

4 Transfer Credit Framework

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Transfer and Articulation Oversight Committee
Governance, Policies and Procedures
Revised: 1/14/13

4.1 Overview

24 P.S. § 20-2004-C. Transfer and Articulation Oversight Committee requires TAOC to:

- Develop, in consultation with faculty and personnel, equivalency standards for foundation courses.
- Determine equivalent courses for at least 30 hours of foundation courses, not including developmental or remedial courses or career, technical or applied courses, in consultation with faculty and personnel.

To accomplish these tasks, TAOC identified six common areas of foundation courses and collected lists of courses that fell into these categories from all of the participating institutions. Subcommittees then developed equivalency standards and a list of course titles for each category. Once approved by TAOC, these efforts established what is referred to as the “Transfer Credit Framework”.

The Transfer Credit Framework is an advising tool that allows students to transfer up to 30 credits of foundation courses to any of the participating colleges and universities and have those courses count toward graduation.

The Framework includes courses in English, public speaking, math, science, art, humanities, history and the behavioral and social sciences. Courses listed in the Transfer Credit Framework represent the type of coursework that is generally completed during the first and second year of a four-year degree program. Completing courses in these categories is a good choice for students who are undecided about the major they wish to pursue or the institution where they plan to transfer.

The Transfer Credit Framework is not intended to represent the full set of general education courses required for a degree but is an excellent advising tool for students who begin classes without a clear sense of their future educational plans. The participating colleges and universities offer a variety of courses – general and major-specific – that are transferable but not listed in the framework.

Certain majors have specific requirements prescribed by external agencies. It is the student’s responsibility to work with an advisor to select appropriate courses as they relate to the major.

The Transfer Credit Framework affects students matriculated Fall 2008 and beyond.

To fully benefit from the Transfer Credit Framework, students are advised to select a range of courses from all six categories. Framework courses are worth 3 or 4 credits each. Students may complete one course from Category 1 and one from Category 2. Students should complete no more than two courses from each of the remaining categories.

With the assistance of an academic advisor or transfer counselor, additional courses from the categories may be taken. However, certain majors have specific requirements prescribed by external agencies. Students should work closely with an advisor before selecting additional courses.

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4.2 Transfer Credit Framework Categories/Courses

Students who successfully complete courses from the approved categories below can have their credits transferred and counted towards graduation at any of the participating TAOC colleges and universities. Certain majors may have specific requirements prescribed by external agencies. It is the student's responsibility to work with an advisor to select appropriate courses as they relate to the major.

Category 1 (3-4 credits total)	Category 2 (3-4 credits total)	Category 3 (min. 3-4 credits; max. 6-8 credits)	Category 4 Must include lab (min. 3-4 credits; max. 6-8 credits)	Category 5 (min. 3-4 credits; max. 6-8 credits)	Category 6 (min. 3-4 credits; max. 6-8 credits)
English Composition	Public Speaking	Foundations of Mathematics	General Chemistry I (majors & non-majors courses)	General Psychology	Introduction to Music
		College Algebra	General Chemistry II (majors & non-majors courses)	Introduction to Sociology	Introduction to Philosophy
		Elementary Statistics	General Biology I (majors & non-majors courses)	American National Government	Elementary Spanish I
		Precalculus	General Biology II (majors & non-majors courses)	Educational Psychology	Elementary Spanish II
		Calculus I	General Physics I (non-calculus)	History of Western Civilization II	Painting I
			General Physics II (non-calculus)	Principles of Macroeconomics	Elementary French I
			Anatomy & Physiology I	Principles of Microeconomics	Elementary French II
			Anatomy & Physiology II	U.S. History I	Drawing I
			Introduction to Astronomy	U.S. History II	Ethics
				History of Western Civilization I	Introduction to Art
				Contemporary Social Problems	German I
				Introduction to Anthropology	German II
				Human Growth and Development	Introduction to Literature (may also be known as Introduction to Poetry, Interpreting Literature, Reading Literature, Theses in Literature, Topics in Literature, Current Themes in Literature)
				Child Psychology	Survey of American Literature
					Literature of the Western World
					World Literature
					American Literature
					Survey of English Literature
					Introduction to Theatre

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4.3 Framework Course Approval Process

Once a year institutions submit courses to TAOC's Equivalency Standards Subcommittees for review and inclusion in the Transfer Credit Framework.

1. Institutions select courses that they believe meet the standards and requirements of the framework and electronically submit them to the appropriate Curriculum Standards Subcommittee for review. Institutions submit the courses via the Course Equivalency Management Center (CEMC) located at www.collegetransfer.net.
2. Courses are reviewed and votes are cast via CEMC. During this review process, subcommittee members may request additional information or ask for clarification from the submitting institution.
3. Once all subcommittee members cast their votes, the course is either approved or denied as a Framework course. A minimum 2/3 vote is required for a course to be approved.
4. Approved courses are immediately noted in CEMC and on PAcollegetransfer.com as meeting the framework standards. Denied courses remain in the system but do not carry the Framework distinction.
5. Approved courses are then electronically sent via CEMC to each participating institution so that a direct course equivalency can be established. As a participating member of TAOC, an institution may not reject an approved TAOC course for transfer. When transferring a TAOC approved course, an institution must take one of three actions:
 - a. Enter the current equivalency that the institution has for a given course into the system;
 - b. Create a new equivalency for the course and enter that course into the system; or,
 - c. If there is no comparable course, use a "ghost" course to indicate that the course is accepted even though there is no matching course taught at the institution.

4.3.1 Course Approval Process Timeline

Date	Task
January 30	➤ Deadline for institutions to submit courses to Standards Subcommittees for review against established Framework Standards
January 1 - March 31	➤ Standards Subcommittees review foundation level courses proposed by the participating institutions against the established Framework Standards and determine if the courses qualify for inclusion in the Transfer Framework
April 1	➤ Deadline for participating institutions to submit course catalog extract electronically to AcademyOne
May 1	➤ Deadline for participating institutions to establish course equivalencies in CEMC for courses approved by the Standards Subcommittees

4.3.2 Course Equivalency Management Center (CEMC)

CEMC is the electronic tool that institutions use to propose courses to the Standards Subcommittees and to establish course equivalencies with other participating institutions.

Each institution must appoint one individual, preferably two, who will be responsible for proposing the institution's courses to the Standards Subcommittees and establishing/maintaining course equivalencies with other institutions in the electronic transfer and articulation system that supports PAcollegetransfer.com.