Transfer Credit Review for E-campus

This will apply to the situations in which E-campus advisors are working with E-campus students seeking additional review of transfer courses for credit. Many of these have been reviewed by the registrar, but a second-look request for GEP credit has been requested.

1. E-campus advisors with questions about courses should gather course description information for courses. If possible, a syllabus should also be provided. The E-campus advisor will initiate request with the course information by emailing:
   a. Department chair(s) with best fit to GEP categories / courses in question. (see attached Table).
   b. GEP Director using GEP@shawnee.edu will be copied.
   c. SSU Online E-campus Director Erik Larson (elarson@shawnee.edu) and other Wiley advisors will be copied.
2. GEP Director will respond at this stage if there is anything irregular about the request. Chairpersons should proceed to step 3.
3. The chair will review the course and REPLY ALL to the original email with decision so that progress is seen by all parties. GEP Director support for chair decision may be assumed at this stage. If this is not the case, GEP Director will comment with concerns or objections.
   a. If the chair or GEP Director needs to invite another department to review the course, they will add the proper SSU chairs to the email thread keeping all original recipients in place.
   b. If the chair needs to consult with faculty, they will state the need to consult with a faculty member to the group, and then provide the response to the group once available.
4. The GEP Director is the primary contact for any determination of transfer for writing intensive and capstone courses. However, they may need to request more information or bring in the appropriate department across campus. Those individuals will be added to the email thread and the process will move forward as in step 3.
5. Once a determination has been reached to award credit with GEP Director approval, the SSU Online E-Campus Director will ensure that the SSU Registrar is provided with a summary of the decisions and the full e-mail thread.

For Reference, please follow the guidelines in this policy when reviewing transfer credit: https://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/articulation-transfer-policy-policy

Current List of GEP Director and Chair Contact information by GEP Category. (updated 9/2/22)

GEP Category	Primary Person/Chair(s) to contact	E-mail address	Department(s)
English Composition	Ann Linden	alinden@shawnee.edu	English and Humanities
Oral Communication	Ann Linden	alinden@shawnee.edu	English and Humanities
Quantitative Reasoning	Phil Blau	pblau@shawnee.edu	Mathematics
Engaged Citizenry	Chip Poirot AND Ann Linden	cpoirot@shawnee.edu alinden@shawnee.edu	Social Sciences AND English and Humanities
Ethical Insight & Reasoning	Chip Poirot AND Ann Linden	cpoirot@shawnee.edu alinden@shawnee.edu	Social Sciences AND English and Humanities
Fine and Performing Arts	Michael Barnhart	mbarnhart@shawnee.edu	Fine, Digital, and Performing Arts
Global Perspectives	Chip Poirot AND Ann Linden	cpoirot@shawnee.edu alinden@shawnee.edu	Social Sciences AND English and Humanities
Historical Perspectives	Chip Poirot AND Ann Linden	cpoirot@shawnee.edu alinden@shawnee.edu	Social Sciences AND English and Humanities
Human Behavior	Chip Poirot	cpoirot@shawnee.edu	Social Sciences
Literature	Ann Linden	alinden@shawnee.edu	English and Humanities
Natural Sciences	Jennifer Napper	jnapper@shawnee.edu	Natural Sciences
Writing Intensive	Derek Jones	GEP@shawnee.edu	General Education Program Director
Capstone	Derek Jones	GEP@shawnee.edu	General Education Program Director

Last Revised 4/24/2023 by Erik Larson

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