



# Rowan Core Transfer Credit Policy



(Approved by the Senate on April 24, 2020)

The Rowan Core literacy requirements are waived for transfer students with an earned A.A. or A.S. degree from a NJ community/county college. For all other students, the following criteria will be used to determine whether transfer credits fulfill Rowan Core requirements.

These criteria are intended to make it easier for students to count transfer credits earned elsewhere, while still preserving the integrity of assessment in our own Rowan Core courses. By establishing transfer equivalencies to the various Rowan Core literacies, students and advisors can easily see which courses and exams are satisfying Rowan Core requirements.

## Role of the Learning Assessment and Rowan Core Committee

Starting in Fall 2020, the new *Learning Assessment and Rowan Core Committee* (LARC, merging the existing *Rowan Core* and *Learning Outcomes & Assessment* Committees) will be responsible for establishing equivalencies between transfer courses or exams and the various Rowan Core literacies.

The LARC Committee will be composed as follows:

- Chair
- One faculty member from each college and school
- Two additional faculty members
- Two professional staff advisors
- One librarian
- One AFT representative

As needed, the LARC Committee chair will recruit additional faculty and professional staff to help review proposed Rowan Core transfer equivalencies.

Prior to Fall 2020, an ad hoc group consisting of members of the *Rowan Core Committee*, advisors and Registrar staff will set up equivalencies for the highest priority transfer courses and exams. This group can begin their work as soon as the new *Rowan Core Transfer Credit* policy is approved.

## Workflow for Establishing Transfer Equivalencies

A course or exam that comes in from another institution with no established transfer equivalency will go out to the relevant department chair or head on the Outstanding Data report. The chair or head can choose from the following three options:

- (1) The exam or course is directly equivalent to a Rowan course that is already in Rowan Core  
Here, nothing more needs to be done. Once the equivalency is set up, students will automatically satisfy the Rowan Core literacy requirement through this transfer credit.
- (2) The exam or course is directly equivalent to a Rowan course that is not in Rowan Core  
Here, the equivalency to this Rowan course will be set up. The chair or head will also have the option to flag the transfer course or exam for consideration by the LARC Committee as potentially satisfying a Rowan Core literacy.
- (3) The exam or course is not directly equivalent to any Rowan course  
Here, the exam or course will be set up to count as either a free elective or a subject elective (e.g., *HIST 05075 GEN ED History*). The chair or head will again have the option to flag the transfer course or exam for consideration by the LARC Committee as potentially satisfying a Rowan Core literacy.

Any transfer courses or exams flagged by the chair or head for consideration as potentially satisfying a Rowan Core literacy (in options 2 or 3) will be forwarded to the LARC Committee by the Registrar's Office. The requested equivalency will be examined either by the whole committee or by a sub-group of the committee. LARC will use the provided course descriptions to determine whether the course adequately aligns with some of the outcomes of that Rowan Core literacy. (Note: an approved transfer course or exam can be used to satisfy only one Rowan Core literacy.)

If the committee approves this request, then one of the following actions will be taken:

(A) If the transfer course or exam is directly equivalent to a Rowan course that is not in Rowan Core (option 2 above), then a Rowan Core literacy attribute will be added to the equivalency.

For example, suppose a county college course called *Acoustical Physics* was established as equivalent to the Rowan course *Physics of Sound and Music*, which is not currently in Rowan Core. If the LARC Committee approved the transfer course as satisfying the Rowan Core Scientific literacy, then this attribute would be added for all students who have earned transfer credit for this exam or course (from this specific institution).

Importantly, however, adding a Rowan Core attribute to a transfer course or exam does not change the Rowan Core status of any equivalent course here at Rowan. So, in this example, students who took the equivalent *Physics of Sound and Music* at Rowan could not use it to satisfy the Rowan Core Scientific literacy, since this course is not currently included in Rowan Core. This policy is important for two reasons. First, it protects the right of departments to decide which courses they want to include in Rowan Core. Second, it preserves the integrity of our general education model, where departments need to have an approved plan for assessing students in the course based on the outcomes for that literacy. This policy should not create any impediments for students here at Rowan, since they will have easy access to advising on which courses satisfy Rowan Core requirements.

(B) If the transfer course or exam is not directly equivalent to any Rowan course (option 3 above), then it will be made equivalent to a generic Rowan Core placeholder course, showing which Core literacy it satisfies—and potentially also which attribute from the former general education model that it satisfies.

The Registrar's Office will build these placeholder courses, using the CORE subject code, for each Rowan Core Literacy—and, as needed, for each combination of a Rowan Core literacy and an attribute from the former general education model. Since these are not actual courses, no curriculum proposals will be needed to set them up

## Applying and Appealing Transfer Credit Decisions

Newly approved Rowan Core transfer credit equivalencies are not date dependent, so they will also apply to students who previously took the transfer course or exam.

A record of all approved Rowan Core transfer credits will be maintained at the existing transfer credit database, which can be found here:

- <https://sites.rowan.edu/registrar/transferring-credits/transfer-credit-evaluation-database.html>

Advisors and faculty are not permitted to add a Rowan Core exception to a particular course or exam if there is not an established equivalency. However, students, faculty or advisors can appeal to have a transfer course or exam count as satisfying a Rowan Core literacy. These appeals follow the existing credit appeal process run through the Coordinator of University Transfer Services, and they will be forwarded to the LARC Committee for review. The LARC Committee will maintain a record of all transfer credit decisions and their rationales, along with any appeals.