Transfer Policy Handbook

July 2024

Table of Contents

The information in the pages to follow contains policies used by the Transfer Evaluation Specialist Team, hereafter referred to as TES.

<u>Service Level Agreement (SLA)</u>

SLA refers to the time allotted to complete various activities.
24 Hours - Undergraduate Transfer Estimates, Help Requests, Emails, Inquiries
3 Days - Graduate Transfer Estimates, Graduate Upgrade Summaries, Degree Level Changes, Official Evaluations, Start Date Changes,Transfer Credit Reviews, Updated Degree Plans, and Re-entry Reviews
5 Days - Catalog Updates, Course Substitution Requests, Program Changes
*Occasionally an activity might pass outside of SLA due to extenuating circumstances.

<u>UNDERGRADUATE</u>

General Transfer Policies

Collegiate Credit
Coursework must be completed at an institution that holds non-approved (national) or approved (regional) accreditation at the time the student attended in order to be considered for potential transfer.

If a student attended an institution during a pre-accreditation period, the coursework can only be considered for potential transfer if the institution later became fully accredited by the same accrediting body.

International Collegiate Credit
Coursework completed at an international institution can be considered for potential transfer into a CSUG Bachelors program if the coursework is consistent in level and content from a regionally accredited United States institution as determined by a NACES evaluation service.

Non-Traditional/Non-Collegiate Credit
Military Credit
     Can consider credit from a JST transcript for potential elective credits only.
Existing Alternative Credit Articulation Agreements
     Articulation agreements can be found on landing pages for Sophia, Straighterline, Study.com, and Saylor Academy.
     Articulation agreements can be found in Knowledge Owl for Onlinedegree.com, CompTIA, EC Council, POST, HubSpot, Distance Learning Systems Indiana/Kickstart Learning, National Cryptologic School, South Metro Fire Rescue, Verto Education, National Society of Leadership and Success, etc.

CDHE Cut Scores are used for CLEP, DSST, AP, and IB exams.

Non Articulation Agreement Alternative Credit
> Credit not part of an existing articulation agreement can be evaluated for potential transfer if the credit is listed on a Credly or NCCRS transcript and has a credit recommendation from ACE or NCCRS.

Up to 75% of a student's program can be transferred in.

Unit of Credit
All quarter credit and clock hour transfer credits will be converted to semester credits.

Transfer Grade Requirements
A grade of C-/70% or higher is required to consider for transfer with a few exceptions.
> Coursework transferring in as a general education requirement can have a D grade if completed at CSU Fort Collins or CSU Pueblo.
>
> S, P, and CR grades from traditional collegiate institutions must state in the transcript key that they are equivalent to a C-/70% or higher in order to be considered for transfer.
>> *S/P grades are accepted from Colorado community colleges and state institutions for Spring 2020 and Summer 2020 terms without the transcript key stating they're equivalent to a C- or higher due to the COVID-19 pandemic.
>
> Some alternative credit options vary in their grading systems. The grade requirements for these are notated on the articulation agreements.

Transfer Course Retakes
If a student takes a transfer course more than once, only the last attempt with earned credit will be evaluated for potential transfer credit.

Recency Requirement (10-year rule)
Transfer credit earned 10 or more years prior to the student's start date cannot be applied towards major or specialization requirements with one exception. *A Calculus direct equivalent, MTH201, is exempt from the 10-year rule and can transfer as MTH201 and waive MTH166 in the BS Computer Science program even if it is over 10 years old.*

The General Education areas of Written Communication and Math may not always be fulfilled with credit earned 10 or more years prior to the student's start date.
> If both Communication courses are over 10 years old, COM300 or COM304 will be added to the student's degree plan. The addition of this course increases the total General Education credits by 3, which in turn decreases the elective maximum by 3 credits.

Calculus courses are exempt from the 10-year rule and can satisfy the Math General Education requirement even if they are over 10 years old.

For re-admitted students, when CSUG major courses are over 10 years old, they can still count towards the major despite the recency requirement with a few exceptions.

The exceptions include coursework with the following prefixes at the Undergraduate level: CSC, ITS, and MIS. Using these courses to satisfy major requirements requires approval from the Program Director and a graduation waiver if they are over 10 years old.

Transfer Estimates

Students can receive one transfer estimate per 365 days.

In order for a transfer estimate to be completed, all transcripts from approved (regional) accredited institutions must be on file. Should the student want the transfer estimate to be completed without an approved (regional) accredited transcript, there would either need to be a note from the Enrollment Counselor in SalesForce or an ALC form would need to be on file.

Transfer Estimates are not completed for NDS or re-entry students.

Transfer Estimates can be canceled for a variety of reasons including:
Missing transcript(s) from an approved (regional) accredited institution.
The transcript(s) is in a locked or secured format.
The transcript(s) is missing the student's name or institution name.
Student name mismatch (cannot confirm maiden or previous name).
The 'record' name must match not the 'issued to' name.
The transcript is missing information including grades, term dates, course code/number/titles, and/or credit amounts.
The transcript is illegible.
The start date is closed.
An official evaluation is pending or already complete.

Freshmen
Holds
All degree seeking freshmen (Bachelors programs) will have a "Freshman Admit" hold placed on their account. Provisionally admitted freshmen who are under the age of 23 and who do not have ACT or SAT test scores on file will also have the "FY21 No Test Scores" hold placed on their account.

Non-degree seeking freshmen (Undergraduate Certificate programs) will not have any holds placed on their account.

ORG100/ORG300
Freshmen students are required to take ORG100 instead of ORG300.
> *Freshmen re-entry students who have already completed ORG300 from their prior enrollment are not required to take ORG100.*

ORG300 will be waived in the major. If the major falls below 30 credit hours due to the waiver, an additional predetermined course will be added as a replacement.
ORG100 will be added to the electives.
> *Only freshmen students may complete ORG100. The course cannot be taken for elective credit by non-freshmen students.

Bachelors
General Education
All Bachelor programs require a minimum of 31 General Education credits comprising multiple content areas. The content areas include Communication (two courses), Mathematics (one course), Arts and Humanities (two courses), History (one course), Social Sciences (one course), Humanities or History or Social Science (one course), and Natural and Physical Sciences (two courses - one of which must include a lab or have a separate lab).
> *If the student will be below the 31 credits, additional course requirements will be added. If the student will exceed the 31 credits, the elective max will be adjusted so that the degree plan does not exceed 120 total credits.*

At least one of the Communication courses must be completed within 10 years of the student's start date. If both Communication courses are over 10 years old, COM300 or COM304 will be added to the student's degree plan.
> A course description within 5 years of the student completing the course is required in order to evaluate for potential Communication General Education credit.

In order to fulfill the Mathematics General Education requirement, the course must be completed within 10 years of the student's start date, with one exception. *A Calculus course, not including pre-calculus, can satisfy the Mathematics requirement even if it is over 10 years old.* If a college-level Mathematics course is over 10 years old, it can potentially transfer as an elective.
> A course description within 5 years of the student completing the course is required in order to evaluate for potential Mathematics General Education credit with the exception of Calculus. Calculus without a description within 5 years can potentially transfer as a generic General Education Mathematics course (TRMTH code).

BS Business Management students must complete ECN210 and ECN215 in the Social Science content area and the Humanities or History or Social Science content area. No substitutions can be made, with two exceptions. *Re-admitted students who have already completed ECN310 and/or ECN315 at CSUG can use them in place of ECN210 and/or ECN215, respectively. Students who have upper division Macroeconomics and Microeconomics transfer courses can substitute them for ECN210 and/or ECN215 with the generic Social Science code, TRSOC.*

The Natural and Physical Sciences content area requires a lab. The lab requirement can be satisfied by a lecture/lab combination course or a separate lab only course. If a student transfers in two lecture only courses then BIO121L will be added to the student's degree plan.

*Coursework transferring in as a general education requirement can have a D grade if completed at CSU Fort Collins or CSU Pueblo.
*CSU Global Direct courses ("D" notation at the end of the course code) cannot satisfy any General Education requirement. CSU Global Direct courses can only count towards elective credit.

Major
All Bachelor programs require a minimum of 30 Major core credits.
> *If a student will be below the 30 credits due to waivers, additional course requirements will be added.*

Transfer credit cannot exceed over 50% of the major core.

Lower-level courses cannot transfer as direct equivalents to upper-level courses because of a difference in level. An upper-level major course can be waived by a lower-level course upon faculty's review and approval of a syllabus. The course must be taken within 10 years of the student's start date to be eligible for DCECWA (Degree Completion Elective Credit Waiver) credit.
> *For majors with more than 30 required credits, students may waive courses in the major without replacements until the major is at 30 credits. At 30 credits, students may only waive and replace up to an additional 5 courses (15 credits) in the major before reaching the elective waiver maximum.*

> *For majors with only 30 required credits, a student may only waive and replace up to 5 courses (15 credits) in the major before reaching the elective waiver maximum.*

Transfer credit earned 10 or more years prior to the student's start date cannot be applied towards major requirements, with one exception. *A Calculus direct equivalent, MTH201, is exempt from*

the 10-year rule and can transfer as MTH201 and waive MTH166 in the BS Computer Science program even if it is over 10 years old.

BS Computer Science students who have taken Calculus courses higher than Calculus I can submit a syllabus to review for possible MTH166 and MTH201 waivers.

Students cannot transfer in direct equivalents or waivers of ORG300 or Capstone courses.

*CSU Global Direct courses ("D" notation at the end of the course code) cannot satisfy any major requirements. CSU Global Direct courses can only count towards elective credit.

Specialization
Transfer credit cannot exceed over 50% of the major core.

Transfer credit earned 10 or more years prior to the student's start date cannot be applied towards specialization requirements

If a course overlaps between the specialization and the major core, the course in the specialization will be waived and replaced. Waivers and replacements cannot exceed 50% of the specialization

Electives
The elective maximum varies by program. It is the amount of credit that will bring the student to 120 total credits after the General Education, Major, and Specialization (if applicable) requirements are calculated.

*Graduate-level credit may not transfer for undergraduate-level credit.

Block Transfers
Block transfers are awarded for students pursuing a second Bachelors when they already have a conferred Bachelors from an approved (regional) accredited institution. *Students with a conferred Bachelors from a non-approved (national) accredited institution will receive a line-by-line evaluation, not a block transfer.*

Block transfers satisfy the General Education and Elective requirements, with one exception.
    BS Business Management students must have ECN210 and ECN215 direct equivalents in order to receive the full block transfer. If they do not, the ECN210 and ECN215 requirements will not be waived, and the block transfer will be reduced by 6 credits.

Block transfers can be used to waive major requirements if the student completed a direct equivalent to a major course or has a course evaluated as e-wa applying to the current major as part of their first Bachelors. The course must be taken within 10 years of the student's start date for consideration. If waiving the overlapping course(s) brings the student below the 30 credit major requirement, additional replacement course(s) will be added.

Bachelor of Applied Science (BAS) degrees from approved (regional) accredited institutions may be subjected to a line-by-line evaluation rather than a block transfer.

Undergraduate Certificates
Cannot use transfer credit for more than 75% of the program.

Potential transfer courses must follow our standard 10-year recency requirement. *Any coursework completed more than 10 years prior to the student's start date cannot transfer.*

Lower-level coursework cannot transfer, including use of elective credit waiver (DCECWA). Upper-level coursework already used to confer a Bachelors cannot transfer or be used to waive requirements.
Graduate-level coursework cannot transfer.

Re-Entries
Re-entries are students who have previously attempted classes at CSUG but do not have a conferred degree.

Catalog
All re-admitted students are placed under the current catalog unless a Degree Progress Appeal has been submitted and approved by the Admissions Committee to return to the student's old catalog.
> An approved appeal will only preserve the major core requirements. All other coursework, including General Education, will be updated to align with current policies.

If a major core course is no longer offered, a replacement course will be added.

Evaluation of Transfer Courses
All re-admitted students will have a new official evaluation completed, a re-entry review, based on current transfer policies and procedures. The review includes a re-evaluation of all previously evaluated transcripts and any new transcripts. It can result in changes to how credit was previously evaluated, including a loss or addition of credit. All changes made to transfer courses and the degree progress audit during the re-entry review are documented in the activity notes.

If upon re-entry both General Education Communication transfer courses are now over 10 years old from the re-entry start date, COM300 or COM304 will be added.

If upon re-entry the General Education Mathematics transfer course is now over 10 years old from the re-entry start date, the course will change to an elective and can no longer satisfy the Mathematics General Education content area, with the exception of Calculus.

If upon re-entry an upper-level transfer direct equivalent is now over 10 years old from the re-entry start date, the course will change to an elective and can no longer satisfy a major or specialization requirement.
If upon re-entry a lower-level transfer waiver course (DCECWA) is now over 10 years old from the re-entry start date, the course will change to an elective and can no longer waive an upper-level course.

CSUG Courses
Courses completed at CSUG take priority over transfer courses. Any prior CSUG undergraduate coursework will apply to the new enrollment in either the General Education, Major, Specialization, or Elective areas.

Any General Education Communication or General Education Mathematics courses taken at CSUG that are now over 10 years old from the re-entry start date can still satisfy the General Education content areas without needing Program Director approval or graduation waivers.
> *If a re-admitted student has at least one of their GE COM courses completed at CSUG, they will not be required to take COM300 or COM304.*

BS Business Management re-entry students who have already completed ECN310 and/or ECN315 at CSUG can use them in place of ECN210 and/or ECN215, respectively.

In many instances when CSUG major courses are over 10 years old, they can still count towards the major despite the recency requirement, with a few exceptions.
> The exceptions include coursework with the following prefixes at the Undergraduate level: CSC, ITS, and MIS. Using these courses to satisfy major requirements requires approval from the Program Director and a graduation waiver if they are over 10 years old.

ORG100/300
Re-admitted students who have previously completed ORG100 do not need to take ORG300 upon readmission. If the major falls below 30 credit hours due to waiving ORG300, an additional predetermined course will be added as a replacement.

Re-admitted students who have previously completed both ORG100 and ORG300 can have both courses count towards their overall degree.

Course Substitutions
Re-admitted students with previously approved course substitution requests will have those requests honored.

Notifications of Credit Removal
The student's Enrollment Counselor will be notified via email if the student loses 10 or more credits during the re-entry review.

Undergraduate Grad Upgrades

Undergraduate Certificate to Undergraduate Certificate (overlap)
Can waive and replace up to 2 courses (6 credits) due to overlap.

Undergraduate Certificate to Bachelors (stackable credits)
All credits from a conferred CSUG Undergraduate Certificate are stackable to a CSUG Bachelors.

Bachelors to Undergraduate Certificate (not stackable / overlap)
Credit is not stackable and must be waived/replaced if there is overlap. Can waive and replace up to 2 courses (6 credits) due to overlap.

Bachelors to Bachelors (block transfer / overlap)
If a student has a conferred CSUG Bachelors and they are pursuing their second CSUG Bachelors, the student will be awarded a block transfer. Can waive overlapping major courses without replacement until the student reaches 30 remaining major credits.

Degree Level Changes

Degree Level Changes are for active students wanting to move degree levels. Examples include Graduate Certificate to Bachelors, Graduate Certificate to Undergraduate Certificate, Masters to Bachelors, Masters to Undergraduate Certificate, Undergraduate Certificate to Bachelors, Bachelors to Undergraduate Certificate, Non-Degree Seeking to Bachelors, and Non-Degree Seeking to Undergraduate Certificate.

Coursework will be applied to the new degree level in the following scenarios:
Non-Degree Seeking (Undergraduate) to Bachelors
Undergraduate Certificate to Bachelors
Bachelors to Undergraduate Certificate if the coursework is applicable to the new program

Coursework will not be applied to the new degree level in the following scenarios
Non-Degree Seeking (Graduate) to Bachelors or Undergraduate Certificate
Masters or Graduate Certificate to Bachelors or Undergraduate Certificate

Program Changes
Program changes are completed for active students only.

Program changes are completed when a student wants to change the program of study within the same degree level. *Acceptable program changes include* one Bachelor's program to another Bachelor's program and one Undergraduate Certificate program to another Undergraduate Certificate program. *Scenarios not considered to be program changes include* an addition or change of a specialization only as that is a TR-Specialization Update. Additionally, a change in degree level is not a program change; it is a Degree Level Change.

During a program change, the catalog is updated to the current catalog.

International Evaluations
Transcript Requirements
CSUG does not evaluate the actual international transcript. The student must send their international transcript to a NACES-approved evaluation service which creates an international evaluation providing the United States equivalent. CSUG reviews the evaluation created by the evaluation service. A list of current NACES-approved services can be found by visiting the following link: https://www.naces.org/members.
The international evaluation must include the following information: a course by course evaluation (course titles, grades, and credit amounts) as well as the United States equivalent of accreditation (must be comparable to approved [regional] accreditation in order to evaluate), degree type/level, and cumulative GPA.

General Education Requirements
All English and Math (including Calculus) courses are considered non-transferable during the initial evaluation. Syllabi can be reviewed for potential transfer and follow our standard 10-year recency requirement.
International courses can transfer in as general education. Initially, no courses will transfer as direct equivalents but rather as generic general education (i.e., TRHST, TRSOC, TRART, etc). Syllabi can be reviewed for potential transfer as direct equivalents.
Unless the title of a potential Science General Education course specifically indicates a lab, it will be evaluated as not having a lab.

Major Requirements

Courses are not transferred in as direct equivalents of our upper-level courses. Syllabi can be reviewed for potential waivers (DCECWA) of upper-level requirements and follow our standard 10-year recency requirement.

Courses can potentially transfer in as direct equivalents of CSUG's CSC200/205 courses pending review of acceptable syllabi and following our standard 10-year recency requirement.

Block Transfer
Block transfers can be awarded from international institutions. The institution must hold accreditation that is comparable to United States approved (regional) accreditation. The NACES evaluation service must also have determined the student to have a United States equivalent of a Bachelor's degree.

Syllabi
Syllabi must be translated into English. They can either come directly from the university the student attended or from NACES or AACRAO.

CSUG must be able to match the syllabus to the course on the transcript in order to evaluate it. It must also list and be in the acceptable date range.

GRADUATE

General Transfer Policies
Collegiate Credit
Coursework must be completed at an institution that holds non-approved (national) or approved (regional) accreditation at the time the student attended in order to be considered for potential transfer.

If a student attended an institution during a pre-accreditation period, the coursework can only be considered for potential transfer if the institution later became fully accredited by the same accrediting body.

International Collegiate Credit
Coursework completed at an international institution can be considered for potential transfer into a CSUG Master's program if the coursework is consistent in level and content from an approved United States institution as determined by a NACES evaluation service AND if a syllabus appropriately translated into English by a NACES approved evaluation service is submitted for program director review.

Non-Traditional/Non-Collegiate Credit
Military Credit:

No graduate-level military credit can be transferred toward a CSUG Master's program.
Alternative Credit:
Alternative college credits cannot be transferred toward a CSUG Master's program.

Up to 50% of a student's master's program (major + specialization) can be transferred.

<u>*Unit of Credit*</u>
All quarter and clock hour transfer credits will be converted to semester hour credits.

<u>*Transfer Grade Requirements*</u>
A grade of B- or higher is required for a graduate-level course to be eligible for transfer.

<u>*Transfer Course Retakes*</u>
If a student takes a transfer course more than once, only the last attempt with earned credit will be evaluated for potential transfer credit.

<u>*Recency Requirement (10-Year Rule)*</u>
Transfer credit earned 10 or more years prior to the student's start date cannot be applied toward major or specialization requirements.

For re-admitted students, any CSUG courses earned 10 or more years prior to their reentry start date can still be applicable to the degree-program, with the exception of the following departments: CSC, ITS, MIS.
> *Any graduate-level CSC, ITS, and/or MIS courses earned 10 or more years prior to a student's reentry start date must have program director approval to be applicable to a re-admitted student's degree program. Any courses not approved by a program director must be repeated to meet CSUG's recency requirement.*

Transfer Estimates
Students can receive one transfer estimate per 365 days.

Transfer estimates for graduate-level students do not require all approved transcripts to be on file prior to the estimation request. The TES team will review any transcripts on file for possible transfer graduate credit only.

Transfer Estimates are not completed for Non-degree seeking or re-entry students.

Transfer Estimates can be canceled for a variety of reasons, including:
The transcript(s) does not have any graduate-level transfer credit to review.
The transcript(s) is in a locked or secured format.

The transcript(s) is missing the student's name or institution name.
Student name mismatch (cannot confirm maiden or previous name).
> *The 'record' name must match, not the 'issued to' name.*

The transcript is missing information including grades, term dates, course code/number/titles, and credit amounts.
The transcript is illegible.
The start date is closed.
An official evaluation is pending or already completed.

Degree Program

Each CSUG Master's program varies in length; however, a student is expected to meet the minimum credit requirement notated in the catalog per program.
> *If a student will be below the set amount of credits for a master's program, an additional course will be added to the degree program to ensure the minimum credit requirement is met. Undergraduate prerequisite courses are not calculated in the degree-program minimum credit total.*

No undergraduate-level courses can be used to satisfy graduate-level requirements.

Graduate-level courses completed prior to an undergraduate degree conferral are not transferable to a CSUG Master's program.

Graduate-level courses used to confer a prior Master's degree are not transferable to a CSUG Master's program.
> *Graduate-level courses used to confer a graduate certificate ONLY can be reviewed for potential transfer into a CSUG Master's program.*

Doctoral-level courses are not transferable to a CSUG Master's program.

Provisional/RES
Transfer credit is not accepted for RES500 or RES501.

A graduate student will be required to take either RES500 or RES501 as a part of their CSUG Master's program if their approved Bachelor's and/or Master's GPA is below a 3.0.
> *If a student is in the MSDA or MSAI program and is required to take undergraduate, prerequisite courses, they will not be required to also take either RES500 or RES501.*
>
> *If a student is required to take BUS500, they will not be required to also take RES500 or RES501.*

ACBSP/BUS500

Transfer credit is not accepted for BUS500.

A graduate student will be required to take BUS500 as part of their CSUG Master's program if they are entering one of CSUG's ACBSP-accredited graduate programs: Master of Finance, Master of Human Resource Management, Master in Management, and Master of Professional Accounting.

> *Graduate students who are provisionally admitted but do not need to take BUS500 will be required to take either RES500 or RES501.*

> *Undergraduate prerequisites do not replace the BUS500 requirement.*

Specialization

Transfer credit taken 10 years prior to a student's start date cannot be applied toward a graduate specialization

Many CSUG Master's programs require a specialization as a part of the degree program.

A student cannot have the same course required under the specialization and major. When this happens, the TES team will waive the course in the specialization and replace it to ensure the student has no overlapping course requirements for their degree program.

***No more than 50% of a specialization can be waived and replaced.**
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Graduate Certificates

Transfer credit earned 10 or more years prior to a student's start date is not eligible to transfer toward a graduate certificate.

Graduate-level courses completed prior to an undergraduate degree conferral are not eligible for transfer toward a graduate certificate.

> *Undergraduate-level courses cannot be used to satisfy graduate certificate course requirements.*

Graduate-level courses used to confer a master's degree or graduate certificate are not eligible for transfer toward a graduate certificate.

No graduate-level courses can be transferred toward a graduate certificate if the student is provisionally admitted.

No graduate-level courses can be transferred toward a graduate certificate in the Educational Leadership - Principal Licensure Program due to licensure requirements.

***Up to 50% of a student's graduate certificate can be transferred in.**

Graduate Grad Upgrades
Graduate Certificate to Graduate Certificate (overlap)
Can waive and replace up to 1 course (3 credits) due to overlap.

Graduate Certificate to Master's Degree (stackable credits)
Credit from a conferred CSUG graduate certificate can be stackable to a CSUG Master's program if the credits are applicable to the degree program.

Master's Degree to Graduate Certificate (not stackable / overlap)
Credit is not stackable. Can only waive and replace up to 1 course (3 credits) due to overlap.

Master's Degree to Master's Degree (overlap)
Can waive and replace up to 3 courses (9 credits) from the major/specialization due to overlap.

Re-Entries
Re-entries are students who have previously attempted classes at CSUG but do not have a conferred degree.

<u>Catalog</u>
All re-admitted students are placed under the current catalog unless a Degree Progress Appeal has been submitted and approved by the Admissions Committee to return to the student's old catalog.

If a major core course is no longer offered, a replacement course will be added.

<u>Evaluation of Transfer Courses</u>
All re-admitted students will have a new official evaluation completed, a re-entry review, based on current transfer policies and procedures. The review includes a re-evaluation of all previously evaluated transcripts and any new transcripts. The re-entry review can result in changes to how credit was previously evaluated, including a loss or addition of credit. All changes made to transfer courses and the degree progress audit during the re-entry review are documented in the activity notes.

If upon re-entry any degree applicable transfer course is now over 10 years old from the student's reentry start date, the course will be removed from the student's transfer credits and will no longer be applicable to the student's CSUG Master's program.

CSUG Courses
Courses completed at CSUG take priority over transfer courses.

Any graduate-level course taken at CSUG that is now over 10 years old from the student's reentry start date may still count toward a re-admitted student's degree progress if applicable to their program of study, with the exception of courses in the following departments: CSC, ITS, MIS.

> *Graduate-level courses in the CSC, ITS, and MIS departments that are over 10 years old from a re-admitted student's start date must have program director approval to count toward a major/specialization.*

Course Substitutions
Re-admitted students with previously approved course substitution requests will have those requests honored.

Notifications of Credit Removal
A re-admitted student's Enrollment Counselor will be notified via email if the student loses 10 or more credits during the re-entry review.

Degree Level Changes
Degree Level Changes are for active students wanting to move degree levels. Examples include Bachelors to Masters, Bachelors to Graduate Certificate, Undergraduate Certificate to Masters, Undergraduate Certificate to Graduate Certificate, Graduate Certificate to Masters, Masters to Graduate Certificate, Non-Degree Seeking to Masters, and Non-Degree Seeking to Graduate Certificate.

Coursework will be applied to the new degree level in the following scenarios:
Non-Degree Seeking (Graduate) to Masters or Graduate Certificate if the coursework is applicable to the new program
Masters to Graduate Certificate if the coursework is applicable to the new program
Graduate Certificate to Masters if the coursework is applicable to the new program

Coursework will not be applied to the new degree level in the following scenarios:
Non-Degree Seeking (Undergraduate) to Masters or Graduate Certificate
Bachelors or Undergraduate Certificate to Masters or Graduate Certificate

Program Changes

Program changes are completed for active students only.

Program changes are completed when a student wants to change their program of study within the same degree level. *Acceptable program changes include* one Master's program to another Master's program and one Graduate Certificate program to another Graduate Certificate program. *Scenarios not considered to be program changes include* an addition or change of a specialization only as that is a TR-Specialization Update. Additionally, a change in degree level is not a program change; it is a Degree Level Change.

During a program change, the catalog is updated to the current catalog with a few exceptions. *The exceptions of when the old catalog can be preserved include*:
- Started as Master of Science in Teaching and Learning and wants to be Master of Science in Teaching and Learning (TeacherReady).
- Started as Master of Science in Teaching and Learning, switched to Master of Science in Teaching and Learning (TeacherReady), now and wants to return to Master of Science in Teaching and Learning.
- Started as Master of Science in Teaching and Learning (NJCTL) and wants to be Master of Science in Teaching and Learning.
- Started as Master of Science in Teaching and Learning (NJCTL), switched to Master of Science in Teaching and Learning, and now wants to return to Master of Science in Teaching and Learning (NJCTL).

<u>Miscellaneous</u>

Syllabus Requests

Students may submit a syllabus for a transfer course for program director review.

For a syllabus to be eligible for program director review, it must be in PDF format, show the institution name on the document, show the course code and course title on the document exactly as they are shown on the student transcript on file, and include the exact year/term the student took the course or include a year/term within five years of when the student took the course.
> *Any syllabus received by the TES Team that does not meet the above requirements will be rejected.*

Historical Transcript Notation Key

When a transfer course has the ability to satisfy a general education requirement but does not have a direct equivalent CSUG course, that course is transferred under a generic course code.

The courses codes used are as follows:

TRCOM (Communication),
TRMTH (Mathematics),
TRART (Arts & Humanities),
TRHST (History),
TRSOC (Social Sciences),
TRMUL (Multidisciplinary),
TRSCI (Natural & Physical Sciences), and
TRSCIL (Natural & Physical Sciences Lab).

Each generic course code is followed by a number signifying the amount of courses in a given area. Once the general education requirements are satisfied, any other transfer credits that may be applicable to the general education will be marked as E (elective).

English courses that are over 10 years old from a student's start date are marked ENG101+10, ENG102+10, or TRCOM01+10.

Math courses that are over 10 years old from a student's start date are marked E+10 (elective+10) with the exception of Calculus.

Upper-level courses that are over 10 years old from a student's start date are marked E+10 (elective+10).

When a course does not have a direct equivalent but is transferable, it will be notated as E (elective) on the transcript.

The E* (elective*) marking signifies a historical notation from when the university tracked vocational credits. This notation is no longer used; however, it may still appear on older transcripts.

When a course is remedial in nature, it is marked NT (not transferable.)

When coursework cannot transfer due to the maximum transfer limits being met, a line will be drawn through the course, and a notation will be made at the top of the transcript, such as "maxed electives," "maxed total transfer credits," etc.

Duplicative Credit
Transfer credit will not be accepted for courses that duplicate or significantly overlap each other in content and learning outcomes. This applies to transfer credits and CSUG credits.

Remedial Credit

Courses that appear developmental, remedial, or preparatory in nature, course name, course code, content, or course description will not be accepted for transfer.

Elective Waiver (DCECWA) for Upper-Level Credit

Lower-level courses with a significant amount of overlap to upper-level courses may be eligible for a waiver if a syllabus is submitted by the student and approved by a program director.

> *Should the student's major drop below 30 credits due to the waiver, a replacement course will be added.*