Proposal Date: August 25, 2015

**Office of the Registrar**

**Proposal to Create a New Academic Policy**

**(Action Item)**

Contact Person: Tiffany Robinson, Registrar, [tiffany.robinson@wku.edu](mailto:tiffany.robinson@wku.edu), 745-5432

1. **Identification of proposed policy:** Creation of a policy that would extend the “Fully Certified” category of the Kentucky General Education Transfer Policy to transfer students who complete associates degrees containing 30 unduplicated semester credit hours of general education courses from regionally accredited institutions outside the state of Kentucky.
2. **Catalog statement of proposed policy:**
   1. Proposed catalog policy:

**General Education Transfer Policy from States other than Kentucky**

Students who complete an associate degree containing 30 unduplicated semester credit hours of General Education (typically an Associate of Arts [AA] or an Associate of Science [AS]) from a regionally accredited institution outside Kentucky are considered to have fulfilled all WKU Colonnade General Education requirements.

* 1. Proposed catalog section:

It is proposed that this policy appear in the “**Transfer of Credits**” section immediately following the “**Kentucky General Education Transfer Policy**.”

1. **Rationale for proposed policy:**

Currently, in accordance with the Kentucky General Education Transfer Policy, a student with an AA or AS degree from a Kentucky Community and Technical College System (KCTCS) college is considered “Fully Certified” with respect to general education requirements (i.e. all general education requirements are completed) at any Kentucky public institution. These degrees require at least 30 hours of general education. The purpose of the proposed policy is to extend the “Fully Certified” classification to students who complete a general education-focused associate degree (typically an AA or AS) at a regionally accredited institution outside of the state of Kentucky.

This policy is consistent with the WKU Challenging the Spirit Action Plan (2012-13 to 2017-18), which lists as one of its strategies to “Continue involvement and leadership in statewide initiatives to make transfer more seamless.” The proposed policy provides a more seamless transfer pathway and a more efficient transcript evaluation for students who complete a general education-focused associate degree (typically an AA or AS) outside of Kentucky. The timing of this policy will facilitate WKU’s efforts to increase its non-traditional student population. WKU is becoming a more popular destination for transfer students from adjacent states and such a policy would help strengthen joint admissions, 2+2 programs and related transfer initiatives.

Note that this policy does NOT apply to associate degrees that do not contain a significant (at least 30 hours) general education component.

Other institutions with similar general education transfer policies include the University of Kentucky and benchmark institutions Illinois State University and Appalachian State University.

1. **Impact of proposed policy on existing academic or non-academic policies:**

4.1 Impact on policies:

The proposed policy extends the existing Kentucky General Education Transfer Policy to regionally accredited institutions from other states. It does not affect other policies.

4.2 Impact on populations that may be affected:  
 This policy impacts only those transfer students who complete an associates degree

outside Kentucky. From 2009 through the present, WKU has averaged 30 transfer

students in the fall and 12 in the spring from out-of-state (but within US) schools with completed associate degrees for a total of 42 students per year.

1. **Proposed term for implementation:** Fall 2016
2. **Dates of prior committee approvals:**

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| UCC Academic Policy Subcommittee (if applicable) |  |
| Undergraduate Curriculum Committee |  |
| University Senate |  |