



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Transfer Office

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STATEWIDE TRANSFER GENERAL EDUCATION CORE (STGEC) and TRANSFER SINGLE ARTICULATION PATHWAYS (TSAP)

MILESTONE TRANSCRIPT NOTATION

This document is to assist Transfer Specialists, and anyone else, in understanding and processing transcripts with the STGEC and TSAP milestones. Listed below is some general information regarding what the milestones are and how they were created. Also, it shows the guidelines and expectations of students who have received the milestones. Finally there are different examples listed of how the milestone are shown on transcripts from other institutions and how to process the credit. This information should give a better understanding of the STGEC and TSAP milestones and how we interpret it for student's benefit.

SUMMARY: The State of Indiana, in collaboration with the state higher education institutions, defined a set of statewide competencies where learning outcomes for the competencies were agreed upon by the Statewide Leadership Team. There are a total "core" of 30 credit hours noted on transcripts as a milestone once satisfactorily accomplished. The notation is either stated as the Statewide Transfer General Education Core or STGEC milestone.

STGEC six competencies:

1. Written Communication
2. Speaking and Listening
3. Quantitative Reasoning
4. Scientific Ways of Knowing
5. Social and Behavioral Ways of Knowing
6. Humanistic and Artistic Ways of Knowing

STGEC GUIDELINES: There are [guidelines](#) to follow but there can also be some exceptions. When processing a student's record, look for the following:

- Each STGEC has to have at least three credit hours in each of the six competencies, equaling 18 credit hours. The remaining 12 are determined by the institution.
- A minimum GPA of 2.0 for 30 hours of courses within the STGEC is required for satisfactory completion. The 30 credit hours will apply toward satisfying the transfer student's degree requirements.
- Successful completion of the STGEC requirements is not a guarantee of admission.

- The STGEC does not change any requirements for a major or other degree objectives. If any course within the STGEC is a requirement for a major or other degree objective at the receiving institution and does not meet the grade requirement for the major, the receiving institution may require the student to repeat the course.
- It is critical that students work closely with their academic advisor to determine what relationship, if any, exists between requirements for general education and requirements for a specific major and/or other degree objective.
- Dual credit and AP exams count toward general education coursework and will be recognized as a part of the STGEC.

TSAP GUIDELINES: There are [guidelines](#) and [fast facts](#) to follow but there can be some exceptions. When processing a student's record, look for the following:

- TSAP is, at its core, an advising tool to guide the student to completion of the degree – within a specified pathway and timeframe.
- There is not a 60 credit hour block that is transferred in, per se, but rather a requirement that 60 credits be recorded as counting toward the completion of the baccalaureate degree. Within those 60 credits, courses are included to satisfy the STGEC and any other negotiated coursework contained in the TSAP associate degree, which may also include elective coursework if there is room within the degree requirements.
- While course-to-course articulations will apply just as in any other transfer case, the difference in the TSAP student is that their requirements for years 3-4 are specified and may include fewer on-campus major requirements than a student enrolled for all four years at the baccalaureate-granting campus.
- STGEC, CTL, and TSAP major coursework should be recorded on the student transcript as transfer credit and consistent with the articulation rules. Any other credit would be recorded according to articulation rules (or as undistributed elective) consistent with campus practices.
- Total credits from the TSAP associate degree should be at least 60 credits and the total credits required for the TSAP baccalaureate degree should not exceed 60 credits, for a total of 120.
- If a student, at the time of application, presents a transcript indicating that the TSAP associate degree is “in progress” rather than complete, the recommendation is that they be advised in their first semester of coursework as if it is completed in order to protect against the unnecessary duplication of coursework. If, by the time the student must register for the second semester, they cannot provide a final transcript indicating that the TSAP is “complete,” then that student would fall out of the TSAP guarantees and be advised based on course-to-course articulations and would no longer be considered a TSAP student. (The STGEC milestone may still apply, if complete.) Note that it is possible that such a student could still structure their baccalaureate degree very much like the TSAP degree map, but the guarantees would not apply.
- Regarding low grades:

- It is useful to note that, while the requirement to graduate with a TSAP associate degree specifies a minimum GPA of 2.0, it does not guarantee admission to the baccalaureate TSAP degree program. It is likely that a student with a grade deficit in more than a single course will not be admitted to 4-year campus and/or program. If there are more courses that a student will be required to retake, this should be considered as an admission factor, especially if there is limited flexibility to replace such coursework for electives.
- A course with a grade minimum would be specified within the major requirements. For example, in some scientific and business majors, a grade of C or better is required in Finite Math. While a C- may satisfy the STGEC requirement at the 2-year college, it may not satisfy the prerequisite requirement for the baccalaureate degree (or even admission to the program). Similar scenarios may also exist for English Composition, particularly within the humanities degrees.
- For courses within the STGEC, if the certifying campus (the 2-year campus in this case) indicates that the STGEC is satisfied on their campus, then it must be accepted intact. It is possible for one campus to require minimum grades in each course, while another may require a minimum GPA across the STGEC courses. A low-grade course may be required to be retaken only if a minimum grade in that course is a requirement for the baccalaureate major.
- For courses within the major that are satisfied within the TSAP associate degree, the same as above may apply. That being said, in the ideal implementation of the TSAPs, minimum grade requirements would have been part of the negotiation of the TSAP plan and a student should not come to the 4-year campus with a need to retake major coursework.
- While retaking low-grade courses may add to the number of credits necessary at the 4-year campus, it is possible that the student can still complete the baccalaureate degree within the standard 4 semester time frame. This may require elective replacement or a heavier semester credit load, and should be part of the advising process.

EXAMPLES: Each institution has its own way of showing milestones on the transcript but there is a common theme and notation to look for.

STGEC Milestone:

Here are a list of examples for the most common transcripts seen at IU. Most of the institutions have *Indiana STGEC Completed* listed on the transcript, however Vincennes University is a little different, so take special notice.

Ivy Tech Community College of Indiana:

Spring 2017
Indiana STGEC Completed
ARTH 110 Art Appreciation
EDUC 230 The Exceptional Child
MATH 123 Quantitative Reasoning
SCIN 111 Physical Science
Ehrs: 12.00 GPA-Hrs: 12.00 QPts:

Ball State University:

GENERAL TRANSCRIPT INFORMATION
INDIANA STGEC COMPLETED
NOT CURRENTLY REGISTERED 08/17/2017 R

Purdue University:

Campus: West Lafayette
Major: Chemical Engineering
Events: Indiana STGEC Completed
Degree Awarded: BS in Chemical Engineering 06-MAY-2017
Primary Degree
Program: Chemical Engr-BSE
College: School of Chemical Engineering
Campus: West Lafayette
Major: Chemical Engineering

Vincennes University: This transcript is a little different than the others because they have the STGEC listed as the major.

Vincennes University
Academic Record

Student ID: _____ Date of Birth _____

Record of: _____

Current Name: _____

Issue Date: _____ Provost Review _____

Course Level: Undergraduate
High School: South Knox High School 24-MAY-2014

Current Program:
Major : Theatre Arts/Acting

Degrees Awarded: Associate in Arts 06-MAY-2016
Primary Degree:
Major : Theatre Arts/Acting
Theatre Arts/Acting

Degrees Awarded: Certificate of Graduation 06-MAY-2016
Primary Degree:
Major : Statewide Transfer Gen Ed Core
Statewide Transfer Gen Ed Core

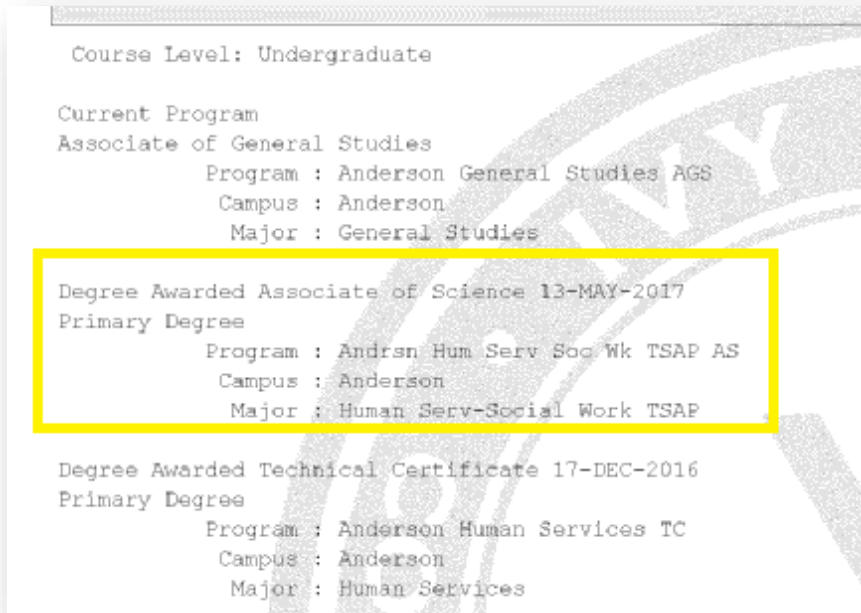
SUBJ	NC.	COURSE TITLE	CRED	GRD	R
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Degrees Awarded: Certificate of Graduation 04-MAY-2018
Primary Degree:
Major : Statewide Transfer Gen Ed Core
Inst. Honors: Magna Cum Laude

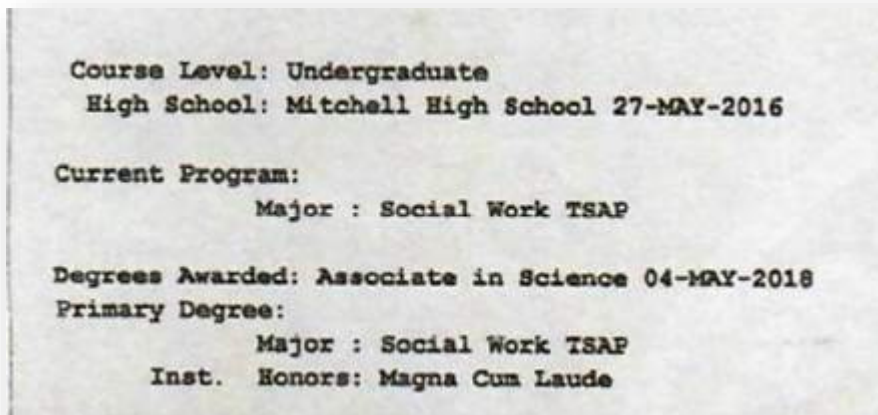
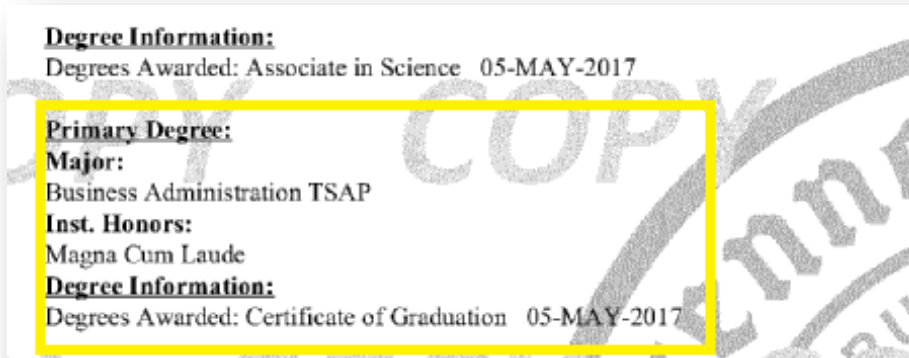
TSAP Milestone:

TSAP's come from either Ivy Tech or Vincennes and are noted on the transcripts slightly different. To confirm that a student has achieved the milestone, a date has to be shown.


Ivy Tech Community College of Indiana:



Vincennes University:



PROCESSING: The STGEC milestones are entered onto the student records by USSS when the transcript shows that it is completed. If there is not a date associated with the STGEC completion, the transcript date will be entered. The TSAP milestones are entered into SIS as either being “In Progress” or “Completed.”

If the student’s transferable course work does not total 30 credit hours for STGECT milestone, or 60 credit hours for TSAP milestone, but the milestone is on their record, the campus will have to update the transfer credit model to include course work enough to total the appropriate amount of credit hours via exception. In Course Credits-Automated, on the Evaluator Details tab, click the Edit Equivalent Course icon . Look up the proper Course ID which would be the typical transfer credit course for this articulation. Select it to return to the

screen. Update the official grade to “E*” where the asterisk is the grade the student received in the course i.e. a D is entered as ED.

The screenshot shows a software window titled "Course Credits - Automated" with a breadcrumb trail: "Favorites | Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Automated". The window is divided into two main sections: "Incoming Course" and "Equivalent Course".

Incoming Course section contains the following fields:

- Term: 2016 FALL
- Course: MATH 191
- Units Taken: 4.00
- Grade Input: TD
- Crse Level: Freshman

Buttons for "OK" and "Cancel" are located to the right of this section.

Equivalent Course section contains the following fields:

- Course ID: 030748 (with a search icon)
- Offer Nbr: 1 (with a search icon)
- Grading Scheme: UGD (with a search icon)
- Grading Basis: TRN (with a search icon)
- Official Grade: ED (with a search icon, highlighted with a red box)
- Units Transferred: 4.000
- Repeat Code: (with a search icon)
- Designation: (with a search icon)

Additional information for the Equivalent Course includes:

- Course Name: ANALYTIC GEOMETRY&CALCULUS II
- Course Code: MATH 16600
- Grading Description: Undergraduate Grading Scheme
- Transfer Grading Basis: TRANSFERRED BY EXCEPTION
- Units Att: Yes
- Grd Pt/Unt: 1.000

Checkboxes on the right side of the "Equivalent Course" section include:

- Valid Attempt
- Earn Credit
- Include in GPA
- Include in FA WI Stats

A "Clear" button is located to the right of the "Course ID" field.

DELIVERABLES: To best serve transfer students, IU will award the appropriate amount and type of credit to meet general education requirements for students who transfer in with the STGEC or TSAP milestone. Exceptions can be made for students who received a low grade as long as their overall GPA is a 2.0 or above. Coursework taken at another campus or institution will count toward general education requirements or the milestone based on the home campus’s articulation rules and its general education requirements.

This guide shows what the STGEC and TSAP milestones are and how they were was created, what they look like on transcripts, and how they should be processed. As a state mandate, it is required that students be processed according to these guidelines and procedures. To better serve our students, any issues should be handled immediately and the UTO is always available to help.

Additional information may be found in the [STGEC](#) and [TSAP](#) guidelines prepared by the Indiana Commission for Higher Education.

If you have any questions or concerns with this report, contact the UTO at uto@iu.edu.