

Resolution 025
A Resolution to Ease the Transfer Credit Process
Sponsored by: Senator Moore
Co-Sponsored by: Senator Birth, Senator Crnkovich, Senator Holcomb,
Senator Sharpe, and Senator Schlee

Whereas,

The Transfer Credit Office handles all AP, IB, Dual Enrollment, Study Abroad, Summer, and General Transfer Credit.

Whereas,

The Transfer Credit Office is currently only staffed by Dr. Lynn Myer who is the Vice Provost for Teaching and Dean of Undergraduate Studies and one (1) full-time Transfer Credit Coordinator.

Whereas,

The Transfer Credit Office is actively searching for another full-time employee.

Whereas,

There is a designated credit evaluator in each Academic School or department tasked with evaluating new transfer courses within a timely manner, usually ten (10) academic days.

Whereas,

The Transfer Credit website is out of date and difficult to navigate.

Whereas,

It has taken students, especially those transferring from another university, upwards of one year to get transfer credits approved and posted which is well beyond the two (2) to three (3) week average listed on the website¹.

Whereas,

Because Class-Year placement and course registration are dependent on completed and posted credits and because some courses require certain prerequisites which must be posted as completed credit, many students, particularly those transferring from another university, have had difficulty registering or knowing their graduation status due to unevaluated transfer courses².

¹ <https://undergraduate-studies.catholic.edu/academic-support/transfers/incoming/index.html>

² <https://enrollment-services.catholic.edu/register/enrollment-appointment-schedule/index.html>

Be it enacted that,

The Student Government Association Senate, acting in its official capacity as the representative of the undergraduate student body of The Catholic University of America, hereby requests that

1. The Provost or other appropriate administrator(s) make the filling of the second full-time position in the Transfer Credit Office a priority by supporting the Vice Provost for Teaching and Dean of Undergraduate Studies in the search for a well-qualified candidate to fill this role.
 - a. The Provost or other appropriate administrator(s) ensure proper part-time support for the Transfer Credit Office during peak times including but not limited to the Summer period and beginning of each semester.
2. The Academic School Deans and Department Chairs take steps to ensure that courses are being evaluated within the customary ten (10) academic days.
3. Steps are taken to update the Transfer Credit website with changes including but not limited to:
 - a. Updating the approved courses lists.
 - b. Rewriting the Transfer Credit process to make the steps and all those involved clearer.
 - c. Minimizing the number of different links to ensure ease of finding information.
4. The Transfer Credit Office be proactive in contacting students including but not limited to:
 - a. Contacting the student at the end of the stated three week period even if the process is not yet completed to inform them of their status.
 - b. Consider implementing a three academic day email response policy to ensure student questions are answered promptly.

Agreed to by a vote of _____ yeas to _____ nays on this date: _____ with _____ abstaining and _____ not present.

Abigail Anger
President of the Student Government Association

Monica Wallace
Vice President of the Student Government Association