



General Education Transfer

General Education Transfer Policy and Implementation Guidelines (Effective Fall Semester 2012)

Unit/Department: Academic Affairs

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THE GENERAL EDUCATION TRANSFER POLICY AND IMPLEMENTATION GUIDELINES

**Eastern Kentucky University
Kentucky Community and Technical College System
Kentucky State University
Morehead State University
Murray State University
Northern Kentucky University
University of Kentucky
University of Louisville
Western Kentucky University**

Kentucky Council on Postsecondary Education

Revised June 2011
Effective Fall Semester 2012

The General Education Transfer Policy and Implementation Guidelines ~ Revised Policy 2012 ~

Introduction

The Statewide Transfer Committee and staff of the Kentucky Council on Postsecondary Education performed a review of state policy and implementation guidelines facilitating the transfer of credits between public colleges and universities in the Commonwealth. Through this process a series of recommendations for improvement of the statewide transfer policy and implementation guidelines were developed. The Council of Chief Academic Officers met April 2011 to discuss the policy, and they support these recommendations. Upon approval by the Council on Postsecondary Education (June 2011), the policy will take effect fall semester 2012. The Statewide Transfer Committee and the Statewide General Education Taskforce are charged with the implementation and annual review of the revised policy.

The following guidelines reflect approved updates to the General Education Transfer Policy and Implementation Guidelines (2004). The spirit of the original policy – emphasizing the professional integrity of all public institutions in the acceptance of general education coursework between institutions – remains a key element of the revised policy. The updated General Education Transfer Policy and Implementation Guidelines (2012) will be in effect for all students admitted for the fall semester 2012.

General Education Transfer Policy

KRS 164.2951(2) states, *The Council on Postsecondary Education, in collaboration with the public universities and community and technical colleges, shall:*

- (a) Facilitate the development and implementation of a statewide agreement for alignment of Kentucky Community and Technical College lower-division associate of arts and associate of science coursework that shall be accepted and fully credited to related bachelors degree programs by all public universities. The agreement shall specify the general education learning outcomes and program-specific prerequisite learning outcomes of the coursework. Where applicable curricula shall be reviewed to determine comparability of core content standards required under KRS164.302. The agreement shall direct that the associate of arts and associate of science coursework meeting the learning outcomes specified shall be accepted for transfer and degree credit, whether earned as individual courses or within block programs;*

- (h) Guarantee that, upon admission to a public university, graduates of an associate of arts or an associate of science degree program approved by the council in consultation with the public universities shall be deemed to have met all general education requirements;*

The General Education Transfer Policy outlines the purpose and guidelines for the transfer of general education across Kentucky's public postsecondary institutions. The purpose of the Kentucky General Education Transfer Policy is to:

- Emphasize aspects of general education requirements that are common among public institutions in Kentucky and encourages completion of approved AA/AS transfer programs.
- Promote the acceptability of general education credits as students transfer from one public institution to another.
- Enhance cooperation among institutions with respect to academic advising for undergraduates who plan to transfer from one public institution to another.

The policy requires a minimum of 30 unduplicated semester credit hours or the equivalent (may include an approved SACS justification for fewer hours) to meet the general education component of a baccalaureate degree. The core components of the policy include communication, arts and humanities, quantitative reasoning, natural sciences, and social and behavioral sciences, as outlined within the Statewide General Education Core.

Basic Assumptions and Principles

1. The transfer of general education credits is predicated on the acquisition of competencies in broad academic areas, rather than on a comparison of individual courses taken at one institution or another. The issue is not how particular general education courses at the sending institution match up with general education courses at the receiving institution, but how the competencies and student learning outcomes in various general education programs are similar to one another.
2. Each institution recognizes the professional integrity of all other public institutions in the acceptance of their general education program.
3. Universities will recognize the completion of AA/AS transfer degrees (meeting all required transfer components) by admitting students to junior level standing and accepting the corresponding general education credits as meeting institution-wide lower-division general education requirements at the receiving institution. Students are encouraged to complete an AA/AS prior to transferring.
4. The General Education Transfer Policy applies to students who are accepted for admission into one of Kentucky's public higher education institutions. Students should be aware of the admission requirements of the institution into which they intend to transfer.
5. The General Education Transfer Policy applies to students who transfer from one Kentucky public higher education institution to another Kentucky public higher education institution with the intention of completing their educational program at the receiving institution. Students who intend to transfer credits back to their home (degree-granting) institution may

be required to obtain prior written approval from their home institution.

6. The general education requirements covered in this policy are not intended to fulfill general education requirements for particular majors. Requirements of a specific major will not be set aside by this policy. This is a most important distinction and should be noted by students and their advisors.
7. The transfer system at all institutions will include an audit process through which the sending institution will certify to the receiving institution the general education certification levels that have been completed by the student.
8. Close cooperation and communication among colleges and universities is essential for facilitating the transfer process for students and to enable the participating institutions to maintain timely and comprehensive information. Particular attention will be paid to academic advising on each campus and to interaction among campuses in order to inform students about the nuances of general education requirements at the various institutions.
9. Each receiving institution will provide a process for students to appeal decisions related to the transfer of general education credits.

Certification of General Education Blocks

There are three levels of general education certification. Each level is based on the number and category of courses taken (see Statewide General Education Core). Students can complete general education courses in categories (also referred to as blocks), as a core component, and as a complete general education program. Each level of certification is identified below.

1. **General Education Category Certified.** Students who have completed some but not all of the five categories in the Core Component will be “Category Certified” for purposes of transfer. Individuals in this situation must fulfill all of the remaining general education requirements of the receiving institution that have not been satisfied through “Category” certification.
2. **General Education Core Certified.** Students who have completed all of the categories – the core component – with a minimum of 30 unduplicated credit hours will be “Core Certified” for purposes of transfer. Individuals in this category must fulfill the remaining general education requirements of the receiving institution that have not been satisfied through the core component.
3. **General Education Fully Certified.** Students who have completed a general education program, with a minimum of 30 unduplicated semester credit hours or the equivalent (may include an approved SACS justification for fewer hours) which includes the core component and all additional institutional-specific general education courses, will be “General Education Fully Certified” for purposes of transfer. If the receiving institution’s general education program requires a sum of hours that is less than the total the student has taken

at the sending institution, the excess hours will be accepted for transfer by the receiving institution and evaluated for application toward degree requirements. There may be graduation requirements beyond general education requirements that a student will need to complete (e.g., senior year capstone experiences).

STATEWIDE GENERAL EDUCATION CORE <i>(Effective Fall Semester 2012)</i>
<p>Pursuant to the Southern Association of Colleges and Schools' Commission on Colleges (SACS-COC) <i>Principles of Accreditation</i> (2010 Edition) Core Requirement, this policy requires a minimum of 30 unduplicated semester credit hours or the equivalent (may include an approved SACS justification for fewer hours) to meet the general education component of a baccalaureate degree. All student-learning outcomes in each category must be met through courses identified within each category.</p>
<p>Communications – 6-9 hours Written Communications (WC) Oral Communications (OC)</p> <p>Each written or oral communication course must meet multiple student-learning outcomes,* including the student-learning outcome specific to written or oral communication.</p>
<p>Quantitative Reasoning (QR) – 3-6 hours</p> <p>Each quantitative reasoning course must meet all the student-learning outcomes,* which reflect the possibility of courses from mathematics and/or statistics.</p>
<p>Arts and Humanities (AH) – 6-9 hours</p> <p>Each of the Arts and Humanities courses must meet multiple student-learning outcomes.*</p>
<p>Natural Sciences (NS) – 3-7 hours</p> <p>Each natural science course must meet all the student-learning outcomes.* At least one course must include a hands-on project using scientific principles whether offered in a lecture or laboratory setting (SL).</p>
<p>Social and Behavioral Sciences (SB) – 6-9 hours</p> <p>At least two courses from different disciplines must be taken to meet all of the student-learning outcomes.*</p>
<p>CERTIFICATION LEVELS for FALL 2011:</p> <p>General Education Category Certification: Completed at least one but not ALL of the categories listed above.</p> <p>General Education Core Certification: Completed ALL of the categories listed above.</p> <p>General Education Full Certification: Completed ALL of the categories listed above PLUS any additional general requirements(s) of the sending institution.</p>

* Student-learning outcomes are listed and described in the **Appendix**.

Institutional Responsibility

Preparing Students for Transfer

Advising. Advising at both sending and receiving institutions and an inter-institutional network are essential to the successful implementation of this transfer policy. Academic advisors and other institutional staff concerned with transfer should enforce and strengthen, if necessary, policies and procedures and should establish an inter-institutional communications link (e.g., through a statewide Web presence for easier communication among institutional staff addressing similar issues).

Sending and receiving institutions are to advise transferring students that general education certification does not set aside specific major or programmatic requirements where coursework may be used to satisfy both a general education requirement and another specific degree requirement (e.g., a course serves as satisfying both a general education requirement and a supporting course requirement). **13KAR2:020(5)(2)**

Publicity. The general education transfer policy and the courses that meet general education requirements should be easily accessible to students. The transfer policy should be included in each institution's catalog for easy reference. The general education transfer policy and the courses designated for completion of general education requirements will be reviewed annually by a subcommittee of the Statewide Transfer Committee and institutional representatives.

Certification of Transcripts. The sending institution will indicate, either on the transcript or as an attachment to the transcript, whether the student is Fully Certified, Core Certified, Category Certified in general education, or if they have completed any of the coded general education courses (e.g., WC, OC, AH, QR, NS, SL, and SB) at their institution. If general education coursework has been earned at more than one public Kentucky institution, will conduct a comprehensive review for certification and must include certifications received from previous institutions. Transfer certifications will be processed for all students requesting a transcript to be sent to a Kentucky public postsecondary institution (excluding students requesting transcripts for application to master's, doctorate, or professional degree programs).

- a. If a public sending institution endorses the use of credits earned from a regionally accredited public or independent college or university for satisfying a general education requirement (category, core, fully certified, or coded course), the receiving institution will accept this decision.
- b. If a public sending institution endorses the use of credits from a non-regionally accredited institution for satisfying a general education requirement (category, core, fully certified, or coded course), the certifying institution must have a policy stated in the undergraduate catalog regarding the acceptance of coursework in accordance with SACS standards and a process of assessment to ensure that certified coursework demonstrates that student learning outcomes for the statewide general education category have been met.

The sending institution will indicate, either on the transcript or as an attachment to the transcript, whether the student is Fully Certified, Core Certified, Category Certified in general education or if they have completed any of the coded general education courses (e.g., WC, OC, AH, QR, NS, SL, and SB) at their institution. **KRS 164.2951(2)(c)**

- c. The sending institution will certify courses with satisfactory national exam scores listed in the “Kentucky Standard Acceptable Scores for National Exams” Table. **KRS 164.2951(2)(e)**

Receiving Transfer Students

Transfer Certification. Transfer certification from any KCTCS college or Kentucky public university will be accepted as documented and analyzed according to transfer policies. The receiving institution must review the transcript and notify the student of their remaining requirements within one semester of their admittance. This does not preclude an institution from evaluating the transcript for administrative errors.

- a. The receiving institution will accept a coded course (e.g., WC, OC, AH, QR, NS, SL, and SB) as meeting part of the requirement for the general education category associated with the code, unless the course has been determined to be equivalent and has a direct articulation to a course that fulfills a requirement in a different category of general education at the receiving institution. The category assigned by the sending institution will be honored unless it is to the advantage of the student to award a different category.
- b. If the sending institution certifies standardized credit by exams (e.g., College Level Examination Program, Advanced Placement, or other accepted examinations) for application to its general education requirements, the receiving institution will recognize these requirements as having been fulfilled. **KRS 164.2951(2)(e)**

Applying Credit. The general education transfer component and additional transfer articulations already in place should be supplemented by an institutional commitment that, to the extent possible, the transfer of any remaining credit hours beyond the general education transfer component to the receiving institution will be treated as liberally as possible to maximize the transferability of credit toward meeting degree requirements.

Transfer Student Grades. Receiving institutions will treat transfer students’ grades in the same way they treat native student grades. Specifically, an institution that accepts “D” grades for native students will accept “D” grades for transfer students. While a “D” grade will be accepted as a course transferred, program requirements may prohibit a “D” grade from being accepted toward specific academic program requirements of the receiving institution. The treatment of transfer student grades also applies to students receiving pass/fail grades.

Student Appeals. Each institution shall have a written student appeals process in their catalog. It will provide for institutional review of transfer decisions. A second state-level review will be available for transfer decisions. **KRS 164.2951(2)(m)**

General Education Assessment

All Kentucky public universities and KCTCS colleges are expected to assess, in accordance with SACS-COC *Principles of Accreditation* (2010 Edition) and based upon nationally accepted standards, the student learning outcomes associated with their general education programs, indicate the relationship to the faculty-generated Statewide General Education Student Learning Outcomes, and provide evidence of ongoing assessment that ensures comparability for transfer purposes on a three-year cycle. **KRS 164.2951(2)(c)**

Student Responsibility and Access to Transfer Information

Students are encouraged to complete their lower division general education requirements study prior to transfer. Students are responsible for planning their transfer by working with their advisor, reviewing institutional catalogs, and using the statewide transfer website to determine how their coursework will transfer.

The General Education Transfer Policy applies to students who are accepted for admission into one of Kentucky's public higher education institutions. Students planning to transfer should be aware of the admission requirements of the institution into which they intend to transfer. General education certifications noted on a student's transcript will be applicable upon admission into the receiving institution.

Since the provisions of this policy address only institution-wide lower division general education requirements, students are advised to be aware of the general education requirements of the college or school within the university and the general education requirements of the degree program to which they plan to transfer.

Additional Questions Related to Transfer

Will information about the completion of transfer credits at one institution be automatically sent to another institution or must students request this service?

Recent changes to institutional practices include the documentation of transcript certification on ALL transcripts requested by students wishing to transfer to one of Kentucky's public postsecondary institutions. Some institutions have the capability to include general education certification on the transcript by using an automated process. Other institutions do not. Students should confirm with the registrar that a general education audit will be performed via their transcript request.

Who will receive the documentation certifying general education transfer?

A central office on each campus will receive the transfer information. Normally, the admissions office would handle this task.

Does this policy affect general education requirements for specific majors?

No. The General Education Transfer Policy does not add to, subtract from, or change any general education courses required for a major. Students need to work closely with their advisors to determine what relationship, if any, exists between requirements for general education and requirements for a specific major. This is a most important issue and should be carefully noted.

What appeal do students have in the case of misunderstandings or disagreements?

Each institution has a process for appeals related to the General Education Transfer Policy. Also, each institution will appoint a person to serve as the official institutional liaison with respect to the policy. Students in need of assistance should contact that individual.

Who are considered transfer students?

Transfer students are those who transfer from one public higher education institution (sending institution) to another public higher education institution (receiving institution) with the intention of completing their educational program at the receiving institution.

Who are transient (or visiting) students?

Transient students are students in good standing in any recognized institution who enroll in another institution with the intention of transferring the credits earned to their home institution.

Does the transfer policy allow students to receive duplicate credit by taking courses at one institution and repeating equivalent or similar courses at another institution?

No. The General Education Transfer Policy does not impact the policies of the respective institutions with regard to duplicate course credit. Students should work closely with their academic advisors to make appropriate course selections before and after transferring from one institution to another.

How will college credit earned through high school dual enrollment be evaluated for meeting general education requirements?

Students earning college credit while completing secondary school requirements will have those credits evaluated to determine whether they meet the statewide general education learning outcomes.

Appendix

Statewide General Education Student Learning Outcomes (SLOs) KRS 164.2951(2)(c)

All of the student-learning outcomes in each category must be met through courses identified within each category.

Written (WC) and Oral (OC) Communication

1. Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre. (LEAP A, B, C and D)*
2. Listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings. (LEAP B, C and D)*
3. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts. (LEAP B and D)*
4. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view; and construct informed, sustained, and ethical arguments in response. (LEAP B, C and D)*
5. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas. (LEAP B and D)*

WC courses must meet the first SLO and **OC** courses must meet the second SLO, with both types of courses meeting at least two of the remaining three SLOs.

Quantitative Reasoning (QR)

1. Interpret information presented in mathematical and/or statistical forms. (LEAP B)*
2. Illustrate and communicate mathematical and/or statistical information symbolically, visually, and/or numerically. (LEAP A, B and C)*
3. Determine when computations are needed and to execute the appropriate computations. (LEAP B)*
4. Apply an appropriate model to the problem to be solved (LEAP A, C and D)*
5. Make inferences, evaluate assumptions, and assess limitations in estimation modeling and/or statistical analysis. (LEAP B, C and D)*

QR courses should meet all five SLOs.

Arts and Humanities (AH)

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines within the Arts and Humanities. (LEAP A and B)*
2. Distinguish between various kinds of evidence by identifying reliable sources and valid arguments. (LEAP B)*
3. Demonstrate how social, cultural, and historical contexts influence creative expression in the arts and humanities. (LEAP A and B)*
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts. (LEAP A, B and C)*
5. Evaluate enduring and contemporary issues of human experience. (LEAP A and D)*

Foreign Language: Demonstrate competency in a foreign language. Foreign language study develops essential skills and cultural awareness critical for success in a multilingual world.

At least two **AH** courses must be taken to meet all of the student-learning outcomes. Each **AH** courses should meet at least three of the five SLOs.

Natural Sciences (NS)

Conduct a hands-on project using scientific principles (category experience).

1. Demonstrate an understanding of the methods of science inquiry. (LEAP A and B)*
2. Explain basic concepts and principles in one or more of the sciences. (LEAP A and B)*
3. Apply scientific principles to interpret and make predictions in one or more of the sciences. (LEAP A, B and D)*
4. Explain how scientific principles relate to issues of personal and/or public importance. (LEAP A, B, C and D)*

NS courses should meet the four SLOs. Each institution's general education natural science block must meet the category experience.

Social and Behavioral Sciences (SB)

1. Demonstrate knowledge of at least one area of the social and behavioral sciences. (LEAP A and D)*
2. Apply knowledge, theories, and research methods, including ethical conduct, to analyze problems pertinent to at least one area of the social and behavioral sciences. (LEAP A, B, C and D)*

3. Understand and demonstrate how at least one area of the social and behavioral sciences conceptualizes diversity and the ways it shapes human experience. (LEAP A, B, C and D)*
4. Integrate knowledge of at least one area of the social and behavioral sciences into issues of personal or public importance. (LEAP A, B, C and D)*
5. Communicate effectively using the language and terminology germane to at least one area of the social and behavioral sciences. (LEAP A and D)*

At least two **SB** courses from different disciplines must be taken to meet all of the student-learning outcomes.

- * Kentucky's Statewide General Education Student Learning Outcomes are mapped to the American Association of Colleges and Universities' (AAC&U) Liberal Education for America's Promise (LEAP) Essential Learning Outcomes—as a guiding vision and national benchmarks for college learning and liberal education in the 21st century.