RESOLVED: that the Academic Senate recommend to the President approval of the following policy on Transfer Transcripts.

Transfer Transcript Policy

Any transfer student who wants to begin taking classes in the fall 2012 term must submit to the A&R office a copy of his final official transfer transcript no later than August 15, 2012. The A&R office will then have the transfer coursework entered into the PeopleSoft system no later than the first day of advising for the winter 2013 term. If the student does not submit the final transfer transcript by that date, the A&R office will remove all transfer coursework that has been entered with an “RD” transfer grade. A transfer student attending summer school at a transfer institution may not have a complete final transfer transcript available by August 15. In that case, the student must submit transfer transcripts that show grades for all but that summer coursework by August 15, and then must submit the final transfer transcript by Census Day of the fall term. For students entering CSUB in other terms, they must submit their final transfer transcript no later than one month prior to the first day of classes for the term of registration. The A&R office will then have the coursework entered into the system no later than the first day of advising for the second term of enrollment.

Rationale:

1. The requirement to have the campus promise to evaluate final transfer transcripts by a specific date, the first day of advising for the winter term, is not new. It’s been in the CSUB catalogs for many years. The 2011-2013 catalog states (pp.23-24): “California State University, Bakersfield may provisionally or conditionally admit transfer applicants based on their academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all
required courses satisfactorily. All accepted applicants are required to submit an official transcript of all college level work completed. Campuses may rescind admission for any student who is found not to be eligible after the final transcript has been evaluated. In no case may such documents be received and validated by the university any later than a student’s registration for their second term of CSU enrollment”. This resolution does add a specific date by which the final transfer transcripts must be submitted in order to give the A&R office enough time to evaluate and enter the transfer coursework into the system.

2. Having the transfer coursework in the system by the beginning of advising for the winter term will be helpful to the student and to the advisors.

3. The campus is making major efforts to monitor and track the progress of students in the lower division GE and UWR courses—especially in the basic skills areas. Courses with a transfer “RD” grade are treated as courses in progress, so our attempts to measure the sizes of backlogs in the various requirements are inaccurate.

4. Because the transfer “RD” grade is treated as a course in progress, the student is permitted to enroll in courses for which the “RD” graded course was a pre-requisite—even though the student may have dropped the transfer course or not satisfactorily completed it.

Implementation Suggestion: In implementing this policy the Academic Senate recommends that timely notification of the new policy be made to all possible incoming transfers and also that a mechanism be developed to notify students when transfer transcripts have been officially evaluated.

Approved by the Academic Senate on November 3, 2011
Sent to the President for Approval on November 15, 2011
Approved by the President on November 23, 2011