From: Aarti Ivanic, Chair of University Senate

To: Dr. Carole Huston *(Arts & Sciences)*, Dr. Tim Clark *(Arts & Sciences)*, Dr. Andrea Flynn *(Business)*, Dr. Alyson Ma *(Business)*, Dr. Alex Mejia *(Engineering)*, Dr. Kathleen Kramer *(Engineering)*, Ms. Samantha Przywitowski *(Academic Advisor, Engineering)*, Ms. Leslie Martinez *(Chief-of-Staff, Associated Student Government)*

Cc: Dr. Steven Conroy, Dr. Rick Olson, Dr. Ron Kaufman, Dr. Beth O'Shea, Dr. Tom Herrinton

Date: 10-18-2019

Re: Invitation to serve on a University Senate Ad Hoc Committee for Transfer of Credit Procedures

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Dear Dr. Huston, Dr. Flynn, Dr. Ma, Dr. Clark, Dr. Mejia, Dr. Kramer, Ms. Martinez and Ms. Przywitowski,

I cordially invite you to serve as a member of the University Senate Ad Hoc Committee to examine the Transfer of Credit Procedure.

The charge of this committee is as follows:

1. To examine the current 'Transfer of Credit' *procedure* in the Undergraduate Catalog (see page 2) and propose a formal 'Transfer of Credit' *policy* which the University Senate can evaluate, discuss, amend, and approve as appropriate. Page 3 has a *draft policy* that was shared with me in February 2019.
2. Provide a rationale for any suggested changes which include a reason for the need of a formal policy for Transfer of Credit.
3. Provide concrete recommendations for next steps that you think the University Senate and the University administration should take with regards to the matter of Transfer of Credit.

As you draft a policy, I encourage you to examine policies at peer institutions and other accreditation sources as you deem appropriate. I request that you have a conversation with the Core Curriculum Director, Dr. Beth O'Shea to get her perspective on the relationship between a Transfer of Credit policy and the Core curriculum. I encourage you to consult with Associate Dean's Rick Olson *(Engineering)*, Ron Kaufman *(Arts & Sciences)*, and Steven Conroy *(Business)* as you deem appropriate.

Dr. Carole Huston (Professor of Communication Studies) will serve as the chair of this committee. I request a final report and proposed policy to be shared with the University Senate no later than February 1st, 2020 (ideally earlier). I would appreciate an interim update to the University Senate by December 1, 2019.

In advance, I greatly appreciate the thoughtfulness, insightfulness, and advocacy for our students that you will bring to this important committee. Please feel free to reach out to me if I can offer any support or help to facilitate conversations or actions.

I appreciate your commitment to the University Senate and to the University of San Diego.

Best wishes,

Aarti Ivanic
Associate Professor of Marketing | Chair of University Senate | Email: ivanic@sandiego.edu

Transfer of Credit

The following principles apply to transfer of undergraduate credit to the university:

1. Credit must be from an accredited, USD-approved university. However, students should note that USD has full discretion concerning which credits are applicable to its curricula and are therefore transferable.

2. Credit must be at the undergraduate level at the university of origin. The student is responsible for submitting acceptable supporting documentation.

3. Transfer courses cannot repeat essentially the same content of work taken at USD, except in the cases where a grade of D or F was received in the USD course.

4. A grade of "C-" or higher must have been earned (grade of "pass" or "satisfactory" ordinarily is not acceptable).

5. All courses transferred to USD are transferred for unit credit only and are not calculated into the GPA.

6. The number of credit hours transferred will be based on USD's semester credit system (multiply the number of quarter hours by 2/3). For example, 4 quarter-hours x 2/3 = 2.67. It is the student's responsibility to make up the difference if the total number of degree credits falls short of the requirement for the degree. The amount of USD credit awarded may not exceed the equivalent amount on the originating transcript.

PROPOSED TRANSFER OF CREDIT POLICY

[Dr. Tom Herrinton; February 2019]

1. All college-level, on-ground, domestic undergraduate courses at regionally accredited institutions will transfer to USD for credit, except:

   a. courses where credit has been given for life experience;

   b. vocational courses;

   c. courses in excess of four units each in physical activity, physical education instruction or coaching, and intercollegiate athletics;

   d. courses taken through a professional and continuing education or extension unit;

   e. remedial courses; and

   f. courses that repeat essentially the same content of work taken previously at USD, except where a grade of D or F was received in the USD course.

2. Transfer of courses from international or nationally accredited colleges or universities, or of courses taken through a professional and continuing education or extension unit, is determined on a case-by-case basis and includes the conditions in 1a-f.

3. Online classes taken before matriculation to USD will be accepted according to sections 1 and 2. Acceptance of online courses for transfer after attendance at USD is determined by department or program policy: if they are acceptable then sections 1 and 2 still apply to individual online courses.

4. USD has full discretion concerning how the transferrable credits are applied to its curriculum. The student is responsible for submitting acceptable supporting documentation.

5. A grade of "C-" or higher must have been earned (grade of "pass" or "satisfactory" ordinarily is not acceptable).

6. All courses transferred to USD are transferred for unit credit only and are not calculated into the GPA.

7. The number of credit hours transferred will be based on USD's semester credit system (multiply the number of quarter hours by 2/3). For example, 4 quarter-hours x 2/3 = 2.7. It is the student's responsibility to make up the difference if the total number of degree credits falls short of the requirement for the degree. The amount of USD credit awarded may not exceed the equivalent amount on the originating transcript.