EDINBORO UNIVERSITY OF PENNSYLVANIA

UNDERGRADUATE DEGREE COMPLETION-Policy No. A028

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on February 23, 1993

Review Date: As Required

INTENT

The dynamic nature of higher education and human knowledge makes it imperative for Edinboro University of Pennsylvania to review carefully the content of courses completed in order to assess the relevance of course content and its acceptability for satisfying current curricular requirements. In many academic areas, shifting knowledge bases or procedural and technological approaches to learning or professional application render course credit obsolete or insufficient after just a few years. A review process will ensure that degrees conferred by Edinboro University appropriately meet the needs of both students and society.

POLICY

College or university credits ten or more years old earned at EUP or elsewhere which fall within a student's major field of study will not be accepted without a recommendation from the appropriate department chair and academic dean. The evaluation of credits shall take place as part of the regular admission process for transfer students and the readmission process for former EUP students and will be initiated by the Office of Records and Registration. After review, accepted credits may be used to satisfy specific program requirements (i.e., General Education or major requirements) and/or free elective requirements.

PROCEDURE

1. For Former Edinboro University Students Seeking Readmission
   a. Former Edinboro University students who apply for readmission and who last attended the institution ten or more years ago shall have credits in their proposed major evaluated by the department chair and dean of the
school to which they seek admission. At the time such students apply for readmission, the Office of Records and Registration will send a copy of their academic history to the appropriate chair for use in the review process. The chair will make a recommendation to the dean on the applicability of the dated credits.

b. The academic deans will have the final authority for determining the appropriateness of accepted credits for meeting current programmatic requirements. Following his or her evaluation of the academic records of students seeking readmission, the academic dean shall notify the Office of Records and Registration of the results of the review. The Office of Records and Registration shall, in turn, notify the student of the results of the review in the course of responding to the student's application for readmission.

2. For Prospective Transfer Students

a. Prospective transfer students who present college or university credits ten or more years old in their prospective major will have their credits evaluated by the department chair and academic dean of the school to which they seek admission. The transcript review process will be initiated by the Transfer Officer in the Office of Records and Registration. The Transfer Officer will provide copies of prospective transfer students transcripts to the appropriate academic deans for evaluation. Chairs will make recommendations to the deans on the acceptability of dated coursework in the major field of study.

b. The Transfer Officer will evaluate the prospective transfer student's transcript(s) when they are received from the Admissions Office. All courses, with the exception of those in the student's prospective major, will be evaluated by the Transfer Officer. For coursework in the intended major which is being deferred to the chair and dean for evaluation, the following notation will appear on the Transfer evaluation:

"Pending evaluation by department"

The student would be notified to contact the department chairperson and provide course syllabi, textbooks, examinations, catalogues, or other materials which would assist the chair and dean in determining the applicability of the dated credits. In this way, the evaluation process will not be slowed so as to impede the admission of transfer students.

c. The academic deans will have the final authority for determining the appropriateness of accepted credits for meeting current programmatic requirements. Following their evaluation of the dated credits of students seeking admission as transfers, the academic deans shall notify the Transfer Officer of the results of the review. The Transfer Officer, in turn, shall notify the student of the results.