

Transfer Services Survey June 2001	MSU-Bozeman	MSU-Billings	MSU-Northern	UM-Missoula	MT Tech	UM-Western	Montana University System TOTALS
1. Check areas where campus has written policy(ies) & list URL.							
a) General transfer guidelines	x	x	x	x	x	x	6 out of 6
b) Acceptance of Transfer Credit	x	x	x	x	x	x	6 out of 6
c) Process for evaluating transfer credit	x	x	x	x	x		5 out of 6
d) URL address* (see below for address)	x	x	x	x	x	x	6 out of 6
2. Evaluate how often policy(ies) poses difficulty for students. (n = never, s = seldom, f = frequently)							
a) General transfer guidelines	s	s	s	s	s	s	s = 6
b) Acceptance of Transfer Credit	s	s	s	s	s	s	s = 6
c) Process for evaluating transfer credit	s	s	s	s	s	f	s = 5 & f = 1
7. Check guide used on your campus in evaluating transfer credit. (Guide to...)							
a) Educational Credit for Training Programs		x	x	x			3 out of 6
b) Evaluation of Educational Experiences in Armed Services	x	x	x	x	x	x	6 out of 6
c) Educational Credit by Examination	x	x	x	x			4 out of 6
8. Is your school a member of SOC?							
Answer: y = yes n = no	y	y	y	y	y	y	yes = 6
9. Check examinations used by your institution for awarding credit.							
a) ACT-PEP							0 out of 6
b) AP Program	x	x	x	x	x	x	6 out of 6
c) CLEP (general exam)	x	x	x	x			4 out of 6
d) CLEP (subject exams)	x	x	x	x	x	x	6 out of 6
e) DANTES Defense Activity	x	x	x	x	x	x	6 out of 6
f) SAT					x		1 out of 6
g) Other?* (see below for response)	x	x				x	3 out of 6
10. Check credit recommendations used by your institution.							
a) ACT-PEP							0 out of 6
b) AP	x	x	x		x		4 out of 6
c) CLEP (general exam)	x	x	x				3 out of 6
d) CLEP (subject exams)	x	x	x		x	x	5 out of 6
e) DANTES Defense Activity	x	x	x	x	x	x	6 out of 6
g) Other?* (see below for response)		x			x		2 out of 6

1d. What is your URL address?

- URL = montana.edu (MSU-Bozeman)
- URL = www.msubillings.edu (MSU-Billings)
- URL = http://atlas.montana.edu:9002 or http://msun.edu/stuaffairs/registrar/webcatalog/1999-00.htm (MSU-Northern)
- URL = http://admissions.umt.edu/content/apply.asp or www.umt.edu/catalog (UM)
- URL = www.mtech.edu/registrar (TECH)
- URL = www.wmc.edu/academic/catalogs/00-01/00-01catalog.pdf (pgs. 14-15) (UM-W)

3. Describe the steps used by the campus to evaluate and post transfer credit.

- As part of the admission requirements, all previous academic course work is sent to us to be admitted. When all transcripts are received, a course-by-course evaluation is done for the student. (MSU-Bozeman)
- 1st-time transfer students go to Advising Center for initial evaluation; by 6 weeks into 1st semester, transfer work is posted. (MSU-Billings)
- Initial evaluation is done by registrar office. If equivalencies have been established, courses are posted to transcript. If equivalencies have not been established, evaluation is referred to appropriate college dean. College returns decision to registrar office for implementation. (MSU-N)
- Upon receipt of an application and official transcripts, UM Admissions & New Student Services evaluates transfer work and determines if transfer courses are college level, the appropriate grading and credit conversions and assignment of courses to applicable general education areas. Academic department determines applicability of accepted credit toward major requirements. The evaluation also designates upper division coursework and other UM credit maximums. The work is posted in the Banner system and a copy of the evaluation is mailed to the student with his/her acceptance packet. (UM)
- See attached documents: Transfer Credit Procedure Updated 2001 (TECH)
- UM-W posts transfer course-work that meets acceptance criteria (in catalog) summary fashion-total credits accepted. Transfer students receive degree-program check-sheets that show how transfer courses apply to their selected program at Western. (UM-W)

4. Who is involved in these decisions, what are their job titles, and what are their evaluation responsibilities?

- Transcript evaluations: Department admissions can make connection & evaluation to major. Core committee can correct core. (MSU-Bozeman)
- Initially, admissions clerk determines accreditation status of institution, photocopies transfer transcript for Advising Center, advisor evaluates transfer work, "ad hoc" equivalencies (those designated for that one student) are added to Banner. (MSU-Billings)
- S. Shortell (admin assistant-posts to transcript), College deans (evaluate equivalencies), Registrar (S.Jamruszka-implements decisions) (MSU-N)
- There are four Admissions Evaluators who are responsible for the evaluation of transfer credit as outlined above. (UM)
- Kurtis Lean (Transfer Credit Evaluator-Undergraduate Credit Eval & Posting) Danetta Lee (Assistant Registrar- College of Technology Credit Eval & Posting) Janelle Vincent (Admin. Assistant- Undergrad & Grad.Transfer Credit Posting) Dept. Heads (Grad & Post-Baccalaureate Credit Eval.) Ed Johnson (Registrar- Backup UG and CT Trans. Cr. Eval.) (TECH)
- Education Programs--Linda Lucero. Certification officer and Ed. division admin assistant--transfer course applicability. Arts & Sciences Programs--Dr. Mark Krank. Special assistant to the VC for academic affairs--transfer course applicability. (UM-W)

5. How long does this process take from beginning to the final decision to accept/reject the credit?

- About 3 months all 1000 transfers are done. Depends on time of year. (MSU-Bozeman)
- If we receive transfer transcript by the 1st week of semester it can be evaluated by 6th week. Student & advisor can view equivalencies on the web at any time. (MSU-Billings)
- If equivalencies have been established, about 2 working days. During peak processing like beginning of fall terms, it will be about two to four weeks. If a course needs to be evaluated by a college dean, about one to two weeks. (MSU-Northern)
- Once Admissions has received all required documents, an application/evaluation is normally processed within one to two weeks. (UM)

- The transfer credit evaluation process begins when a completed student's file is transferred from the Admissions Office to the Registrar's Office. Depending on the time of year the file is completed, the process takes from two to three weeks. (TECH)
- Varies--a few days to a week. (UM-W)

6. How long after the final decision on transfer credit is a student notified?

- Immediately (MSU-Bozeman)
- Students are told that transfer work will be "viewable" on their web account after mid-term. This is not the "final decision" on equivalencies, however. When a student moves to a different major or college, equivalencies can change. (MSU-Billings)
- After work is posted to the transcript, a report is sent to the student immediately. (MSU-Northern)
- An acceptance letter and credit evaluation is mailed out the day after a student is accepted. (UM)
- One week. (TECH)
- A few days (one week max). (UM-W)

9(g). Other examination used by your institution for awarding credit.

- Challenge and some portfolio evaluation. (MSU-Bozeman)
- Departmental challenges; COMPASS challenges (MSU-Billings)
- Institutional challenge exams. (UM-W)

10(g). Other credit recommendations used by your institution.

- PONSI (The National Program on Collegiate Sponsored Instruction) (MSU-Billings)
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