

**Transfer Students and General Education Requirements**  
**January 30, 2018**

<b>Transfer Status</b>	<b>Action</b>
With Associates from State System University	<ol style="list-style-type: none"> <li>1. FYE and HPLW 105 are satisfied.</li> <li>2. All breadth areas of GE and corresponding overlays (Artistic Expression, Communication, and Global Diversity and Citizenship) are marked as satisfied.</li> <li>3. Any accepted transfer courses outside of the GE breadth area whose ESU course fulfills an overlays (i.e. WII, WIII, or I) will need to be reviewed by the Transfer Office and the relevant Academic Dean/Dept Chair before being used to fulfil the overlay (See example A).</li> </ol>
With Associates (Part of P2P)	<ol style="list-style-type: none"> <li>1. Full “junior standing”<sup>2</sup></li> <li>2. FYE and HPLW 105 are satisfied.</li> <li>3. ESU will “fully accept general education course work when comparable (though perhaps not identical” to GE at ESU. There is “not a course to course equivalency requirement.”<sup>1</sup> Review conducted by the Transfer Office and relevant Academic Dean/Dept. Chair. (See examples B &amp; C)</li> </ol>
With Associates (Not part of P2P)	<ol style="list-style-type: none"> <li>1. FYE satisfied and HPLW 105 satisfied.</li> <li>2. Course to course credit review by Transfer Office and relevant Academic Dean/Dept. Chair to fulfil breadth and overlay areas.</li> </ol>
Without Degree from a State System University	<ol style="list-style-type: none"> <li>1. If 24 credits or more FYE satisfied; 60 credits or more HPLW 105 satisfied.</li> <li>2. If the GE program at the prior state system university is complete, the GE program at ESU will be marked as complete.<sup>2</sup></li> <li>3. If the GE program at the prior system system university is not complete, then Course to course credit based on review by the Transfer Office and relevant Academic Dean/Dept. Chair. “As many course credits as possible toward satisfaction of GE requirements, then to requirements in the major, finally to elective credits.”<sup>1</sup></li> <li>4. Any accepted transfer courses outside of the GE breadth area whose ESU course fulfills an overlays (i.e. WII, WIII, or I) will need to be reviewed by the Transfer Office and the relevant Academic Dean/Dept Chair before being used to fulfil the overlay (See example A)</li> </ol>
Without Degree (Non-state System School with Transfer Agreement)	<ol style="list-style-type: none"> <li>1. Course to course credit based on agreement. “As many course credits as possible toward the satisfaction of general education requirements, then to requirement in the major and finally to elective credits.”<sup>1</sup></li> <li>2. Any accepted transfer courses outside of the GE breadth area where the ESU course fulfills an overlays (i.e. WII, WIII, or I) will need to be reviewed by the Transfer Office and the relevant Academic Dean/Dept Chair before being used to fulfil the overlay (see example A)</li> <li>3. If 24 credits or more –FYE is satisfied, if 60 credits or more – HPLW 105 is satisfied.</li> <li>4. Prior learning credit accepted from, “but not limited to, Advanced Placement, International Baccalaureate, DANTES, CLEP, military experience, and credit by exam.”<sup>3</sup></li> </ol>
Without Degree (Non-State System School without transfer Agreement)	<ol style="list-style-type: none"> <li>1. Course to course credit based on review by Transfer Office and relevant Academic Dean/Dept. Chair.</li> <li>2. “As many course credits as possible toward satisfaction of GE requirements, then to requirements in the major, finally to elective credits.”<sup>1</sup></li> <li>3. Any accepted transfer courses outside of the GE breadth area whose ESU course fulfills an overlays (i.e. WII, WIII, or I) will need to be reviewed by the Transfer Office and the relevant Academic Dean/Dept Chair before being used to fulfil the overlay (see example A)</li> <li>4. If 24 credits or more FYE is satisfied, if 60 credits or more HPLW 105 is satisfied.</li> <li>5. Prior learning credit accepted from, “but not limited to Advanced Placement, International Baccalaureate, DANTES, CLEP, military experience, and credit by exam.”<sup>3</sup></li> </ol>

<sup>1</sup> PASSHE BOG Policy 1999-01 Student Transfer, as amended October 6, 2016, section D

<sup>2</sup> PASSHE BOG Policy 1993-01-A General Education at State System, as amended October 6, 2016 page 4

<sup>3</sup> PASSHE BOG Policy 1993-01-A General Education at State System, as amended October 6, 2016 page 2

## **Examples:**

- A: A student successfully completes Ecology for 3 credits at the prior institution. At ESU the Ecology course, is a required course in the major and it also fulfills the Writing Level II overlay. The ecology course is accepted in the major, but the ability of the course to fulfil the overlay will be determined by the transfer office and, in this example, the Dean of the College of Arts and Science, and the Department Chair of Biological Sciences.
- B: ESU's General Education program requires 12 credits from four different disciplines in each of the three breadth areas. A student who transfers in two political science courses, and two history courses for a total of 12 credits in the social science breadth area, will still satisfy the social science breadth area.
- C: A student successfully completes African Art for 3 credits at the prior institution as part of its general education program. Even though ESU does not have a specific course African Art, would accept it as a course in the Arts and Letters breadth area.

## **Applicable Statutes and Policies**

1. PA P.S. Title 24 § 20-2002-C Transfer of Credits Between Institutions of Higher Education
2. PASSHE BOG Policy 1993-01-A, as amended October 6, 2016; section D, **Transfer**. pages 3-4
3. PASSHE BOG Policy 1999-01 Student Transfer, as amended October 6, 2016, **Undergraduate**, pages 3-4.
4. Pennsylvania Statewide Program to Program Articulation Agreements:  
<http://www.pacollege-transfer.com/Home/tabid/4471/Default.aspx>

## **Policy 1993-01-A: *General Education at State System of Higher Education Universities***

**Adopted:** January 21, 1993

**Amended:** October 6, 2016

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### **A. Purposes**

1. To reaffirm the significance and value of General Education and to strengthen its assessment through measurable outcomes;
2. To align the Board of Governors policy with regional accreditation standards related to General Education and assessment of student learning outcomes.

### **B. Introduction**

General Education is aligned with the liberal education approach to learning and it is the part of a university undergraduate curriculum that is shared by all students. It ensures that students acquire breadth of knowledge and provides a basis for developing essential learning outcomes. Learning across traditions and disciplines fosters integration of knowledge and develops skills in diversity, civic and cultural awareness, communication, problem solving, and critical analysis. Within General Education, student learning outcomes consist less in mastery of disciplinary content than in the acquisition of the skills, values, awareness, understanding, perspective and appreciation that are the foundation for informed citizenship in a democratic society, innovation, and career readiness. General Education is also a foundational component of employability skills.

### **C. Definitions**

**Employability Skills** are the foundational academic, practical and interpersonal skills required across industries and career paths.

**General Education** is a subset of Liberal Education which is shared by all students at a particular university.

**Liberal Education** is “an approach to college learning that empowers individuals and prepares them to deal with complexity, diversity and change. This approach emphasizes broad knowledge of the wider world (e.g. science, culture and society) as well as in depth achievement in a specific field of interest. It helps students develop a sense of social responsibility; strong intellectual and practical skills that span all major fields of study, such as communication, analytical, and problem-solving skills; and the demonstrated ability to apply knowledge and skills in real world settings” (AAC&U LEAP).

**Pa Public School Code, 24 Section 20-2002-C** refers to legislation that directs Pennsylvania public institutions of higher education to accept for transfer foundation

courses and accept with full junior standing the associate of arts or the associate of science degree into parallel baccalaureate programs.

**P2P** refers to the legislative Pennsylvania statewide program to program articulation agreements that provide clear transfer pathways into a State System university for community college students who have selected a transferable major program.

**Pa. Statewide Transfer Credit Framework** refers to the 30 credit hours of foundational liberal arts in 6 categories of study which was developed to implement the legislation (Pa Public School Code, 24 Section 20-2002-C) related to transfer among public institutions of higher education.

**Prior Learning** refers to students learning that occurred prior to enrollment at a State System university. Prior learning includes credits earned elsewhere as well as the assessment of skills, knowledge and competencies acquired outside the classroom against a set of standards or learning outcomes. Prior learning may include documented learning such as (but not limited to) Advanced Placement, International Baccalaureate, DANTES, CLEP, military experience, and credit by exam.

#### **D. Compliance with Middle States Commission on Higher Education and University responsibilities**

Middle States Commission on Higher Education (MSCHE) provides the common ground for General Education and its assessment for all State System universities. The State System of Higher Education institutions will meet the Middle States Requirements and Standards. The current standards are listed below:

1. As institutions that offer undergraduate education, each will provide a general education program either free standing or integrated into academic disciplines that:
  - a. offers a sufficient scope to draw students into new areas of intellectual experience, expanding their cultural and global awareness and cultural sensitivity, and preparing them to make well-reasoned judgements outside as well as within their academic field;
  - b. offers a curriculum designed so that students acquire and demonstrate the essential skills including at least:
    - oral and written communication
    - scientific and quantitative reasoning
    - critical analysis and reasoning
    - technological competency
    - information literacy
  - c. consistent with mission, the general education program also includes the study of values, ethics, and diverse perspectives (MSCHE standard III).
2. With regard to assessment of student learning and achievement, a regionally accredited institution will have clearly stated educational goals; organized and systematic assessment conducted by faculty and/or appropriate professionals evaluating the extent of student achievement of institutional

and degree/program goals. Institutions will articulate how they prepare students in a manner consistent with their mission for successful careers, meaningful lives and where appropriate, further education.

They will support and sustain assessment of student achievement and communicate the results of this assessment to stakeholder and will use assessment results for improvement of educational effectiveness. (MSCHE Standard V)

3. Within the regional accreditation framework listed above, institutions will identify student learning outcomes. Consistent with their mission, institutions will design their general education programs and requirements to assure their students achieve the desired student learning outcomes. In addition to those student learning outcomes indicated by MSCHE, this policy enables system universities to identify additional learning outcomes.

### **General Education Requirements**

Every student who graduates from an undergraduate degree program will satisfy the General Education requirements through learning experiences at the university, course-based transfer, core to core transfer, prior learning, and/or demonstration of competency.

Baccalaureate degrees. The BOG Policy 1990-06A: Academic Degrees requires a minimum of 40 General Education credits for a baccalaureate degree; the maximum shall not exceed 48 credits. The credit hours will be focused on competencies that are consistent with liberal arts learning outcomes. General Education requirements will be consistent with the requirements of the statewide Transfer Credit Framework.

Professional bachelor's degrees such as the BFA, BM, BSN, BSW, BSEd, and BS in Business Administration identified in BOG policy 1990-06A are permitted to have General Education requirements specifically adapted to the profession but which must be consistent with the general education competencies for all students.

Associate degrees. The BOG policy 1990-06A: Academic Degrees require a minimum of 30 General Education credits for an Associate of Arts degree. Twenty-four credits of General Education are required for an Associate of Science and 21 for an Associate of Applied Science. The general education requirements should be consistent with requirements of the statewide Transfer Credit Framework.

Associate degrees designed for transfer must be aligned with the requirements identified in the parallel P2P articulation agreements.

### **Transfer**

Middle States Commission on Higher Education standards (Standard IV) indicates that prior learning applicable to General Education will be recognized either through transfer of course credits or other transcribed equivalents.

The Board of Governors Student Transfer policy requires that State System institutions recognize the integrity, design, and validity of general education at other institutions and fully accept any completed general education coursework when comparable (though

perhaps not identical) to general education at the receiving state system institution. There shall not be a course to course equivalency analysis or requirement.

The following apply to students who matriculate at a State System institution after attending another institution(s) of higher education:

- Students who transfer from one State System institution to another State System with their general education program completed will have their general education requirements met. Universities with unique signature general education requirements may expect students to satisfy those requirements if doing so does not extend the student's time to degree.
- Students who transfer into the State System of Higher Education with an Associate degree (either an AA or AS) identified in a Program to Program (P2P) agreement as part of the Commonwealth Statewide College Credit Transfer system will be awarded full junior standing. These students will be expected to satisfy the remaining general education requirements at the receiving institution.
- Students who transfer into the State System of Higher Education with an Associate degree which is not identified as a P2P program will be expected to satisfy any remaining general education requirements.
- Students who matriculate at a State System institution without first earning an Associate degree in a transfer program will be required to complete any remaining requirements of that institution's general education program. This does not apply to students who engage in "reverse transfer" by transferring their State System institution courses and credits back to a prior institution for the purpose of earning an Associate degree.

### **Prior learning**

In addition to transfer credits, students' learning may occur outside the college classroom. Students entering a State System institution who have met General Education student learning outcomes and competencies through mechanisms such as (but not limited to) Advanced Placement, International Baccalaureate, DANTES, CLEP, military experience, and credit by exam will have that learning transcribed.

All such learning will be indicated through transcription of academic credit or an alternative method to document learning.

### **Implementation**

This policy will become effective for new undergraduate students who matriculate Fall 2018.

## **Policy 1999-01-A: *The Student Transfer Policy***

**See Also:** [Board of Governors' Policy 1990-06-A: Academic Degrees;](#)  
[Procedure/Standard Number 2016-24: Graduation Residency Requirements](#)

**Adopted:** January 14, 1999

**Amended:** October 6, 2016

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### **A. Introduction**

The student transfer policy operates on the principle that competencies and learning outcomes developed and documented through prior learning are the basis of recognition of transfer credit, not course matching. The intent of this policy is to maximize the acceptance and application of college-level credits awarded by regionally accredited institutions.

Sound public policy advocates that students who transfer into and among State System universities be able to complete their education without unnecessary repetition of learning successfully completed and documented at another institution.

The State System recognizes the value of learning that students demonstrate upon earning an Associate degree. Undergraduate students who transfer into a State System university with an Associate of Arts or Associate of Science degree in a parallel program will be awarded junior status and will have the same requirements for admission to a particular academic program as native students.

#### **The purposes of this policy are:**

1. To facilitate transfer of undergraduate and graduate students and their prior learning to and among State System universities.
2. To ensure that students can complete their education without unnecessary duplication of coursework.
3. To assist non-diploma and non-degree-holding students who have earned college-level credits from a previously attended PA Community college earn an associate degree or other credential by “reverse transferring” their current PA State System University credits back to their PA Community College.

### **B. Background**

In 2008, legislation amended the Public School Code of 1949 by adding Article XX-C “Transfer of the Credits between Institutions of Higher Education” and established the Statewide Transfer and Articulation System so that students could transfer Associates of Arts (AA) and Associate of Science (AS) degrees into parallel bachelor degree programs at State System universities with junior standing.

A Transfer and Articulation Oversight Committee (TAOC) developed a process and timeline for implementing statewide program to program articulation agreements. TAOC created a transfer credit framework for 30 credits of foundational courses in 6 areas as well as the guidelines for program articulation from 2 year to 4 year institutions. Representative community college and 4 year college faculty developed Program to Program (P2P) transfer articulation understandings for academic major programs.

## **C. Definitions**

### **1. Undergraduate Degrees:**

- **Associate's Degrees:** An Associate degree indicates that the holder has developed proficiencies sufficient to prepare for upper division collegiate work or to enter directly into a specific occupation. Associate degrees are awarded only for completion of a coherent program of study designed for a specific purpose. They reflect satisfactory achievement of a minimum of 60 semester hours of credit, in two parts: a general education component and an area of concentration or major component. Examples of Associate Degrees include Associate of Arts, Associate of Science, and Associate of Applied Science.
- **Bachelor's Degrees:** A Bachelor's degree is a four year degree that consists of two principal components, general education and study in depth in a major, which, taken together, are designed to prepare the student for a productive career, informed citizenship, and continuous growth.

### **2. Graduate Degrees:**

- **Master's Degrees:** A Master's degree represents advanced study beyond the baccalaureate degree and signifies mastery in a discipline or professional field. A master's program requires a minimum of 30 semester credit hours and usually includes three basic components: (a) a common core of courses related to the discipline or field of study; (b) a concentration or specialization in a focused area of the discipline; and (c) cognate courses which broaden perspective or mastery, or provide special skills such as statistics or foreign language.
- **Doctorate Degrees:** The doctorate is the highest academic degree awarded in American higher education and is of two types: the Doctor of Philosophy (Ph.D.) and the Professional Doctorate. Though the primary distinction is that the Ph.D. is a research degree and professional degrees are applied degrees, most doctoral programs include both research and applied studies.

3. **Certificates:** A certificate is a formal credit-based credential designated on the academic record and awarded by an educational institution to indicate completion of an organized program of study at the postsecondary level that does not culminate in a degree.

4. **Program to Program (P2P):** Refers to a Pennsylvania statewide program to major program articulation agreement that provides a clear transfer pathway into a State System university for community college students who have selected a transferable major program. Associate of Arts and Associate of Science degrees that are part of the P2P articulation contain a minimum of 30 hours of liberal arts among the following six fields of



study: Composition, Public Speaking, Humanities & Arts, Behavioral/Social Sciences, Sciences, and Mathematics and 21 credits of major program coursework.

5. **Prior Learning:** Refers to student learning that occurred prior to enrollment at a State System university. Prior learning includes college-level credits earned elsewhere as well as the assessment of skills, knowledge and competencies acquired outside the classroom against a set of standards or learning outcomes. Prior learning may include documented learning such as (but not limited to) Advanced Placement, International Baccalaureate, DANTES, CLEP, military experience, and credit by exam.
6. **Credit:** The recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a postsecondary degree, diploma, certificate, or other formal award, irrespective of the activity's unit of measurement.
7. **Directed General Education (Prescribed General Education):** General education courses that are required for the major are considered "directed general education" or "prescribed general education". Therefore, directed (prescribed) general education courses are counted in the general education requirement/credits, not in the major or cognate requirements.
8. **Reverse Transfer:** A credit review of degree seeking students who transferred from a PA community college to a four-year Pennsylvania State System University without having earned their associate degree. Credits earned while working toward their bachelor degree will be sent to the PA Community College for evaluation for possible credit towards the completion of the associate degree requirements. PA's State System of Higher Education Universities and the 14 Pennsylvania Community Colleges have a signed and executed statewide Reverse Transfer Agreement.

#### **D. Policy Statement**

All college-level credits from regionally accredited institutions will be accepted in transfer, regardless of how the prior learning was acquired. The intent of this policy is to maximize the application of college-level credits awarded by regionally accredited institutions. Review of learning from non-regionally accredited institutions will be evaluated locally on a student by student basis. State System Universities shall ensure consistency and equity in the application of credit from non-regionally accredited institutions.

It is up to the receiving State System University as to how the credit is applied towards the intended degree:

#### **Undergraduate**

- In the acceptance and application of undergraduate transfer college-level credits, the receiving institution will first apply as many college-level credits as possible toward the satisfaction of general education requirements, then to requirements in the major and finally to elective credits.

- State System universities will recognize the integrity, design and validity of general education programs at other institutions and will accept general education coursework when comparable (though perhaps not identical to general education at the receiving State System institution). There shall not be a course to course equivalency requirement.
- Students who transfer from one State System institution to another State System institution with their general education program completed will have their general education requirements met. Universities with unique signature general education requirements may expect students to satisfy those requirements if doing so does not extend the student's time to degree.
- Undergraduate students who transfer into the State System of Higher Education with an Associate degree in a parallel academic programs or as part of the P2P Statewide agreements will be awarded junior standing.

### **Graduate**

- Students may transfer one-third of the equivalent graduate-level credits required in a graduate program.

### **E. Guaranteed Admissions**

Admission to a State System university is guaranteed for undergraduate students transferring from a Pennsylvania Community College with an Associate degree and for students transferring from one State System University to another State System University.

- Admission is guaranteed into a State System University but not to a specific major or degree program.
- Criminal Conviction of a Felony Offense or Dismissal from a Previous Institution for Disciplinary Reasons may limit the ability to enroll in the Institution or complete certain academic majors/programs and may affect approval to live in university-owned or university-affiliated housing. These will be handled on a case-by-case basis.

### **F. Effective Date**

The policy will become effective no later than start of Fall 2017.