

1 **Indiana State University**

2 **Department of Applied Engineering and Technology Management**

3 **Transfer Credit Evaluation Policy**

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6 **Authority**

7 The faculty has the primary authority concerning academic matters. At the Department
8 level, this includes all full-time, regular faculty members at the instructor and professor
9 ranks, including the Department Chair.

10 The institution to which the credit is being transferred, ISU in this case, has the authority to
11 determine transferability and application of prior credit. Agreements with other institutions
12 constitute a promise by ISU to treat prior course work in a specific manner.

13 **Scope**

14 This policy pertains to the Department-level evaluation of transfer course work of any
15 type, e.g., course-to-course and degree completion, whether the transferred coursework is
16 used as part of an agreement or on a case-by-case basis. The Department is primarily
17 concerned with Department prefixed courses used in Department programs but can provide
18 advice concerning (a) other prefixed courses required by Department programs and (b)
19 Department-prefixed courses used by programs outside the Department.

20 **Purpose**

21 The evaluation of prior course work is not guaranteed but is encouraged and a desirable
22 service to students. The aim of evaluating prior course work is to ensure that the student
23 will have, upon graduation, met all the program educational objectives of her or his
24 program. A beneficial student aim is that (a) a student transferring course work into a
25 program and (b) a student with all their course work from ISU should be indistinguishable
26 concerning their achievement of learning objectives and performance indicators.
27 Therefore, the act of evaluating transfer credit is to validate that the student's prior course
28 work maps to the Department course work to which it is meant to transfer.

29 *Mapping* means that a preponderance of the performance indicators for the Department
30 courses' for which the student will receive transfer credit will have been met by prior
31 course work. The mapping may be course-to-course or any sort of block-to-block,
32 including 2+2 and degree completion models.

33 **Approval of Agreements**

34 All transfer and articulation agreements involving Department courses and programs shall
35 be reviewed by the Department Curriculum Committee and approved by the Department
36 faculty. Equivalency tables and rubrics are types of agreements. Tables may include the
37 following.

- 38 • A list of courses that transfer to a Department course (used for course-by-course
39 evaluation).
- 40 • A list of programs that transfer to a Department program (used for 2+ degree
41 completion and 2+ finish evaluation).

42 The Department Curriculum Committee shall periodically review all formal equivalency
43 tables and agreements. It is recommended that formal agreements be re-approved every 5
44 years. The Department faculty has to right to vote on approving, altering, or rescinding a
45 formal agreement at any time.

46 **Evaluation of Prior Course Work**

47 Formal evaluation agreements are preferred and encouraged. *Formal* is defined as
48 approved by majority vote of the Department faculty. Formal agreements may require
49 other approvals per COT and ISU policies. A formal agreement may, but is not required to,
50 include approval by another institution.

51 No Departmental equivalencies are guaranteed for any evaluation method. Prior course
52 work may be recognized by ISU but might not substitute for any ISU course or be useable
53 for any particular curricular requirement, e.g., upper division credit hours. Transferred
54 course work does not count toward ISU residency requirements, e.g., minimum hours at
55 ISU, in the College, or in the Department.

56 **Evaluation methods.** In descending order of utility and preference, formal agreements
57 include the following.

- 58 **1. 2+2 Degree Completion.** An approved associate degree is required. Previous
59 coursework is not evaluated course-by-course. The student can graduate after
60 successfully completing the stipulated ISU course work (intended to be 60 credit
61 hours at ISU).
- 62 **2. 2+ Finish.** Same as Degree Completion except that prior course work is mapped
63 and evaluated on a case-by-case basis to ensure all ISU 4-year curriculum
64 requirements are met. More than 60 hours of ISU course work may be required to
65 graduate.
- 66 **3. Course-by-Course.** Used when course-to-course agreements and approved
67 equivalency tables exist (but not a program-to-program agreement as above). To

68 graduate, the student must fulfill all ISU course work and other requirements.
69 Includes blocks or sets of transfer courses mapped to a block of Department
70 courses.

71 When no formal agreement exists, a student's prior coursework can be evaluated on a case-
72 by-case basis. Normally, this happens when the student's previous courses and/or degree
73 are not part of an existing formal agreement stated above. When using this method it is
74 recommended that an informal table of equivalencies be kept. Such a table can be reviewed
75 for addition to formal agreements (methods 1-3) and aid consistency in case-by-case
76 evaluations.

77 **4. Case-by-Case.** The primary aim is to map the student's prior course work to
78 Department course work. Technically, when no course-to-course equivalency
79 exists, the Department course requirement is waived and alternate previous course
80 work is substituted; such prior course work is not automatically included in a
81 formal equivalency table.

82 **Procedure.** Administration of Evaluation Methods 1 through 3 do not require
83 Department faculty action because determination of transferability is based on Department
84 faculty approved formal agreement, therefore the evaluation can be performed by any ISU
85 employee or office tasked to do so. Ideally, evaluations using methods 1 through 3 will be
86 automated and not require Department-level action.

87 Based on the advice of the Department faculty members, the Department Chair or the
88 Department Chair's delegate may evaluate case-by-case (method 4) transfer credits. The
89 advice may be in the form of formal rubrics or rules approve by the Department faculty.

90 **Mapping.** Following are indicators of transferability, i.e., the following indicates
91 equivalency.

- 92 • ISU course work criteria are met, e.g., the prior course is university level, from an
93 accredited institution, and with a grade of C or better.
- 94 • The preponderance of the performance indicators for the Department course (or
95 block of courses) are met by the prior course work. Following are typical mapping
96 indicators.
 - 97 ○ Similar program accreditation, e.g., ABET.
 - 98 ○ Similar program objectives.
 - 99 ○ Similar course prerequisites, e.g., math level.
 - 100 ○ Required course text book of similar content and level.
 - 101 ○ Compatible and appropriate course pedagogy, e.g., the proportion of lab and
102 lecture content.
 - 103 ○ Similar evaluation methods, e.g., the proportion of the grade that comes
104 from projects, labs, or exams.