HOW ABOUT A LITTLE CREDIT?

A roundtable discussion on best practices for assessing transfer credit

Introductions

- **Ryan Snowdon – Senior Admission Coordinator**
  - Non-traditional applications: Distance, Part-time, Dual Degree, Second Degree
- **Curtis Gonyou – Admission and Recruitment Events Coordinator**
  - On-campus and global recruitment events
- **Katie Norris – Admission and Recruitment Assistant**
  - Transfer credit processing, Incoming International Exchange

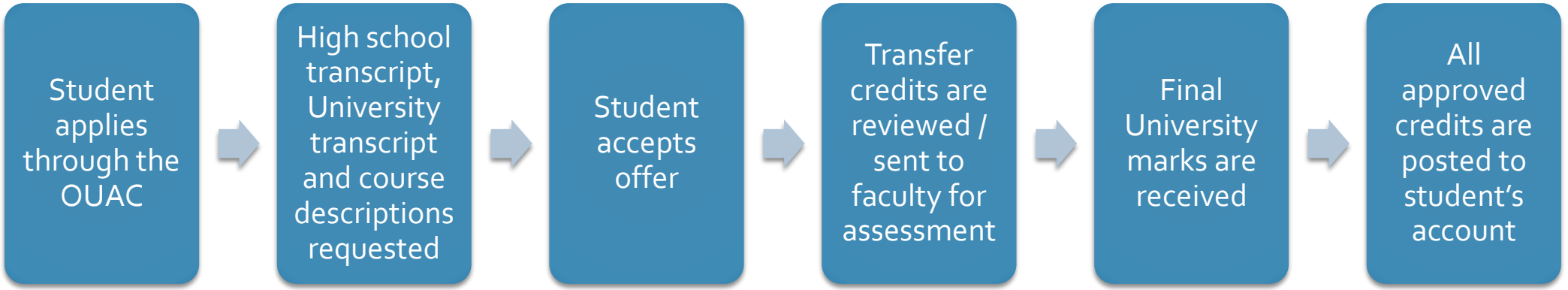
Today's Presentation

- Motivation for submitting presentation proposal to ONCAT
- General information on the transfer process at Queen's
- Improvements made to Queen's assessment process
- Q&A
- Live polling questions and discussion

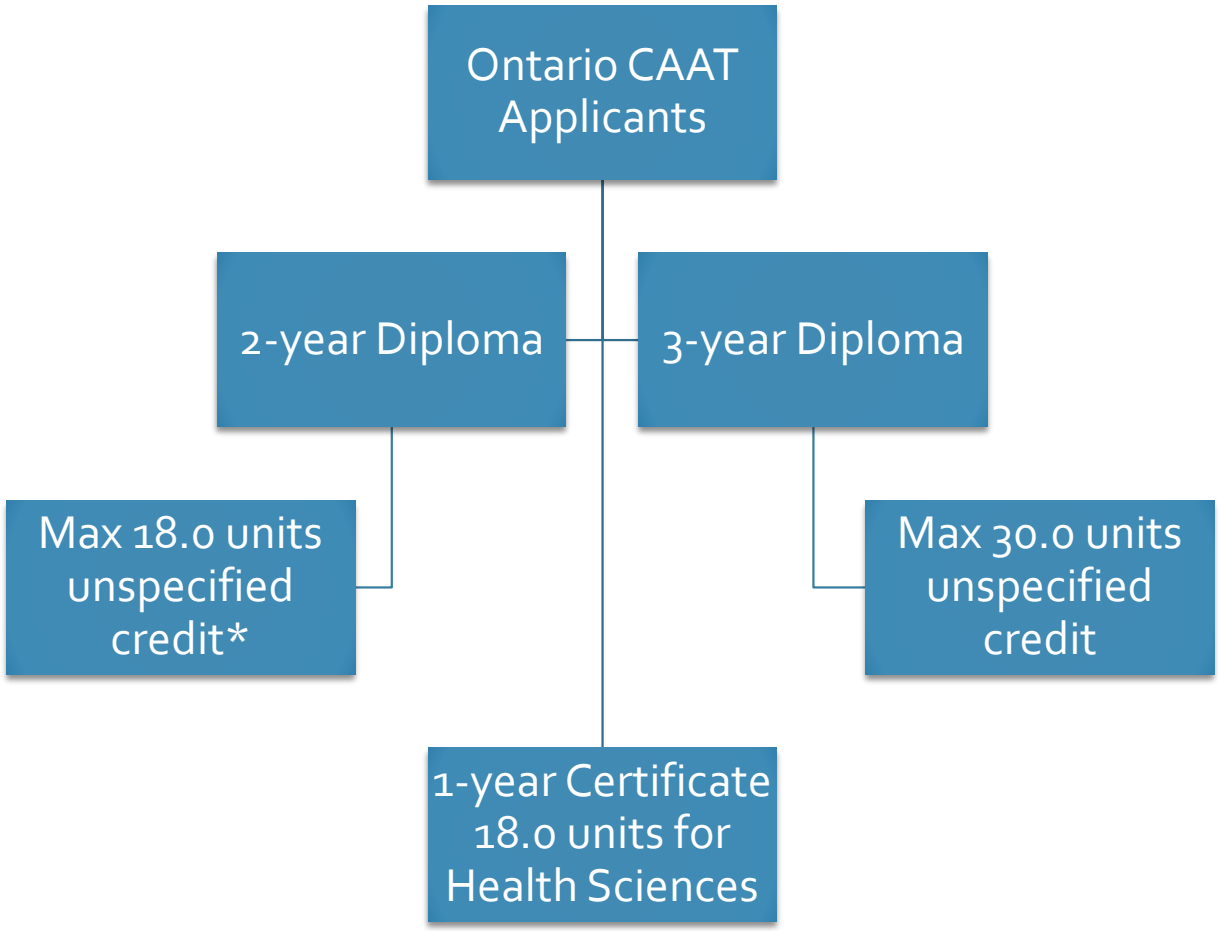
Transferring to Queen's

- Transfer applications accepted for Arts, Science, Computing Commerce, Engineering and Nursing
- Second Degree applications also accepted for Arts, Science and Computing
- Over 1,100 Upper-year applications received in 2017
- Over 3,600 units of transfer credit granted in 2017

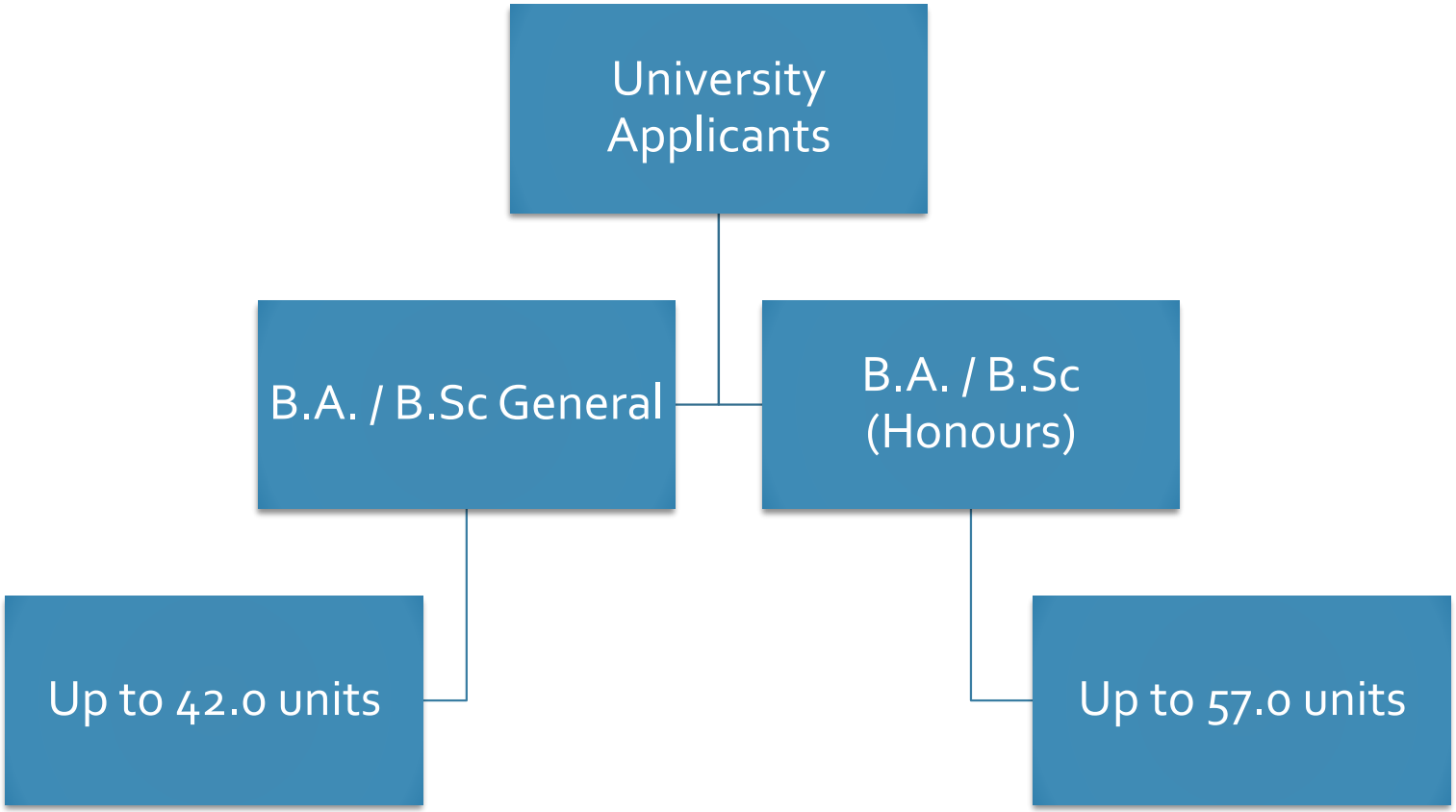
The Transfer Credit Process



Ontario College Transfer Credits



University Transfer Credits



Queen's Transfer Credit History

- As early back as 2014 most information was shared with departments by photocopying and sending via internal mail. This included course descriptions, departmental requests and statement of transfer credit
- Long delays in departments receiving the information was common and the same was true for sending the information back to the Admissions office
- Course assessments were tracked manually. Once returned, credits would be added manually to PeopleSoft
- Wait time varied drastically and there was no capacity for pre-assessments before a student has been admitted

Advancements to Evaluation Process

A number of changes have been made recently to the transfer credit evaluation process at Queen's to help improve efficiency:

- Electronic course description submission form
- Emailed assessment requests to faculties
- ONTransfer.ca database / Queen's Database integration
- PeopleSoft advancements for automation (in testing)

Electronic Submission Process

Insert Web Page

This app allows you to insert secure web pages starting with https:// into the slide deck. Non-secure web pages are not supported for security reasons.

Please enter the URL below.

https:// queensu.qualtrics.com/jfe/form/SV_cYKR5xcf0IBkP4x

Note: Many popular websites allow secure access. Please click on the preview button to ensure the web page is accessible.

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Preview

Assessment Tracking Form

Upper Year & Distance Transfer Credit Assessment Form

Undergraduate Admission and Recruitment

Gordon Hall, 74 Union Street
Queen's University
Kingston, Ontario, Canada K7L 3N6

Student Information

Student ID			
Last Name		**First Name**	
Academic Program		**Academic Plan**	
Term		**Faculty**	

Status of Assessment

Qualtrics Form Received Completed	
Descriptions Sent to Departments	
Transfer Credit Posted to SOLUS	

Transfer Credit Request Information

Previous Institution	Course at Previous Institution	Grade	Queen's Equivalency	Units (3.0 or 6.0)	Posted to SOLUS

Statement of Transfer Credit

Student ID: 12345678

Model Nbr: 1 Posted

Credit Source: Manual

Institution: Queen's University

Source Institution: An Ontario University

Career: Undergraduate

Program: Bachelor of Arts

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Comment
2014 Fall	BUSINESS 1			Posted	COMM 2UNS	3.000	TR	
2014 Fall	COMPUTING 1			Posted	CISC 121	3.000	TR	
2014 Fall	COMPUTING 2			Posted	CISC 1UNS	3.000	TR	
2014 Fall	PHILOSOPHY 1			Posted	PHIL 1UNS	3.000	TR	
2014 Fall	MATH 1			Posted	MATH 121B	6.000	TR	
2014 Fall	MATH 2			Posted	MATH 1UNS	3.000	TR	
2014 Fall	ECONOMICS 1			Posted	ECON 112	3.000	TR	
2014 Fall	ECONOMICS 2			Posted	ECON 111	3.000	TR	
2014 Fall	PHYSICS 1			Posted	PHYS 1UNS	3.000	TR	
2014 Fall	FINGER PAINTING			Rejected		0.000		No Credit Awarded
2014 Fall	KITE FLYING			Rejected		0.000		No Credit Awarded
2014 Fall	HISTORY 1			Posted	HIST 1LEC	3.000	TR	

Processing Timelines

- The transfer credit assessment process starts as soon as a student has accepted their offer and submitted the required documents
- Assessment requests are emailed out to each department as needed
- Assessments are tracked after the initial email has been sent to the department requesting evaluation. Reminder emails sent as required
- Service standard for return of assessments is ideally less than 2 weeks time

Transfer Credits – By the Numbers

- In 2017 Queen's faculty evaluated over 1,175 new courses for incoming students

- The Undergraduate Admission transfer credit database at Queen's currently holds over 4,600 individual credit equivalencies

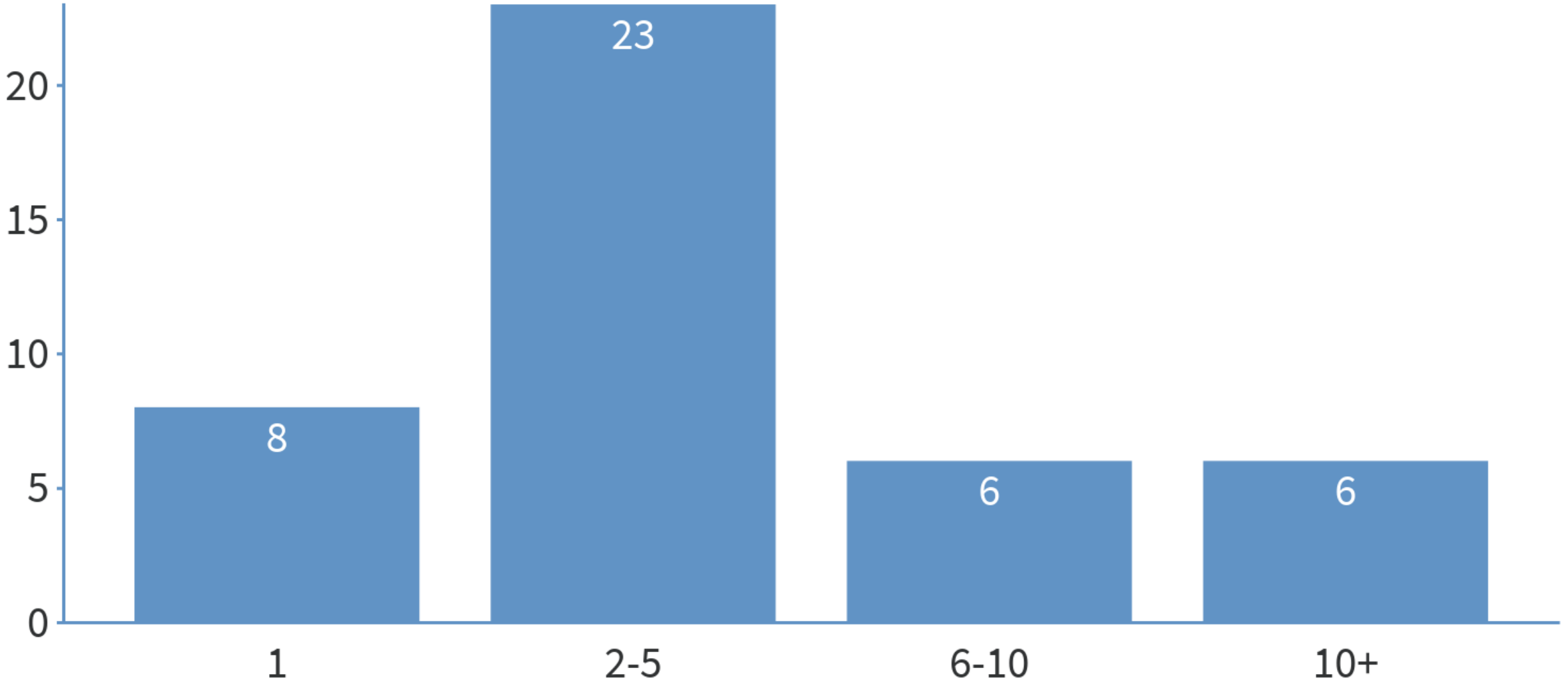
Interactive Polling

On your mobile device enter the following URL to participate:

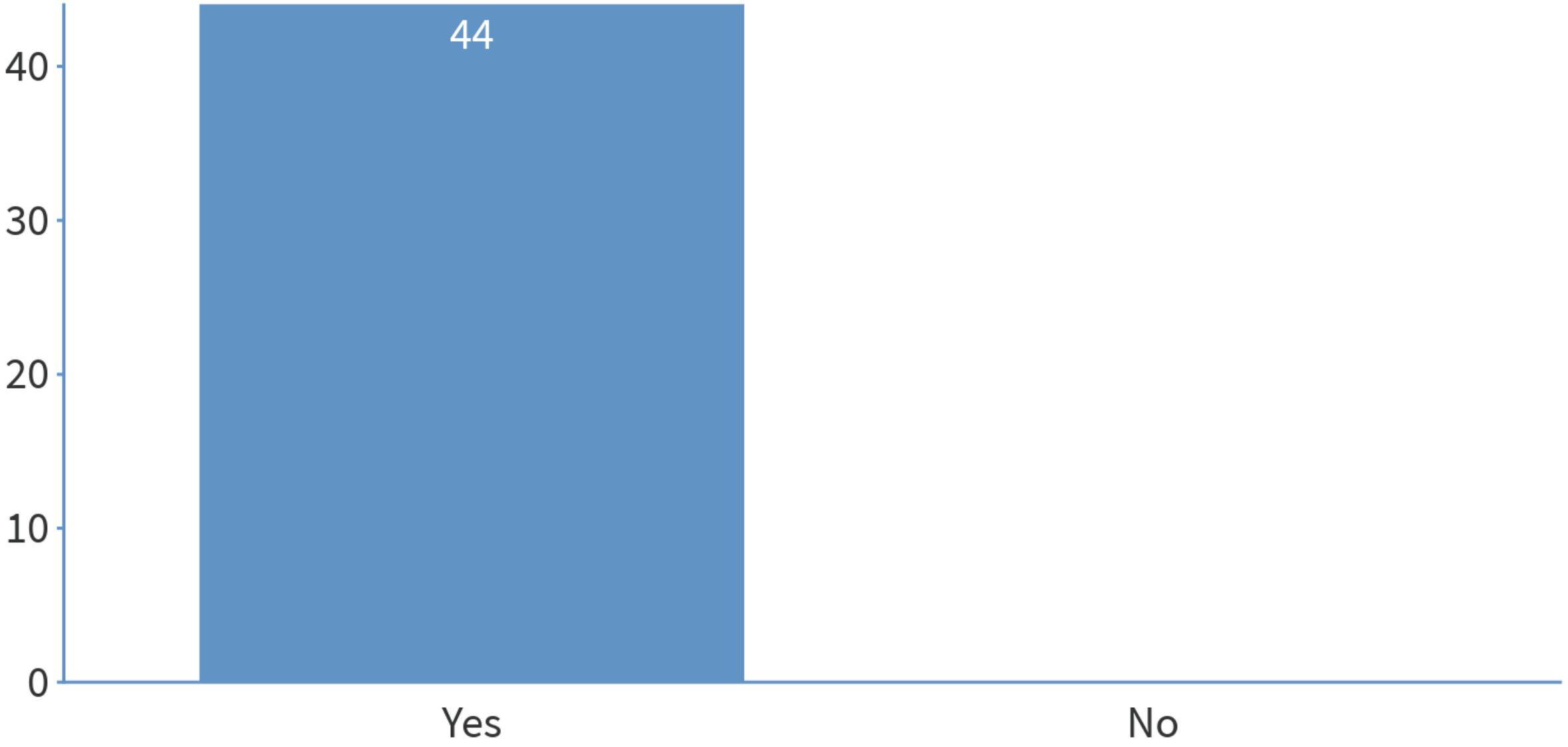
Pollev.com/curtisgonyou274

Which institution are you joining us from today?

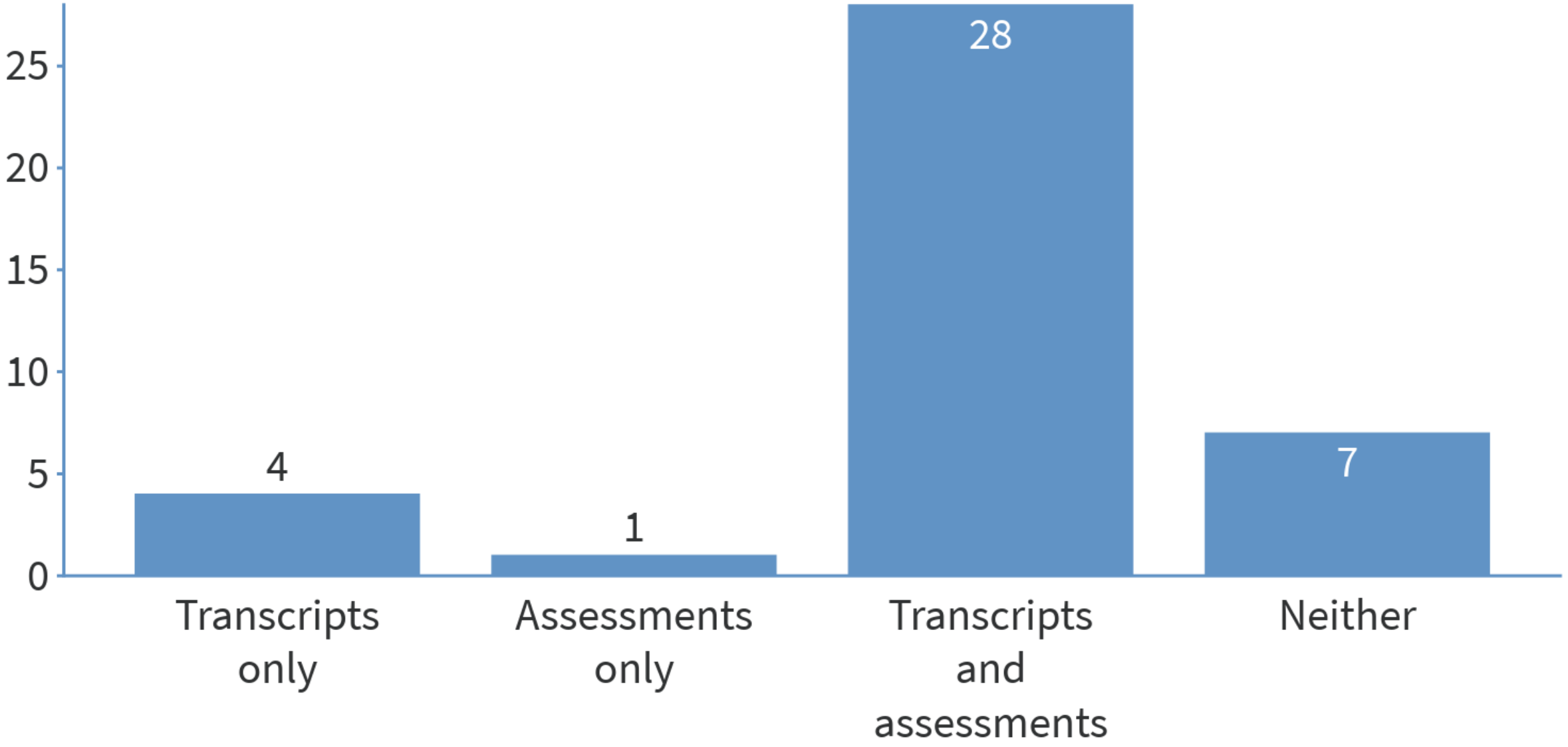
How many employees in your institution are dedicated to working with transfer students / credits?



Does your institution have its own equivalency database, separate from ONTransfer?

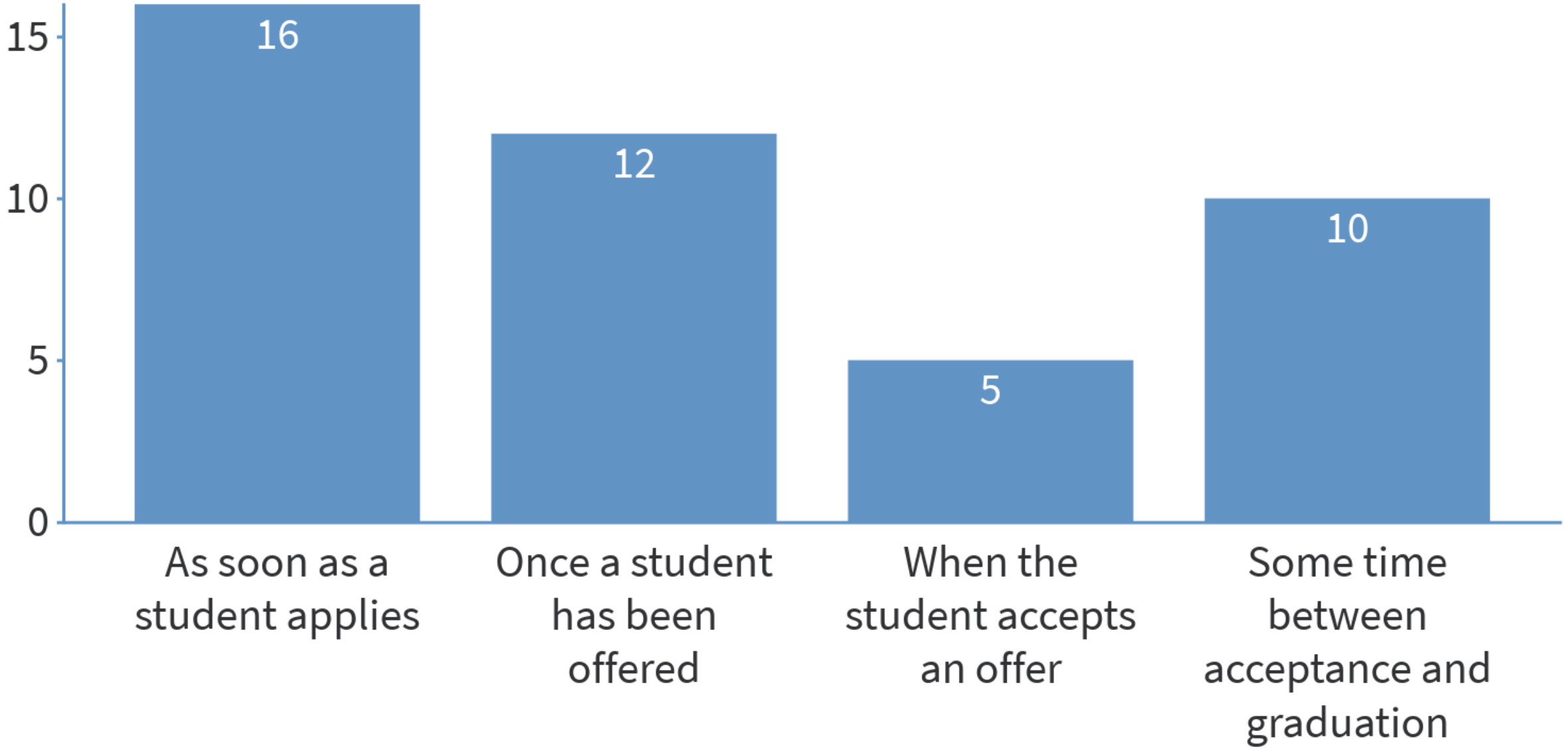


Do you accept WES assessments and/or transcripts?

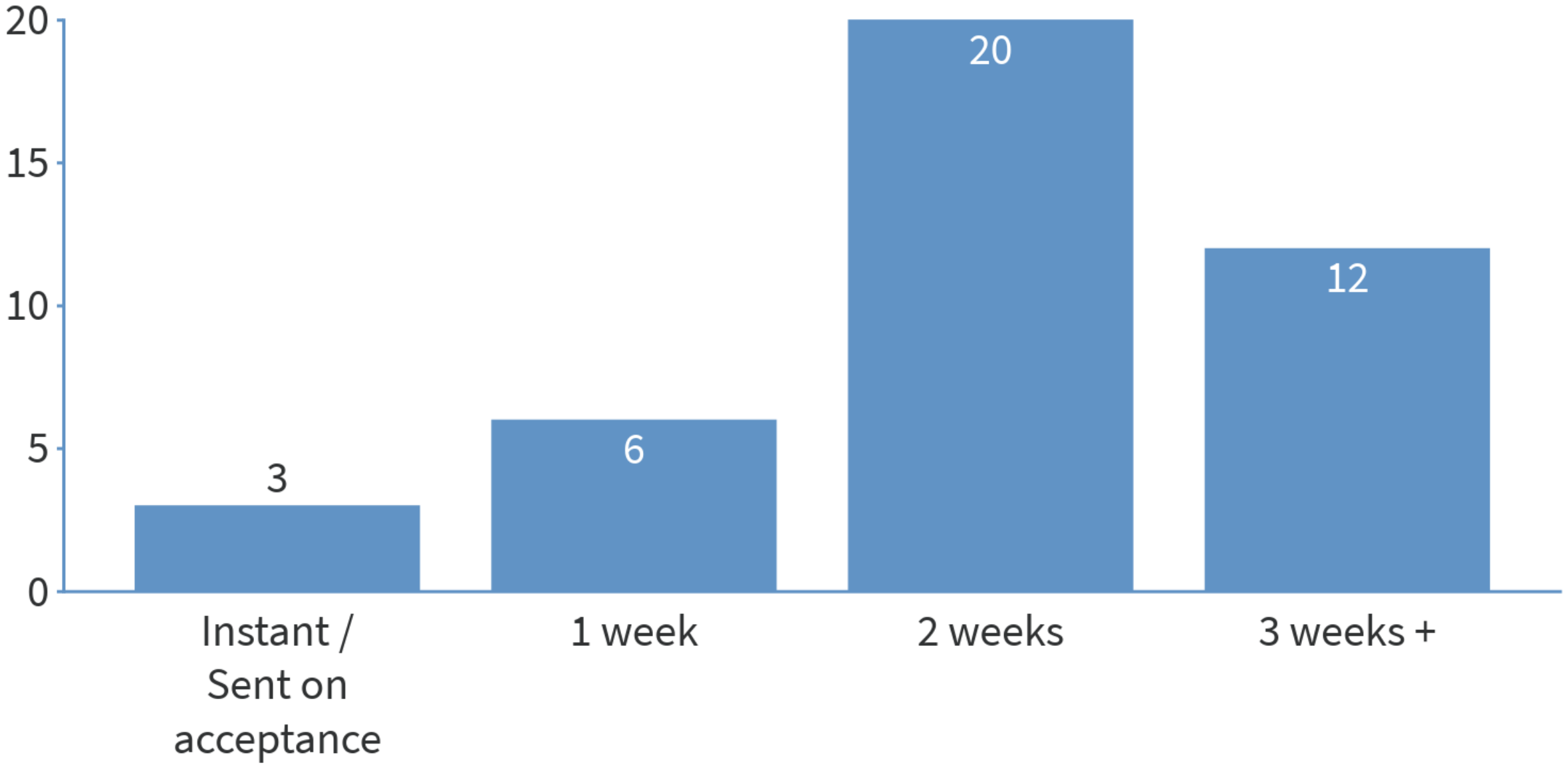


How many years is a course evaluation valid for at your institution?

At which point does your institution start a transfer credit evaluation?

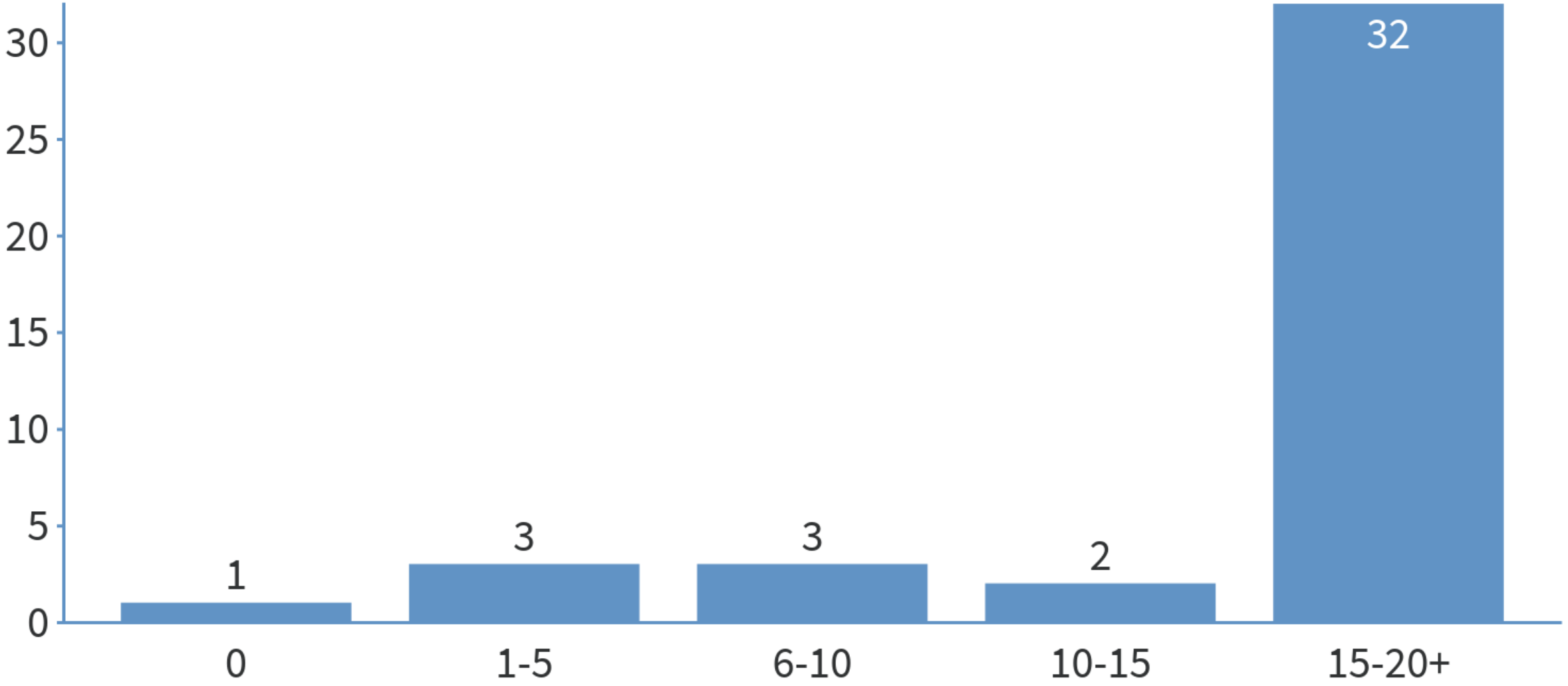


What is your turnaround time to complete a transfer credit assessment?

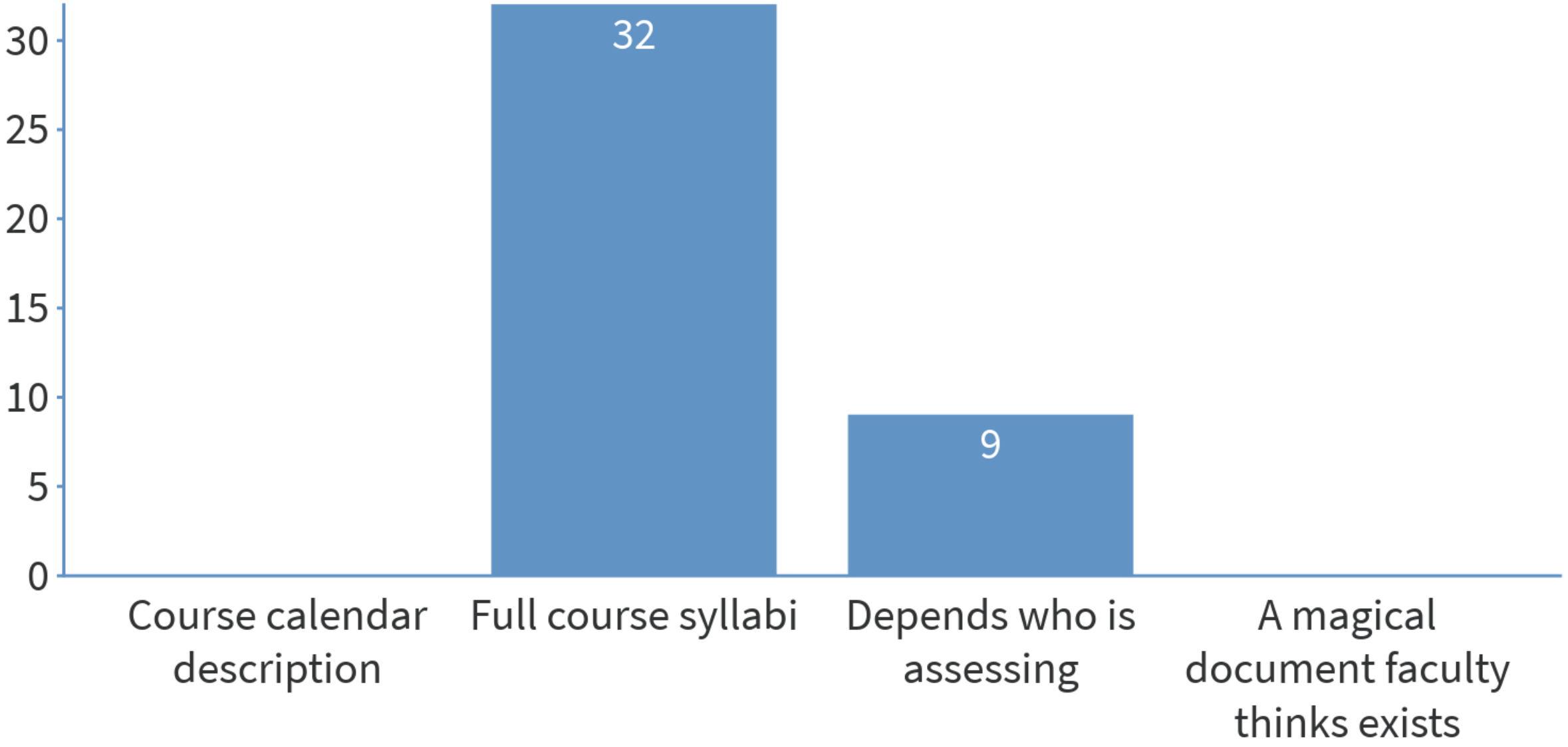


What is your institution's time frame for accepting previous courses?

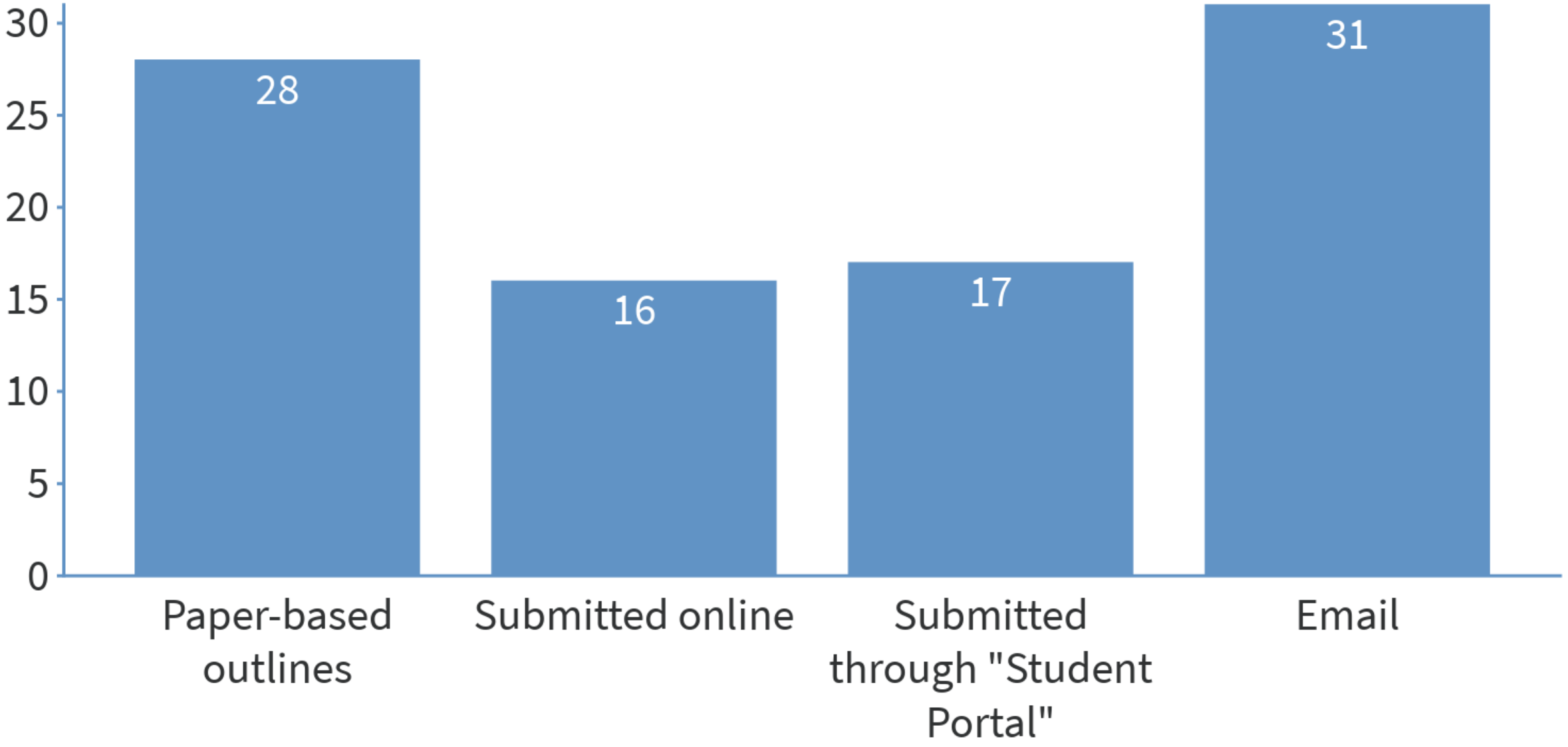
How many pathways or agreements does your institution have with other institutions?



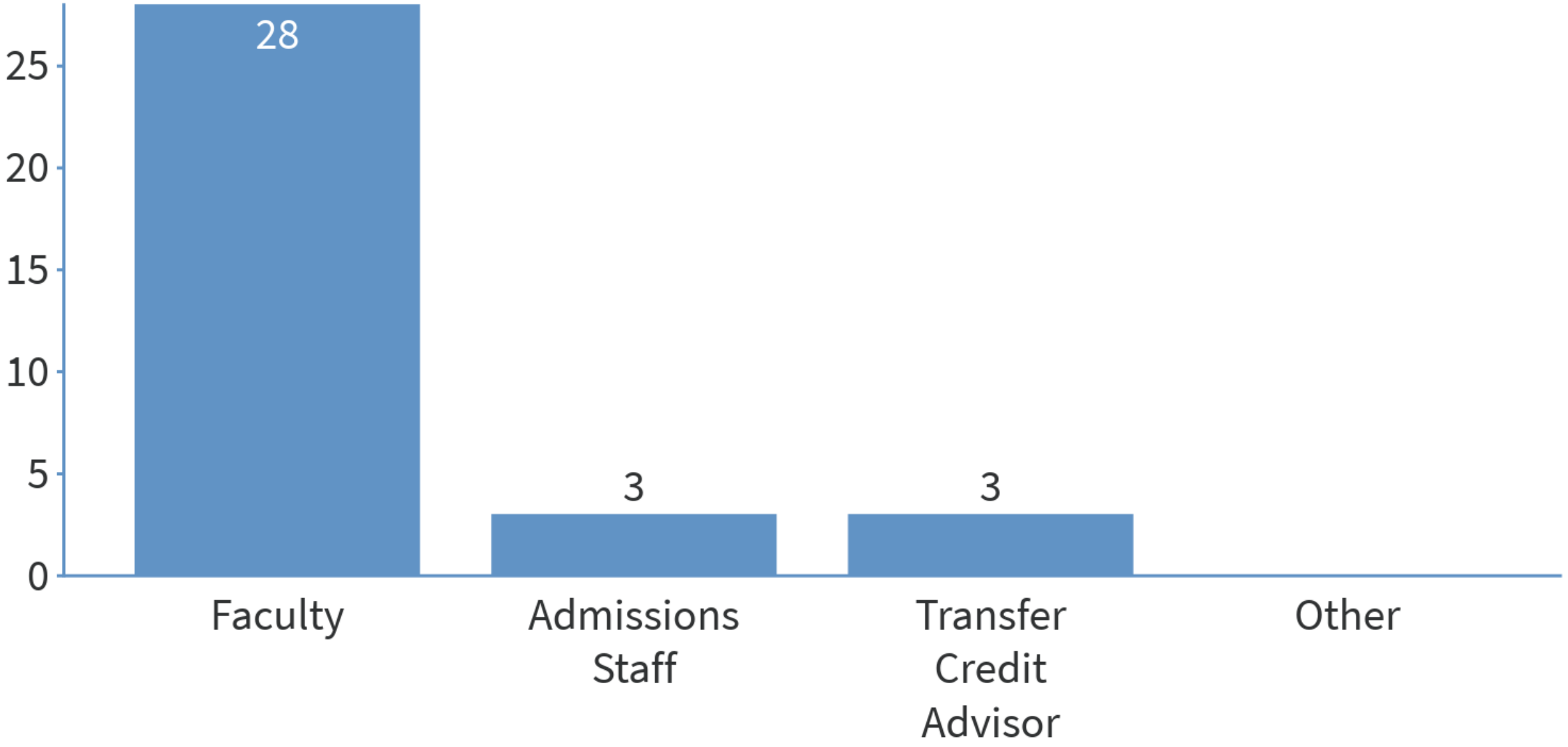
What type of information is required to complete an assessment?



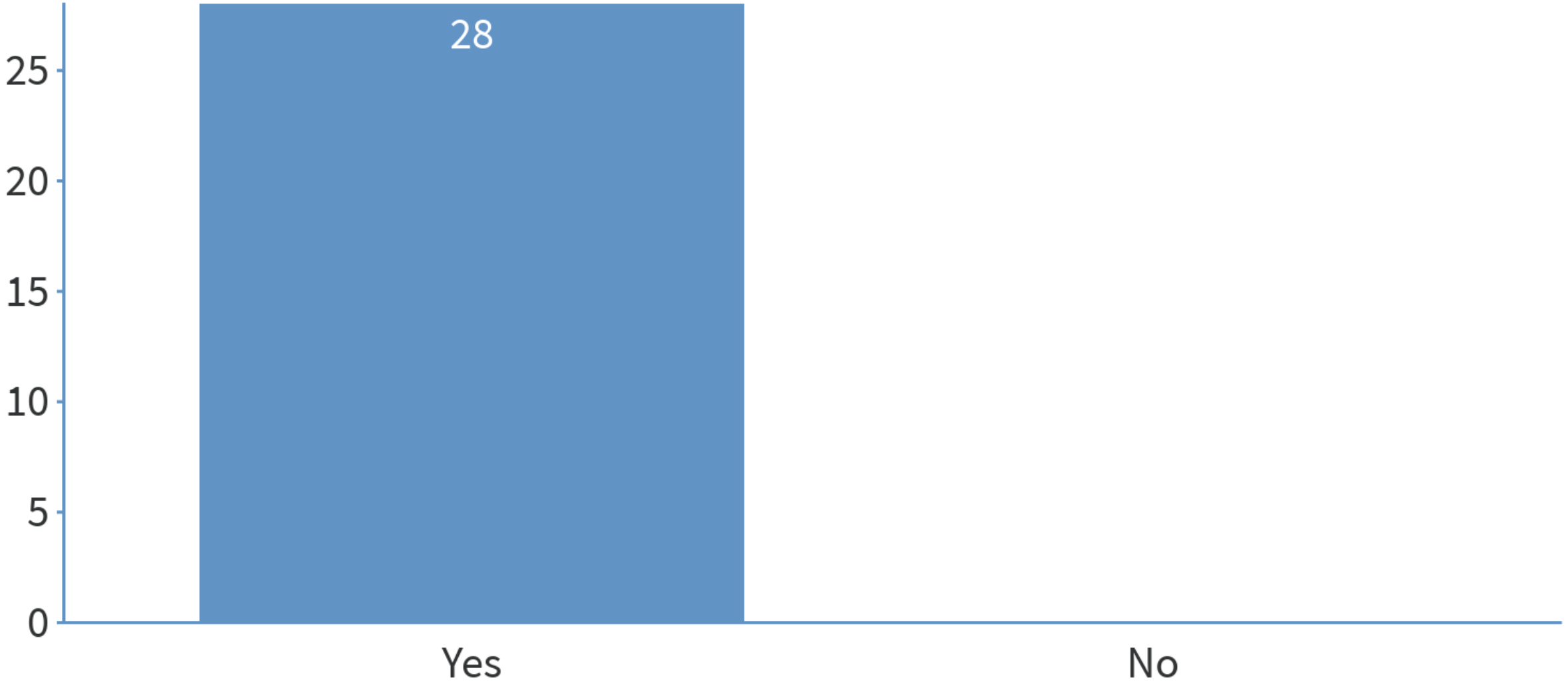
By which method(s) do you accept course information for assessment?



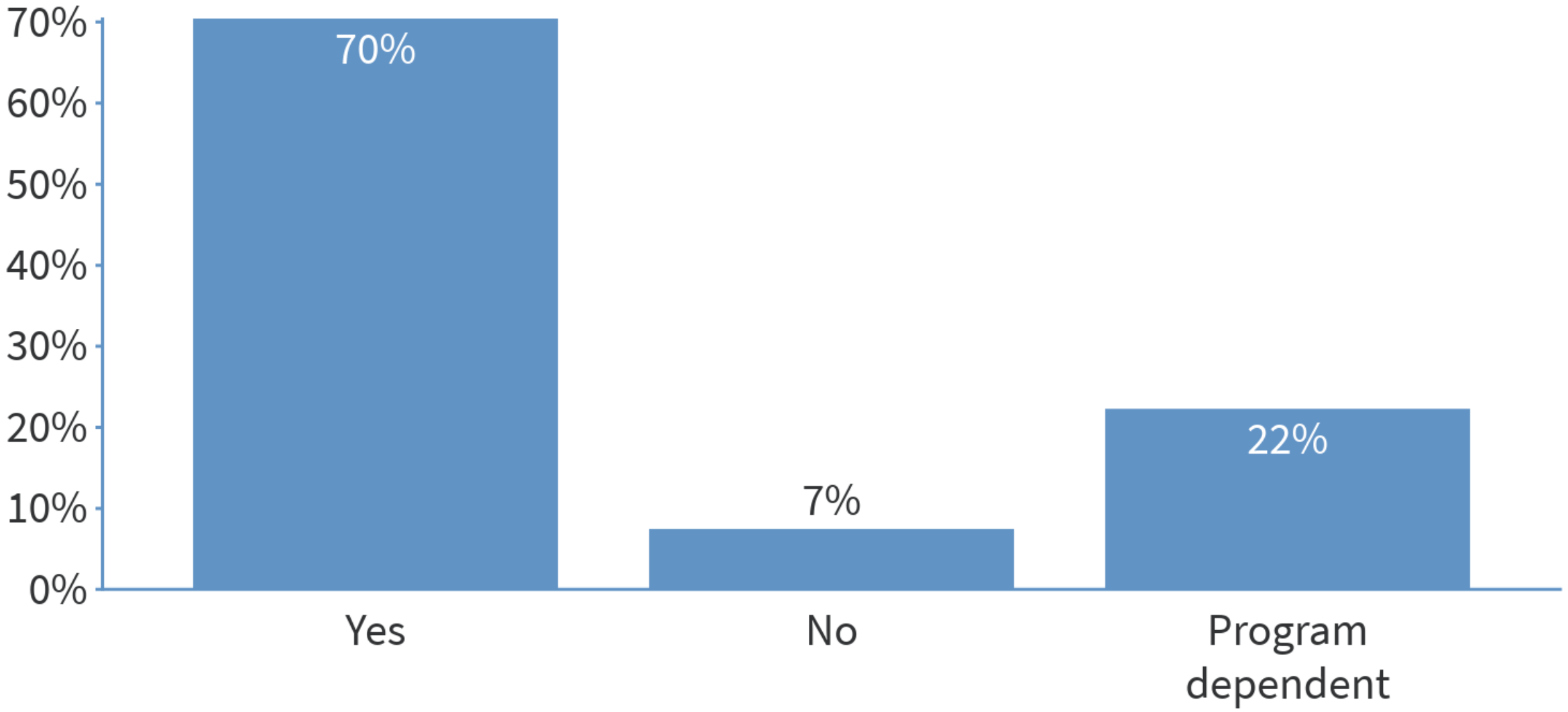
Who completes transfer credit evaluations at your institution?



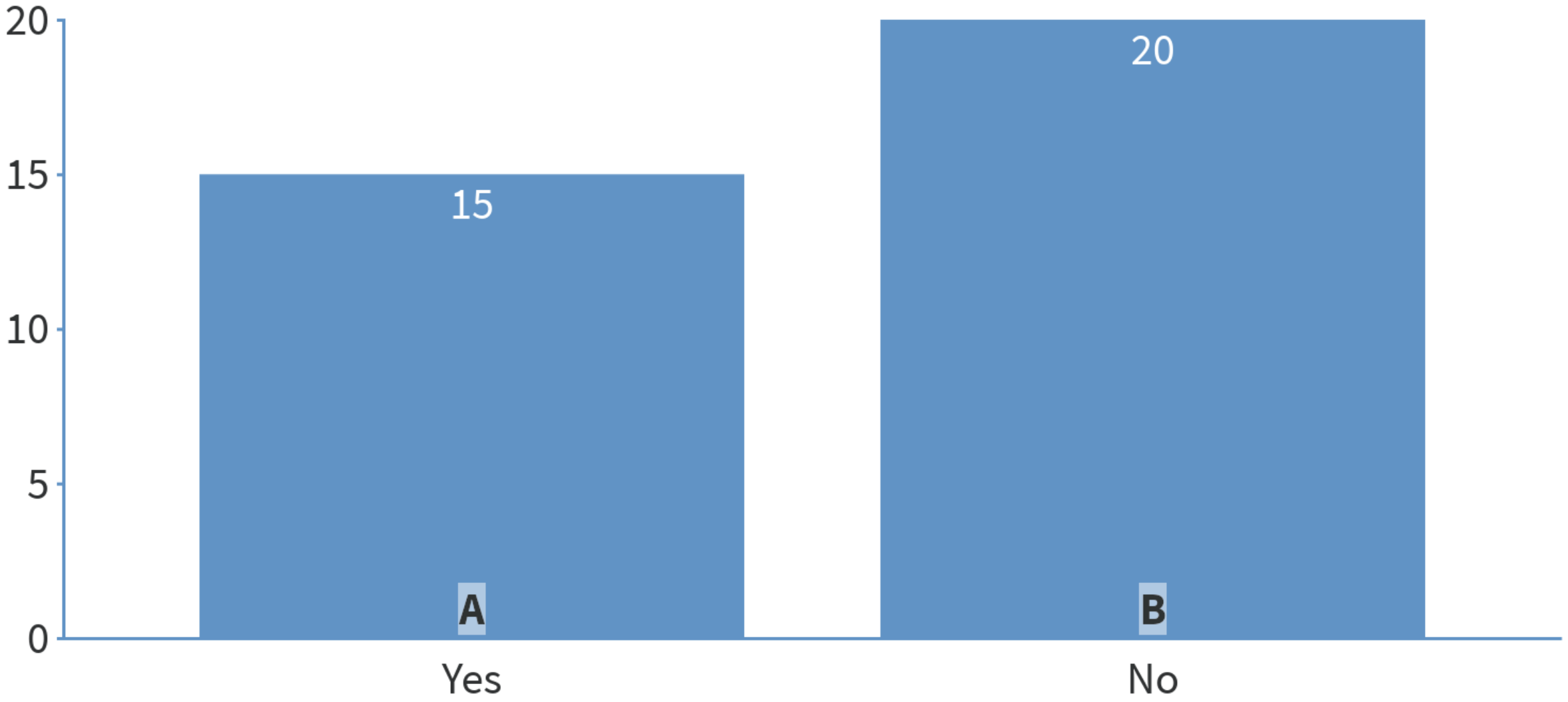
Do your programs accept transfer credits toward prerequisite courses? (Universities only)



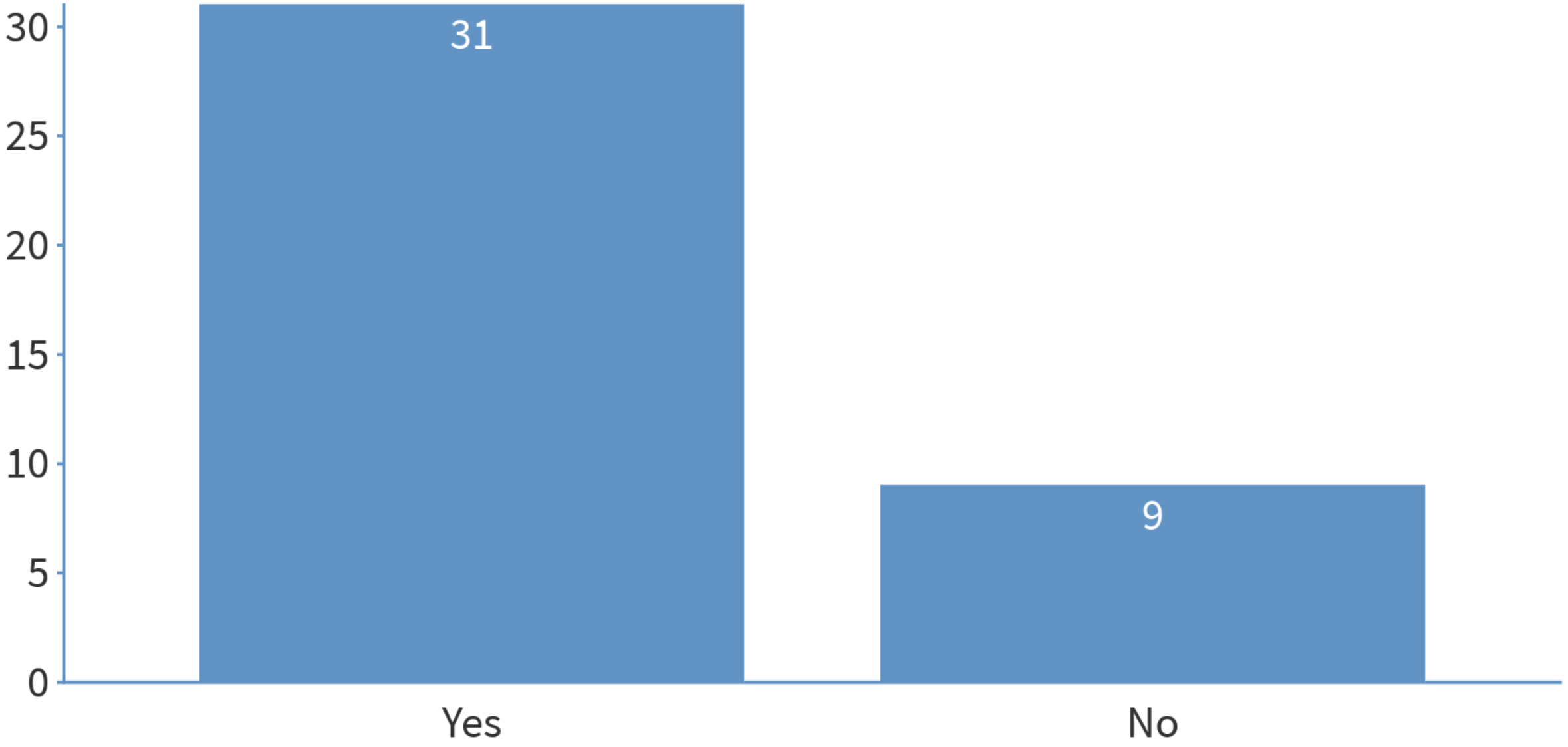
Does your institution accept Ontario College courses in place of high school prerequisites?



Does your institution limit the number of "unspecified" credits a student can receive?



Can transfer credit evaluations be appealed?



Thanks for attending!