Internal Guideline for Transfer Credits

A. Transfer Students and Transfer Courses

Summarize the requirements and process for accepting transfer students and transfer credit. Include any state-mandated articulation requirements that impact the program.

Process for accepting transfer students

In order to matriculate into the College of Engineering, transfer students from another university with twelve or more accumulated transfer hours, must have a 2.75 cumulative GPA or higher. Transfer students with a GPA between 2.5 and 2.75 will be admitted on a conditional basis into the general engineering program. Given extenuating circumstances, exceptions to this policy may be granted with the recommendation of the pre-engineering advisor at the transfer institution.

Students admitted on a conditional basis are required to meet specific goals that are established for each student in an effort to ensure their success at Kansas State University. They are assigned to a specific curriculum when they have successfully completed these goals. Students not meeting these goals after their first semester are no longer eligible to continue in the College of Engineering.

Students changing their curriculum from another Kansas State University college to the College of Engineering must have at least a 2.5 cumulative GPA on their Kansas State courses.

Process for accepting transfer credit

Specific Course Validation:

Kansas State University faculty members who are responsible for each specific subject area are nominally responsible for validating courses for credit level and indicating whether the transfer course is equivalent to their department course (need not cover exactly same material or contain exactly the same number of credit hours). The various advance placement exams, AP, CLEP, and IB are validated in the same manner. All of these course equivalencies are placed in a published document for routine use by the Transcript Analyst in the Office of Admissions and other university staff. These documents are also available to prospective students. Credit by exam and AP information sheets are in Appendix E.
The Office of Admissions also maintains a reference file provided by various university agencies on colleges and university courses throughout the nation and the world. This file is also updated as a result of completing “Request for Validation of Credit” forms. Students are required to present these forms and supporting course work to the appropriate faculty for analysis and approval as university level credit.

The Assistant Dean for Academics of the College of Engineering determines the applicability of transfer courses for engineering degree requirements. Courses from schools accredited by ABET are accepted, if applicable for degree requirements. Courses from institutions without ABET approved engineering programs, particularly those from international schools, are analyzed for proper content and depth. Faculty are consulted as needed, and the course may be accepted directly (depending on the credibility of school) or tentatively, dependent upon the student earning a C or higher grade in a course requiring the transfer course as a prerequisite. Credibility of all institutions is determined by material in the Admissions Office, accreditation agencies for the school, and previous transfer students’ performances at Kansas State University.

Course credits validated by the faculty are entered into the KSU course equivalency tables. DARS compares a student’s transfer course credits to these data and automatically enters the transfer courses into the appropriate degree requirement.

Transfer Course Evaluation Process and Steps:

1. Students transferring to the College of Engineering from outside of Kansas State University
   a. Admissions Office: The University Transcript Analyst in the Office of Admissions determines transferability and accordingly enters data into the DARS database for each student. DARS automatically compares these courses to courses in the equivalency tables, and enters them into a student’s DARS record as if they were KSU courses.
   b. General degree program course requirements (Math, Chemistry, Physics, Biology, English, Humanities and Social Sciences, Statistics): For courses not in the equivalency tables, the Office Specialist in the Engineering Student Services Office performs the initial analysis for applicability to the student’s degree requirements and enters data into the appropriate requirements on the student’s DARS record. The Assistant Dean for Academics is regularly consulted and provides final approval.
   c. Math and science credit assignment: See Internal Guideline for Deficient/Surplus Math and Science Hours
   d. Department/Program and college specific courses: Each program may develop a list of department courses that if taken at another institution, must be approved by the department Undergraduate Coordinator, Department Head and Assistant Dean for Academics (transfer credit substitution form). Once approved, the course will be applied on the student’s DARS by Student Services.
2. Students transferring to the College of Engineering from another college within Kansas State University
   a. General degree program course requirements (Math, Chemistry, Physics, Biology, English, Humanities and Social Sciences, Statistics): For courses not in the equivalency tables, the Office Specialist in the Engineering Student Services Office performs the initial analysis for applicability to the student’s degree requirements and enters data into the appropriate requirements on the student’s DARS record. The Assistant Dean for Academics is regularly consulted and provides final approval.
   b. Math and science credit assignment: See Internal Guideline for Deficient/Surplus Math and Science Hours.

3. Students enrolled in the College of Engineering at Kansas State University wanting to transfer courses from an external college/university:
   a. General degree program course requirements (Math, Chemistry, Physics, Biology, English, Humanities and Social Sciences, Statistics):
      i. If the proposed transfer course has an equivalency according to the K-State Admissions website, then the student should request to have a transcript sent to the K-State Admission Office.
      ii. If the proposed course is not listed on the transfer equivalency page:
           1. If the proposed course has not yet been taken, the student needs to check with the Assistant Dean for Academics to see if the proposed course can be used for degree requirements.
           2. If the proposed course has been taken, the student needs to work with the Office Specialist in the Engineering Student Services Office who performs the initial analysis for applicability to the student’s General degree program requirements. If approved and transferred, the course is applied to appropriate requirements on the student’s DARS record. The Assistant Dean for Academics is regularly consulted and provides final approval.
   b. Program specific course requirements (e.g. required college specific courses; technical electives) for proposed (not yet taken) courses.
      i. If the course has an established transfer equivalency, the course is automatically assigned for the respective credit through the DARS program. After completing the course, the student must request that the transcript of the transfer course be sent to the Kansas State University Admissions office.
      ii. If the proposed course does not have an established transfer equivalency, the student must first obtain approval for transfer credit of the proposed course(s) through their Undergraduate Coordinator, Department Head, and Assistant Dean for Academics using the Transfer Credit Substitution Form. Upon approval and completion of the course(s), the student must request that the transcript of the transfer course(s) be sent to the Kansas State
University Admissions office. The Assistant Dean for Academics will apply the transfer credit on DARS after the course has been transferred to admissions and an approved Transfer Credit Substitution Form has been received.

4. Credit for International Courses
   a. International transfer students. Following the initial assessment of courses by the Admissions office, the Assistant Dean for Academics provides the course assignment assessment and then consults with the appropriate degree program coordinator for confirmation of course assignment. The Assistant Dean for Academics also helps the staff in the Admissions Office, coordinating the process for validating international credit.
   b. Some international credit is earned by native born students participating in exchange or study abroad programs. This type of credit will be validated during the process to apply to study abroad and before the student enrolls in these courses. A file is maintained on international schools and students, which is used to determine the credibility of international schools and help advise these students.