

# BOISE STATE UNIVERSITY COLLEGE OF ENGINEERING

## CIVIL ENGINEERING DEPARTMENT

Policy Number CE15-006

Effective Date: July 1, 2015

### TRANSFER CREDIT EVALUATION POLICY

**PURPOSE:** Courses taken at other institutions may or may not be achieving learning outcomes that are consistent with those within Boise State University (BSU) and the Civil Engineering (CE) Department. This policy is to limit the acceptance of courses taken at other institutions in order to assure appropriate academic content and coverage.

- I. The CE Department will retain transfer course approval authority for the following:
  - Courses other than University Foundations (UF) or Disciplinary Lens (DL) taken to fulfill CE degree requirements.
  - Courses taken to fulfill pre-requisite requirements for CE Department courses.
    - Note: pre-requisite approval applies to any student enrolled in a CE course regardless of major.

**Notes:**

1. The CE Department will not process equivalencies; transfer credits will be treated as substitutions only.
  2. Courses for which transfer equivalency has already been established by the Registrar are not covered under this policy.
- II. Procedures
    - Students requesting evaluation of courses taken outside of BSU are required to provide documentation to the CE Department.
    - Each individual student must request approval of each course they wish to transfer.
    - Students currently enrolled at BSU, and planning to take a course at another institution must request a Pre-Approval transfer credit evaluation PRIOR to taking the course.
    - The information provided for the evaluation includes:
      - BSU course name and number for which substitute is being requested
      - Non-BSU institution, course name and number
      - Non-BSU course syllabus
      - For online course, course proctor name and contact information
      - Lab syllabus/ list of lab experiments (if lab was involved)
      - Upon completion of course: Unofficial transcript demonstrating student received a passing grade.

- CE Department staff will forward student information to the CE Chair/designee.
- The Chair/designee will evaluate student Transfer Evaluation requests to determine whether or not the non-BSU course provides comparable outcomes to the BSU target course.
- The Chair/designee will base the assessment on the following:
  - Content of materials covered in non-BSU course
  - Pre-requisites of non-BSU course
  - Proctor validation (for online course)
  - In the case where the student did not pass the target BSU course in the past, the application may be rejected.

*Note: The CE Department may consider extenuating circumstances (e.g. overall GPA, student course repeat history, class scheduling conflicts) as appropriate in the assessment process.*

- Upon completion of evaluation, the Chair/designee will send an email to the student indicating whether or not the Pre-Approval or Transfer Credit Substitution was approved.
- The CE Department will archive documentation, and complete Academic Adjustments using University and CE Department processes.

### III. Communication Plan

- The CE guidelines and procedure for Transfer Credit Evaluations will be documented as a page under Advising on the CE Department Website.
- Upon completion of the Transfer Credit Evaluation, the student will receive e-mail including the following information:
  - Pre-Approval is granted
    - Request was approved, course is considered a valid substitution.
    - There is no change to student's ARR based upon the Pre-Approval.
  - Transfer Credit Substitution is approved
    - Request was approved, student's ARR will be updated to reflect transfer credit.
  - Transfer Credit Pre-Approval or Substitution is denied
    - Student's ARR will not be changed based on completion of this course.