

# The Assessment Plan for the Transfer Policies

The Legislative Audit on Transfer of Credit practices called for an assessment plan to monitor the effectiveness of any policies adopted in response to the audit. An assessment plan was adopted by the Montana Board of Regents in September 2005, and the details of that plan are set out below, based on each policy or Item that was approved by the Regents. The assessment expectations are as follows:

## **SYSTEM OF CONTROLS, POLICY 301.5.1:**

- 1) Each campus will prepare an annual report for the Office of the Commissioner of Higher Education that contains the following information:
  - a) number of Montana University System transfer applications received before the priority deadline.
  - b) number of Montana University System transfer applications received after the priority deadline.
  - c) number and percentage of (a) above who are notified of receipt of the application within five days.
  - d) number and percent of (a) above who are notified of the admission decision, total credits transferred, and the transferability of the student's general education credits within 10 days of the receipt of the completed application and required documents.
  - e) number and percent of (a) above who are notified of the final credit decision for purposes of his/her major, minor, option and/or certificate before the last day on which it is possible to add classes, if degree plans are identified.
  - f) number and percent of (b) above who receive a complete transfer evaluation prior to the first day of pre-registration for the following semester.
  
- 2) Each campus will also perform the following **in-house** assessment and procedure activities:
  - a) fully implement, utilize and regularly update the Transfer Articulation Module in Banner.
  - b) establish a central office, where all responses to and from students and academic entities on the campus will flow.
  - c) publish a complete policy statement describing the evaluation of transfer credits as well as a procedure manual delineating the complete procedure by which transcripts are evaluated.
  - d) perform random, periodic audits of transfer student transcripts to monitor compliance with the policy.
  - e) conduct a periodic review of transfer credit appeals to detect situations where credits have not been appropriately assigned and evaluated.

### **OUTDATED COURSEWORK, POLICY 301.5.2:**

- 1) Each campus will perform the following **in-house** assessment procedures:
  - a) perform random, periodic audits of transfer student transcripts to monitor compliance with the policy.
  - b) conduct a periodic review of transfer credit appeals to detect situations where credits have not been appropriately assigned and evaluated.

### **MINIMUM GRADES, POLICY 301.5.3:**

- 1) Each campus will complete the following **in-house** assessments and procedures:
  - a) establish procedures and policies to comply with the minimum grade expectations of the policy, particularly as they apply to graduating students.
  - b) conduct periodic audits of graduating student transcripts to determine if the expectations of the policy are being followed.
  - c) insure that all programs that require more than the minimum grades specified in the policy are on file with the Office of the Commissioner of Higher Education.
  - d) conduct periodic reviews of transfer appeal documents and graduation petitions to insure compliance with the policy, and the filing requirement described in part c) above.
  - e) complete the necessary program modifications to Banner to insure that the correct values are assigned to letter grades, especially grades with a "+" or "-".
  - f) publish a good-faith summary of the policy in appropriate campus materials so students are aware of its details.

### **GENERAL EDUCATION TRANSFER PRACTICES, POLICY 301.10:**

- 1) Each campus will collect the following information, and report it to the Office of the Commissioner of Higher Education, when asked:
  - a) the number and percentage of incoming undergraduate transfer students from Montana University System institutions who have completed the lower division coursework in an approved general education program at one of the MUS institutions.
  - b) the total number of incoming undergraduate transfer students from Montana University System institutions.
    - 1) the number and percentage of students in part (b) above who have completed less than 20 general education credits and are not eligible, therefore, for the MUS core transfer program.
    - 2) the number and percentage of students who might be eligible for the MUS core transfer program. This number is the difference between b) and b.1) above.
    - 3) the number and percentage of students in b.2) above who complete the MUS core.
    - 4) the number and percentage of students in b.2) above who complete the approved general education program at their new campus.
  - c) the number of incoming undergraduate transfer students who have completed an Associate of Arts or Associate of Science degree at a Montana University System institution.
- 2) Each campus will also publish information about these three pathways, so transfer students know how they can satisfy the lower division general education requirements in the Montana University System.

**UNDERGRADUATE DEGREE REQUIREMENTS; ASSOCIATE DEGREES AND CERTIFICATES OF APPLIED SCIENCE, POLICY 301.12:**

- 1) Each campus will review its current Associate of Science, Associate of Arts and Associate of Applied Science degree offerings to insure that they are in compliance with the policy. Any degree programs that are not in compliance with the policy must be changed, except for those programs that are described in part 2), below.
- 2) Exceptions to the certificate and two-year degree requirements set out in this policy must be approved by the Montana Board of Regents. An inventory of such Regent-approved programs will be maintained by the Office of the Commissioner of Higher Education.

**LICENSED PRACTICAL NURSING PROGRAMS, ITEM 127-105-R0505:**

- 1) Each licensed practical nursing program must comply with the model curriculum approved by the Montana Board of Regents in May 2005. If a program is in compliance, it will award an associate of applied science degree to successful graduates in the program; include only 50 credits in the LPN program; adopt the 24-credit pre-nursing courses outlined in the model; and adopt the 26-credit nursing courses described in the model.
- 2) Each nursing program in the Montana University System will also prepare an annual report for the Montana Board of Regents that contains the following information, if the information is applicable to the program:
  - a) three, four and five-year completion rates for the program.
  - b) retention rates for students admitted to an LPN or RN program.
  - c) the number of students who complete an LPN program and do not continue into an RN program, under the so-called "stop out point."
  - d) the number of students who continue past the "stop out point" and enter an RN program.
  - e) pass rates on the nursing licensure examination.
  - f) the number of students who transfer between Montana University System nursing programs.