C-ACIS Topic: Transfer Credit Automation

Disclaimer: This document can be viewed by any member of the Stanford community (the permissions are set to Stanford only). The purpose of this document is to inform discussions during the 2024-2025 C-ACIS meeting cycle.

This document will be provided to the committee members ahead of time in preparation for discussion at a C-ACIS meeting. Please fill in information for C-ACIS to read before the meeting, share your document to be viewable by the Stanford community, and share it with the C-ACIS staff (Megan Fisher <mfisher2@stanford.edu>,Nancy E Ware <nware@stanford.edu>). This document should include all of the background and information necessary to have a detailed discussion on the topic. You can include links to other documents (e.g., slide decks, other reports) as needed. The C-ACIS coordinators will send you a calendar invitation for the date and time that your topic will be covered.

All of the asterisked* sections are required; the unshaded boxes will expand as you type.

Topic Title*
Provide the title of your topic as it should appear on the C-ACIS agenda. Be brief and descriptive.

Partial automation for pre-approved transfer credit

Decision or Question*
Provide the specific question or decision you would like C-ACIS to answer or make.

The new transfer credit portal that the Registrar's Office rolled out this Fall includes a database of external courses at other institutions that have been approved for transfer credit, so when the same course is submitted by a subsequent student (say with approval given by the home academic department within the past 4 or 5 years) the approval process should be fully automated: the student is notified instantly without any human intervention that their request is approved.

Opportunity or Problem Statement*
Articulate the issue that benefits from C-ACIS's discussion as well as why do you want this topic on the C-ACIS agenda? Is it an informational topic? Do you want feedback? etc.

The Registrar's Office told the math dept. that it may take "several years" for them to automate the transfer credit approval of courses already in the database of past approvals. It shouldn't take so long to do this; it has to be a standard feature of commercial software for such things, and the university should pay for such a feature. (Math gets by far the most transfer credit requests, over 300 this year compared with around 100+ for Physics, 80ish for

CS, and far less for others. This lack of such automation is a heavy burden on the Math dept.) Input from C-ACIS to the Registrar on how to handle this would be useful.

Solution Statement*
Provide as much information as needed to describe what a good solution or outcome looks like.

When a course from outside has been approved for transfer credit by the home academic department (say within the last 4 or 5 years) and a subsequent student submits the same course for transfer credit, the system should automatically flag this as previously approved so it can be approved instantly with the press of a button, no human intervention needed.

Similarly, if an external course is rejected for transfer credit (for a specific course here) and a subsequent student submits a request for the same (within say the next 4 or 5 years) then the system should automatically deny the request, no human intervention needed. This saves a lot of time for the academic departments not to have to repeatedly keep rejecting the same course submitted over and over (by different students, none of whom may know it was already rejected in recent years).

Supporting Materials
Please provide any charts, data, reports, or slides that you would like viewed in coordination with this topic. You may insert images directly in this document (i.e., your copy of this template), or you may link to files (please provide access).

https://studentservices.stanford.edu/my-academics/earn-my-degree/undergraduate-degree-progress/test-transfer-credit/undergraduate

Transfer credit database and interface

Timeframe and Deadlines
Provide key dates for the progress of your Solution/Proposal/Initiative/Project.

Presenters and Attendees
Provide names and SUNet IDs of all individuals you would like invited to present and/or attend this topic. Note that most C-ACIS meetings are open to the Stanford community. Including a contact here means the C-ACIS staff will explicitly reach out to the person and include them in invitations.

Names:	SUNet IDs:
Brian Conrad	**bdconrad**

Logistics	
Date* Select ALL dates presenters are available.	**Time Expected*** Provide the estimated time needed to discuss. NOTE: We will do our best to accommodate your time request, however we will need to prioritize time based on the number of topics needed through the year.
- October 2024 - November 2024 - February 2025 - March 2025 - April 2025 **May 2025**	15 Minutes 20 Minutes **30 Minutes** 45 Minutes 60 Minutes - N/A - Informational write-up only