CT State: Transfer Credit Evaluation

Facilitators:
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Mariah Thomas, Interim Associate Director of Transfer Credit Evaluation

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Transfer Credit Evaluation Coordinators (TCE)

- 12 TCE’s (Transfer Credit Evaluation Coordinators)
- Transfer Credit Evaluations are completed by alpha split
- On-site TCE Status Information
<table>
<thead>
<tr>
<th>Staff Member Name</th>
<th>Alpha Split</th>
<th>College Email and Office Phone Number</th>
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</thead>
<tbody>
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General Contact:
CTState-TrancriptEval@ct.edu
Professional Development

- TCE Trainings
  - In-person
  - Virtual
- TCE Evaluation Process
- Student follow up communications
- Collaborative Student Support
Transfer Policy

• Transfer credit evaluations are performed for accepted degree and/or certificate-seeking CT State CC students based on their current degree program
• All official transcripts, AP/CLEP, IB, Credit for Prior Learning and International transcripts for accepted degree and or certificate seeking applicants are reviewed for Transfer Credit Evaluation
• Credits are transferred in by specified accredited bodies
• Students must complete at least 25% of the minimum credit requirements for degree or certificate through coursework at CT State Community College to meet our graduation residency requirement
• Courses that apply to the student’s declared degree and/or certificate program will be granted for transfer with a grade of C- or above, including P (Pass -equivalent to satisfactory grading systems) and will appear on the One College transcript as: TR
• Transfer grades are not included in CT State’s calculation of grade point average (GPA)
Accreditation

All official transcripts must be sent from institutions that hold regional accreditation recognized under the Council for Higher Education Accreditation (CHEA)

• New England Commission on Higher Education (NECHE)
• Accrediting Commission for Community and Junior Colleges
• Western Association of Schools, and Colleges (AccJC)
• Higher Learning Commission (HLC)
• Middle States Commission on Higher Education (MSCHE)
• Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
• WASC Senior College and University Commission (WCSUC)

International Transcripts must be Accredited by:

• NACES
• AICES
Transfer Eval Process

- Transcripts are reviewed, evaluated, and completed in the order in which received
- Transfer Credit Evaluations are to be completed within 2-3 business days
- Official transcripts must be sent by mail, or electronically, directly from the student’s previous college(s) to CT State Community College - Admissions Office to CTState-TranscriptEval@ct.edu OR if using an Electronic Official Transcript System: transcripts must be sent directly to CT State Community College

- **CT State Mailing Address:**
  CT State Community College
  Attn: Admissions, Transcript Evaluation
  185 Main Street
  New Britain, CT. 06051
Process Map: New Transfer

1. **Student is accepted for admissions**
2. **Student submits an official college transcript(s)**
3. **Transcript is matched to an accepted degree and/or certificate seeking student**
4. **Verify student’s HOME CAMPUS**
   - **Student receives an email confirming receipt of their official transcript with additional information**
   - **The transcript is reviewed by a TCE within 2-3 business days**
   - **Follow up is made to the Academic Affairs, as needed**
   - **The student receives notification on the status of their Transfer Credit Evaluation**
   - **Transferrable courses are entered in Banner and viewable to the student in DegreeWorks**
   - **Student receives an email confirming that transferred coursework is viewable**
**Process Map: Continuing Students**

1. **Complete a CS Transfer Credit Evaluation Form in myCTState**
2. **Student receives an email confirming receipt of their CS TCE Form with additional information.**
3. **CS Transfer Credit Evaluation Form is matched to a student’s transcript.**
4. **Enrollment Status & Degree/Certificate Program is confirmed.**
5. **Verify student’s HOME CAMPUS**
6. **College Transcript is marked as received, if not already on file**
7. **Student receives notification on the status of their Transfer Credit Evaluation**
8. **Review previously transferred credits, if already completed**
9. **Review and evaluate transcript within 2-3 business days**
10. **Follow up with Academic Affairs, as needed.**
11. **Transferrable courses are entered in Banner and viewable to the student in DegreeWorks.**
12. **Student receives an email confirming transferred coursework is viewable.**
AP and CPL

- Advanced Placement (AP) and College-Level Examination Program (CLEP)
  - Statewide Discipline Councils are currently reviewing and recommending courses for governance approval.
  - Until then, we are using each campuses original designations.
Communications
Communication

ENGAGE WITH STUDENTS UPON ACCEPTANCE & RECEIPT OF AN OFFICIAL TRANSCRIPT

SUPPORT STUDENTS WITH ON-SITE TRANSFER CREDIT EVALUATION INQUIRES

TRANSFER CREDIT EVALUATION STATUS UPDATE BASED UPON ALPHA SPLIT

GENERAL TCE MAILBOX: CTSTATE-TRANSCRIPTEVAL@CT.EDU
Transfer Student Communication Plans are built to meet the needs of the student at each phase of their Transcript Evaluation Review through completion.

- Transcript Received Confirmation
- Transcript Credit Evaluation Pending Review
- Transfer Credit Evaluation Complete
- Non-Degree Student – Transcript Received
- No Transferrable Credit
- Transcript Received, No Admissions Application or Acceptance
- Prior College Credit Earned Marked on Admissions Application – Need College Transcript
TCE Technology Resources

- **TES – Transfer Evaluation System**
- **1C Parchment**: [https://www.parchment.com](https://www.parchment.com)
- **Transcript Capture**

- 1C Banner
- 1C CRM Recruit
- Degree Works
- Hyland OnBase
TES: Transfer Evaluation System

Transfer Credit Evaluation Coordinators can access up to 174,418 college catalogs and course descriptions.
Provided the former institution/s have partnered with Parchment to process outbound transcripts, students are strongly encouraged to send their transcripts electronically to CT State Community College through Parchment.
Transcript Capture
Automated Transfer Course Data Capture and Processing
# Transcript Capture Timeline

<table>
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<tr>
<th>Project Phase</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>01 Initiation</td>
<td>9/6/2022</td>
<td>11/11/2022</td>
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<tr>
<td>02 Discovery</td>
<td>11/28/2022</td>
<td>1/27/2023</td>
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<tr>
<td>03 Implementation</td>
<td>1/30/2023</td>
<td>6/16/2023</td>
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<tr>
<td>04 Training</td>
<td>6/19/2023</td>
<td>6/23/2023</td>
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<tr>
<td>05 Testing</td>
<td>6/26/2023</td>
<td>7/21/2023</td>
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<tr>
<td>06 Go Live</td>
<td>7/24/2023</td>
<td>8/11/2023</td>
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Hyland OnBase
Transfer Credit Evaluation Coordinator Daily Workflow
Streamlined TCE Process
Hyland OnBase: Current Student

TCE Daily workflow of evaluating a transcript(s) for those currently enrolled includes an alert from specified Admissions Student Forms.
Student Resources

Transfer Credit Evaluation General Contact Information

- CTState-TranscriptEval@ct.edu

List of verified Electronic Transcript Services

- Parchment: https://parchment.com
- College Board: https://collegeboard.org
- National Student Clearinghouse: https://www.studentclearinghouse.org/

List of NACES and AICE agencies that provide assistance in the interpretation of international academic documents in terms of US equivalents.

Most Frequently Used NACES Agencies:

- World Education Services, Inc.: www.wes.org
- Educational Credential Evaluators, Inc: www.ece.org
- Center for Applied Research, Evaluations, and Education, Inc.: www.iescaree.com
Key Performance Indicators

CT State Community Colleges
Applicant Funnel by Admit Type

Submit

- New: 6,440 / 21%
- Readmit: 3,465 / 10%
- Transfer: 7,255 / 10%

Admit

- New: 3,559 / 13%
- Readmit: 2,513 / 14%
- Transfer: 5,018 / 9%

Enrolled

- New: 2,408 / 15%
- Readmit: 1,582 / 11%
- Transfer: 3,374 / 11%
Top Feeder Colleges

1. CSCU System Colleges: WCSU, SCSU, ECSU, CCSU
2. CUNY Colleges
3. Goodwin University
4. Post University
5. Sacred Heart University
6. University of Bridgeport
7. University of Connecticut
8. University of Hartford
9. University of New Haven
10. University of Saint Joseph
Improve Transfer Student Experience

• **Barriers within the enrollment processes include** –
  • Financial constraints or concerns
  • Personal circumstances or obligations
  • Changes in the availability of classes or resources
  • Lack of communication/guidance from school officials

• **Solutions:**
  • Transfer student scholarships
  • Mental Health & Wellness Center
  • Open Access CT State Course Schedule
  • Increase communications and dedicated TCE Staff
  • Evaluations completed after acceptance, not registration
  • TCE Professional Development and Training Guides
Live Q & A

Questions may be entered in the chat...

If you have any other questions after this webinar, feel free to email us:

CTState-TranscriptEval@ct.edu
Contact Us:

CTState-TranscriptEval@ct.edu