

Transfer and Articulation Requirement

*“Institutions shall report annually to the state board of education the number of credits that were **requested to be transferred**, the number of credits transferred, the number of credits that were **not applied toward certificate or degree** progress, including those credits that transferred as electives over the amount needed for certificate or degree progress, and such other information requested by the state board of education.”- Section 33-3728, Idaho Code*

The legislative intent is to capture the credit evaluation as per program or major at the time of transcription, or agreed upon term specific dates within the overall capture window.

Initial capture:

Specific to elements as they are entered into institutional recording systems and not specific to any program or credit evaluation – other than limitations by the to-be-specified reporting capture window and items enumerated in Qualifying Data Elements (see below), all transcripts are to be evaluated regardless of student status, graduate or undergraduate standing, student program or age of transcript:

Total Credits Submitted – *“number of credits that were requested to be transferred”*

Total Credits Transcribed – *“number of credits transferred”*

Program Evaluation:

Subset Credits (1): Total Non-Degree Credits transcribed* – Not in statute but required to properly assess degree or program evaluation

Subset Credits (2): Applied toward degree (***Including electives applied*** toward degree)* – subset to be included toward *“the number of credits transferred”*

Subset Credits (3): Total *Elective or other Credits* **NOT applied toward degree*** – *“credits that were not applied toward certificate or degree progress, including those credits that transferred as electives over the amount needed”*

*Three Subset Credits total (1-3) to equal Total Credits Transcribed.

Qualifying Data Elements:

- 1) Exclude:
 - a. Military transcripts
 - b. Remedial Coursework below 100 level
 - c. Courses that duplicate courses already in the institution’s system
 - d. Fs or Withdrawals
- 2) Standard policy for transcript evaluations still apply (must be official transcript from a regionally accredited institution, as well as other institutionally specific requirements)
 - a. Please itemize transcript requirements on initial report

Intended Reporting Output (OSBE):

- a. Credits Submitted, Credits Transcribed, Rate
- b. Non-Degree Transcribed
- c. Total transcribed on degree seeking students, Credits Applied toward degree, Credits not applied toward degree, Rates

As written by Bill Laude and received 6/21/2023