



Transfer Credit Overview

Office of Admissions & Registrar's Office

CalPolyPomona

Goals



- ✓ Transfer Credit Report (TCR) posted by Orientation
- ✓ TCR corrections from Orientation (and rule review) completed by Fall add/drop
- ✓ Degree Progress Report (DPR) initial review completed by Spring advising
- ✓ Create & maintain a systematic process for transfer credit rule building and review
- ✓ Implement systematic posting of transfer credit once rules have been updated and validated

Context: Current & Historical



Area	Core Functions	Tasks
Admissions	<ul style="list-style-type: none"> • Final Admission Audits • Initial Transfer Credit 	<ul style="list-style-type: none"> • Re-calculation of transfer GPA • Re-calculation of transfer units • Verify Golden 4 and supplemental (if necessary) • Verify ADT (if applicable) • Review for No Rules, check TES/Assist • Assign Articulated Course, GE Area or Elective Credit if No Rule • Review for “W”, repeats, etc.
Registrar’s Office	<ul style="list-style-type: none"> • Spring Graduation Clearance • Initial Degree Progress review • Transcript Indexing 	<ul style="list-style-type: none"> • Review DPR for requirement completion • Process adjustments to DPR (e.g. petitions, etc.) • Review for repeats • Coordinate with advisors • GE certification • Review TCR for major specific articulation • Review and Manual update of transcripts to system

Since Fall 2018:

- 30% increase in FTF with college work (approximately 22% of enrolls)
- 50:50 distribution between newly enrolled FTF and UDT
- 10% growth in transfer enrolls

New Fall 2020 Transfer Enrolls:

- 4,284 transfers enrolled (largest ever incoming class at CPP)
- 19,000 college transcripts received since March 1
- 57% went to only one institution
- 43% went to at least 2 institutions (26% attended 3+)

College Transcripts Processed (Fall 2020 Admission)

March 1 – April 30	4,256
May 1 – July 5	6,450
July 6 – July 24	3,082
July 25 – August 15	2,456
August 16 – September 15	<u>2,796</u>
<i>Total</i>	<i>19,040</i>

NOTE: Due to COVID-19 exceptions, not all transcripts from Fall 2020 admits have been received yet

Strategies:

Rule Building/Maintenance

Transcript Receipt Indexing

Credit Posting

Rule Building/Maintenance	Impact
<ul style="list-style-type: none"> • Do not maintain articulation rules for low volume institutions <ul style="list-style-type: none"> • Focus on top 30 feeders (from which CPP receives 50+ transcripts per admit term) • Concentrate on GE articulation (80% of transfers do not have ADT) • Develop and maintain articulation for “Gateway” courses, critical for major requirements & prerequisites (approximately 20 courses) 	<ul style="list-style-type: none"> • Reduces rule maintenance by 70,000 rules • Facilitates graduation and progress to degree
<ul style="list-style-type: none"> • Do not maintain articulation for: <ul style="list-style-type: none"> • Non-baccalaureate courses • Courses that do not have an impact on DPR (instead articulate to program specific electives) 	<ul style="list-style-type: none"> • Reduce maintenance of rules that do not have DPR impact (26,000+ rules)
<ul style="list-style-type: none"> • Implement early DPR review 	<ul style="list-style-type: none"> • Identify rules that are not automated

Priority	Impact
<ul style="list-style-type: none">• Standardize format of course numbers	<ul style="list-style-type: none">• Reduce maintenance of duplicate rules due to inconsistent course numbering (5,000+ rules)
<ul style="list-style-type: none">• Determine scope for articulation rules & maintenance practices, including:<ul style="list-style-type: none">• Reviewing practices around major-specific rules	<ul style="list-style-type: none">• Set expectations for advising community• Determines priorities for articulation encoders
<ul style="list-style-type: none">• Engage with campus partners<ul style="list-style-type: none">• Implement feedback/review loop for rule building and maintenance	<ul style="list-style-type: none">• Proactive information to campus community on updates• Sets expectations for advising community

Strategies	Impact
<ul style="list-style-type: none">• Expand e-transcript network for electronic data transcripts• Request “initial” transcripts from ALL admitted transfers for coursework through Fall term• Enforce transcript deadlines & withdrawal of admits for missing deadlines	<ul style="list-style-type: none">• Shortens document processing time• Increases TCR processing time
<ul style="list-style-type: none">• Prioritize indexing based on target milestone dates<ul style="list-style-type: none">• February – April: All transcripts in receipt date order• April – May 1: Transcripts only of students with declared intent• June 1: Transcripts of students with declared intent AND orientation date order• Explore indexing efficiencies for illegible transcripts and minimize manual entry	<ul style="list-style-type: none">• Allows for dynamic shifting of workload based on seasonal deadlines• Creates processing efficiencies

Area	Strategies	Impact
Admissions	<ul style="list-style-type: none"> • Start of transfer credit upon deposit and transcript receipt (as early as March) <ul style="list-style-type: none"> • Stage transfer credit (prior to matriculation), batch post credit (upon matriculation) • Dynamically shift workload based on orientation date, receipt of transcript and deposit 	<ul style="list-style-type: none"> • Creates additional lead time for TC processing given increasing demands and volume
Registrar	<ul style="list-style-type: none"> • Support TCR posting during high volume periods (March/April & June/July) • Complete Initial DPR review (by Spring term) • Utilize TCR issues log for individual correction and rule review/correction 	<ul style="list-style-type: none"> • Doubles staff during peak TC processing period • Allows for early identification for TC corrections
AD/RO	<ul style="list-style-type: none"> • Explore batch TCR posting (U of A mod) when rules are stable 	<ul style="list-style-type: none"> • Automates TC posting, allowing Evaluator/TGA to manually post credit for courses without articulation rules

1. Focus on accurate rules for:
 - Top 30 community college GE courses
 - "Gateway" courses
 - Standardize incoming data
 - Eliminate rule maintenance for non-baccalaureate courses
 - Articulate courses that do not have impact on DPR to program specific electives (eliminates maintenance of 26,000 rules)
2. Implement feedback and review loop
3. Pursue batch posting of credit (utilizing U. of A. batch modification)

4. Prioritize major-specific rules
5. Enhance transparency with our campus partners (AD/RO)
6. Establish systemwide focus group and survey for Transfer Credit

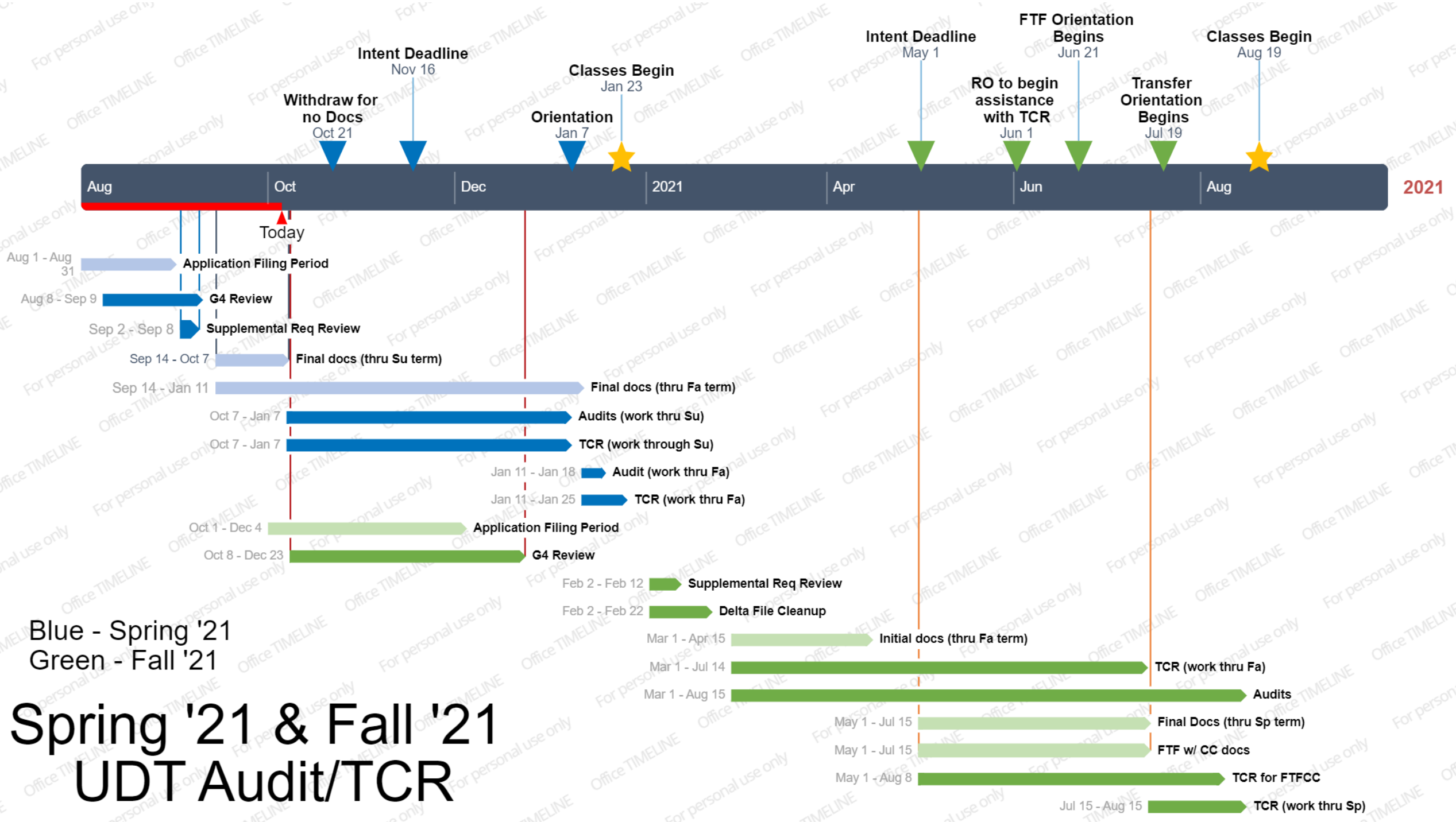


The CO recently launched a TCR survey and they are working on developing a systemwide workgroup to address campus needs.

Staffing resources needed to meet university goals:

- ✓ TCR by Orientation
- ✓ DPR by Spring enrollment
- ✓ Timely admission audits
- ✓ Timely spring/summer graduation

	Actual	Needed
Admissions Audit	3.5 FTE 2.0 Temp (3 mos.)	7 FTE
TCR Posting	3.5 FTE 2.0 Temp (3 mos.)	7 FTE
Rule Encoder	1.0 FTE	2.0 FTE
Transcript Receipt/Indexing	3.5 Permanent 2.0 Temp (6 mos.)	5.0 FTE



Questions & Comments



Glossary: Common Terms



First-Time Freshman (FTF)

Students who apply directly out of high school. May have some transferable college-level work

Upper-Division Transfer (UDT)

Students who applies with a minimum of 60 semester units completed at another institution and have the Golden IV completed

Matriculation

Point at which an “applicant” becomes a “student”; TCR processing and enrollment may begin

Final Audit/Admission Clearing

Final review of all received transcripts for all admission criteria (GPA, course requirements, supplemental requirements, ADT, etc.)

Transcript Imaging/Processing

The physical receipt of transcripts to the Office of Admissions, scanned into OnBase, and identified to an applicant/student

Transcript/Course Indexing

The course code, number, units and grade taken from the transcript and entered into Peoplesoft; this allows for transfer credit to be evaluated and posted

Electronic Data Interface (EDI)

Computer-to-computer exchange of data; makes course indexing quicker and reduces error

Transfer Credit Report (TCR)

Unit, grade and course credit for prior work completed; includes transfer courses applied towards CPP general education and/or major requirements either through course-to-course equivalencies, General Education category equivalencies, or elective credit

Degree Progress Report (DPR)

*Indicates completion status of undergraduate degree requirements; identifies requirements that are completed, in progress and those in need of completion. Pulls in data from TCR and CPP enrollment to apply to degree requirements. Does not **systematically** affect registration or graduation.*

Articulation

*Course equivalencies as determined by **ASSIST.org** and **TES***

- **ASSIST.org** - articulation database for California public colleges and universities (Community Colleges, CSUs, and UCs)
- **TES** – Transfer Evaluation System – articulation for private institutions in California, and public/private out-of-state institutions; also General Education area equivalencies for the CSUs and UCs

Transfer Credit Rules

PeopleSoft coding of approved articulations that assigns CPP course equivalencies and GE area credit to incoming transfer courses. Also assigns nonspecific general elective credit to those courses that are transferable but have no approved CPP course articulation.