DANTES Subject Standardized Tests [DSST] (based on score on approved test)

b. **Departmental Credit by Exam.** Department chairs have the authority, subject to dean approval, to approve a departmental credit-by-exam. If the test is for a course that carries a gtPathways attribute, the student will receive that attribute with the posting of the credit-by-exam credit.

c. **Military Credit.** Students who served in the military may receive general education credit in two different ways:

i. Students who present official military/ACE/DANTES transcripts will receive an evaluation of this credit by the Registrar's Office in consultation with the department chairs. If the credit is for a course that carries a gtPathways attribute, the student will receive that attribute with the posting of the credit.

ii. Students may earn ES 100 and two PE activity credits for recruit training provided they submit a copy of their DD-214 (separation from the military) form to the Registrar's Office.

## Transfer of General Education Credit

### Lower-Division from a Colorado Public Institution

1. Courses must be letter graded and the grade must be C- or better.
2. Courses approved for a gtPathways attribute at a sending institution will post with that attribute at FLC. According to state policy, sending institutions should be marking the approved attribute on the transcript. If an institution violates this policy, FLC will award the attribute based on the approved gtPathways list on the Department of Higher Education website or minutes from the Colorado Commission of Higher Education.
3. If a course at a sending institution is approved for gtPathways, we will apply the attribute regardless of when the course was taken. The reason for this policy, which is more generous than the state requires, is to reduce our transaction costs.
4. Dialogue between the Registrar's Office and the department chairs determines if a course has an FLC equivalent.
  - a. When **a FLC equivalent exists** for the course, the course will transfer in one of three ways:
    - I. FLC equivalent is approved for the same attribute as the sending institution course:
    - II. FLC equivalent is approved for a different attribute than the sending institution course: The attribute approved for sending institution is assigned.
    - III. FLC equivalent is not approved for any attribute: The attribute approved for sending institution is assigned.
  - b. When there is **no FLC equivalent** for the course:
    - i. The course will be assigned the course number "T Subj ###" and assigned the attribute approved for the sending institution.
5. Courses not approved for a gtPathways requirement at a sending institution will not receive gtPathways credit at FLC unless there is an equivalent at FLC and that FLC equivalent has been approved for a gtPathways attribute. The reason for this policy, which is more generous than required by the state, is to reduce our transaction costs.

### Upper-Division from a Colorado Public Institution

1. Courses must be 300- or 400-level at sending institution.
2. Courses must be at least 3 credits. Exception:
  - a. Courses being transferred in from quarter institutions (minimum semester equivalent 2.67).
3. Courses must be letter graded and the grade must be C- or higher. Exception:
  - a. Students transferring from institutions that do not offer letter grades. In such cases, the Registrar's Office has a protocol to establish a letter grade equivalent.
4. Syllabus may be required to establish whether the course meets the EGC course criteria.

### **Lower-Division from a Colorado Private or Out-of-State Institution**

1. Courses must be 100- or 200-level at the sending institution.
2. Courses must be at least 3 credits. Exceptions:
  - a. ES 100 or PE Activity courses.
  - b. Courses being transferred in from quarter institutions, in which case 2.67 credits will be acceptable, unless the course is part of a two- or three-course sequence at the sending institution.
3. Courses must be letter graded and the grade must be C- or higher. Exception:
  - a. PE Activity course noted as successfully completed under pass/fail, satisfactory/non satisfactory, or other non-grade format.
  - b. Students transferring from institutions that do not offer letter grades. In such cases, the Registrar's Office has a protocol to establish a letter grade equivalent.
4. Dialogue between the Registrar's Office and the department chairs determines if a course has an FLC equivalent.
  - a. When a **FLC equivalent exists** for the course, the course will transfer in one of two ways:
    - i. FLC equivalent is approved for a gtPathways attribute: the transferred course will receive that attribute.
    - ii. FLC equivalent is not approved for a gtPathways attribute: The course can be evaluated for general education according to the following protocol:
      1. Did the institution, at the time the course was taken, have a general education program similar to gtPathways? (This question will be answered by

the Coordinator, General Education, or his/her designee, based on review of catalog).

2. At the time the course was taken at the institution, was the course an allowable general education course? (This question will be answered by the Coordinator, General Education, or his/her designee, based on review of catalog).

3. Does the relevant FLC department have any academic objection to counting such a course as general education? (This question will be answered by the Department Chair in response to a query made by the Coordinator, General Education, or his/her designee).

4. As part of this evaluation process, a syllabus may be required to establish whether the course meets the content and competency criteria of gtPathways.

b. When there is **no FLC equivalent** for the course:

i. The course will be assigned the course number "T Subj ###" and can be evaluated for general education credit according to the following protocol:

1. Did the institution, at the time the course was taken, have a general education program similar to gtPathways? (This question will be answered by the Coordinator, General Education, or his/her designee, based on review of catalog).

2. At the time the course was taken at the institution, was the course an allowable general education course? (This question will be answered by the Coordinator, General Education, or his/her designee, based on review of catalog).

3. If deemed necessary, the Coordinator, General Education, or his/her designee will consult with the Department Chair to ensure the relevant FLC department has no academic objection to counting such a course as general education.

4. As part of this evaluation process, a syllabus may be required to establish whether the course meets the content and competency criteria of gtPathways.

### **Upper-Division from a Colorado Private or Out-of-State Institution**

1. Courses must be at least 3 credits. Exception:

- a. Courses being transferred in from quarter institutions, in which case 2.67 credits will be acceptable,
- b. The course is part of a two- or three-course sequence at the sending institution.

2. Courses must be letter graded and the grade must be a C- or higher. Exception:
  - a. Students transferring from institutions that do not offer letter grades. In such cases, the Registrar's Office has a protocol to establish a letter grade equivalent.
3. A syllabus may be required to establish whether course meets the EGC course criteria.