

General Education Accreditation of Transfer Work:

Policies and Procedures for Transfer Students

A Document of the General Education Committee

revised 10/15/03 by action of the Committee

The purpose of this document is to describe the process by which transferred work will be accredited for General Education and the standards that will be applied in making such accreditation decisions. The policies and procedures described in this document apply only to transfer students enrolling at St. Olaf beginning Fall 1994. A separate policy has been prepared for GE accreditation of off-campus work for new, first-year college students enrolled at St. Olaf beginning Fall 1994.

I. GENERAL POLICIES

- A. College courses worth a minimum of three semester hours or four quarter hours and completed in accredited liberal arts colleges and universities may be transferred toward a St. Olaf degree. A maximum of 18 courses may be transferred. General Education credit will be assigned on the basis of disciplinary equivalents to specific GE requirements, as described in Section II below.
- B. Double-counting for transferred courses is permitted only for courses appropriate to the Multicultural Studies Course requirement (MCS-G) or Component requirement (MCS-D). Such courses may meet one additional GE requirement if they meet the relevant guidelines as outlined in Section II below.
- C. The following requirements are waived for transferred students:
 1. The First Year Writing (FYW) requirement is waived for students entering with fifteen (15) or more transfer credits (junior standing).
 2. One Writing in Context requirement (WRI) is waived for students entering with six to fourteen (6-14) transfer credits (sophomore standing); two Writing in Context requirements (WRI) are waived for students entering with fifteen to eighteen (15-18) transfer credits (junior standing).
 3. The Biblical Studies requirement (BTS-B) is waived for students entering with fifteen (15) or more transfer credits (junior standing).
- D. With the approval of the relevant department chair or program adviser, transferred courses may meet both a GE and a major or concentration requirement.
- E. Once a student has matriculated at St. Olaf, additional limitations on GE credit for off-campus work apply. See the *Student Handbook and Academic Regulations and*

Procedures Manual and General Education Accreditation of Off-Campus Work: Policies and Procedures for details.

II. GUIDELINES FOR DISCIPLINARY EQUIVALENTS

A. Foundation Courses:

1. **First Year Writing (FYW)** - A college-level writing course that meets the approval of the Director of Writing
2. **Foreign Language (FOL)** - A foreign language course at the level specified in the GE requirement
3. **Oral Communication (ORC)** - A speech-communication course
4. **Mathematical Reasoning (MAR)** - A mathematics course
5. **Physical Activity (PHA)** - A structured physical activity involving (a) a minimum of 26 hours of instructional contact time with a qualified instructor, and (b) a formal evaluation procedure.

B. Core Courses:

1. **Historical Studies in Western Culture (HWC)** - A course in western history or a historically-oriented course in any branch of western civilization or culture
2. **Multicultural Studies**
 - (a) **Global Course (MCS-G)** - A course in any discipline focusing upon one or more non-western civilizations or cultures
 - (b) **Domestic Component (MCS-D)** - A course in any discipline focusing upon cultural diversity within the US as defined on the basis of race, ethnicity or gender
3. **Artistic and Literary Studies**
 - (a) **Artistic Studies (ALS-A)** - A course in one or more of the following areas: visual art; music; film; theater in performance; dance
 - (b) **Literary Studies (ALS-L)** - A literature course in any language
4. **Biblical and Theological Studies**

(a) **Biblical Studies (BTS-B)** - A course in the critical interpretation of the Bible

(b) **Theological Studies (BTS-T)** - A course in Christian theology

5. **Studies in Natural Science (NST, NSL)** - A course in any of the following areas: astronomy; biology; chemistry; geology; physics. Courses without a lab requirement will receive NST credit; courses with a lab requirement will receive NSL credit. In order to meet the entire requirement with transferred course credit, the two courses must be in different disciplines or interdisciplinary programs, and at least one of the two must have a lab requirement.
6. **Studies in Human Behavior and Society (HBS)** - A course in any of the following areas: anthropology; economics; political science; psychology; sociology. In order to meet the entire requirement with transferred course credit, the two courses must be in different disciplines or interdisciplinary programs.

C. Integrative Course:

1. **Ethical Issues and Normative Perspectives (EIN)** - This requirement may be met by an upper level college course in ethics that meets the published EIN guidelines.

III. AUTHORITY AND PROCEDURES FOR GE CREDIT APPROVAL

A. Credit approval procedures: If transferred work is accepted for St. Olaf credit, the Office of the Registrar may authorize GE credit for such work in accordance with Sections I and II above. Transfer students will receive a written evaluation of credits accepted by St. Olaf from the Office of the Registrar.

B. Appeals procedures: In cases where students believe they should receive a different type or amount of GE credit than what has been authorized through the above procedures, they may appeal the decision to the General Education Committee. An appeal should include available documentation of the work the student completed (transcript, syllabi, examinations, papers, letters from course instructors, and/or any other relevant supporting materials), and a written explanation of how such work meets the guidelines for the requirement(s) the student wishes the work to fulfill.