

Academic Advising Council Proposal

Context

- Students are often submitting a [Transfer Equivalency Form](#) when they are really just wanting a baccalaureate core requirement fulfilled, not an exact equivalency.
 - A few problems with this form: (1) it doesn't have an area for the student to express that is their request, (2) there is a spot for the department reviewer (who knows who that could be in any given department) to state whether it should or shouldn't meet a baccalaureate core requirement, (3) it is unclear if the department says it should fulfill a baccalaureate core area whether that goes into the official articulation tables for all students there forward, or just the petitioning student.
- In addition to this form there is a historic understanding that Head Advisors can review their students' transfer courses to make the call whether they can fulfill a baccalaureate core class or not, if they didn't come in as direct course equivalents – these decisions are applied as MyDegrees exceptions for those specific students having the course reviewed
 - Challenge with this is that different Head Advisors might make different decisions for different students around the same class and usage and/or the same course continues to be reviewed over and over again by different people or for different students since the decision is not put into formal articulation tables for other students transferring that course in the future

Proposal

- The proposal seeks coordination and buy in from the Admissions Office, the Baccalaureate Core Curriculum Committee, and the Council of Head Advisors
- Admissions consider making two forms: Transfer Equivalency form and Baccalaureate Core Requirement Fulfillment form
- For the Baccalaureate Core Requirement Fulfillment form:
 - Have it link to the Baccalaureate Core Criteria and Rationale page and direct student to clearly lay out how they believe that course meets the requested baccalaureate core criteria
 - Have the form go to the student's Head Advisor for review and decision (or for DPD Director for that baccalaureate core requirement, cc'ing their Head Advisor for pivoting petition knowledge for course planning purposes)
 - Have a training (yearly? As new Head Advisors come on board?) on baccalaureate core criteria and rationale, along with scenario discussion, for all Head Advisors to try and have the most consistent decision making (this is where it seems applicable for the Baccalaureate Core Committee to in some form do this training and better prepare and partner with the Head Advisors to be an arm for decision making)
 - Have form returned to Admissions to add into formal articulation tables (if applicable) so that decision can be applied to students their forward as well (or since that course has been offered in the reviewed form at that other college) – this also creates actual central record keeping of the decisions made (on what basis and by whom)

If the Baccalaureate Core Committee supports and likes this idea I think the next step would be to bring in Erin Rau re: Admissions perspective, and then bring you both to AAC for a broader discussion of parties.