

## Conditional GenEd-to-GenEd Transfer Process

### What is GenEd-to-GenEd?

Students who transfer from a partner institution with an approved GenEd-to-GenEd associate degree have satisfied their General Education (GenEd) requirements at Temple University.

- Your advising unit adds the GenEd-to-GenEd status to your academic record upon receipt of your final transcript showing that an approved associate degree has been earned.
- Your Degree Audit Report (DARS) will show your GenEd requirements as complete.
- Click [here](#) to view the list of institutions and programs approved for GenEd-to-GenEd.

### What is Conditional GenEd-to-GenEd?

To avoid taking unnecessary courses, students approved for Conditional GenEd-to-GenEd status will be advised as if they have completed their GenEd requirements.

### Eligibility Requirements for Conditional GenEd-to-GenEd status\*\*:

- 1) You need no more than two courses (8 credits) to complete an associate degree from one of our partner institutions.
- 2) You have registered for the remaining course(s) in your first semester at Temple.
- 3) Your Community College agrees in writing to accept the Temple University course(s) to complete their degree requirements.
- 4) You complete the required course(s) at Temple University.
- 5) You transfer the course(s) back to your Community College and work with the Community College to ensure the Associate degree is awarded within one year of matriculating at Temple.
- 6) You provide an official transcript to Undergraduate Studies showing the conferral of your Associate degree from an approved partner institution.

### PROCESS:

**Step 1:** Meet with your home school/college Academic Advisor at Temple University and register for classes.

**Step 2:** Request a written statement from your Community College. The statement should confirm that one or two courses on your current Temple University registration will fulfill your remaining Associate degree requirements.

**Step 3:** Send a copy of the Community College written statement via email to Mike Lawlor, Associate Vice Provost for Undergraduate Studies in the Office of Undergraduate Studies at [michael.lawlor@temple.edu](mailto:michael.lawlor@temple.edu).

- Once Undergraduate Studies receives this memo, they will add a note to the advising database stating the conditions of the exception. Approved students and their advisor will be notified electronically.
- Upon receipt of this notification, your advising office will advise you as a GenEd-to-GenEd student, so that you do not take any courses that you may not need.

**Step 4:** After grades are posted for the Temple University coursework, send a Temple University transcript to the Community College. You can request a transcript online through TUPortal → Student Tools → Records → Transcript Request.

**Step 5:** Complete any graduation related items at the Community College, so that the conferral of your associate degree is recorded on your community college transcript.

**Step 6:** Once your degree is conferred at the Community College, request that an updated transcript be sent to Temple University Office of Undergraduate Admissions. When this transcript is received and the eligibility of the associate degree is confirmed, the GenEd-to-GenEd status will be posted by Undergraduate Studies. When the process is complete, your DARS should read "General Education has been satisfied via the transfer policy agreement".

*NOTE: This is an academic, not an admissions policy, and does not apply to the Temple University-Community College Dual Admissions program. A student must receive the Associate degree prior to matriculation at Temple University to be eligible for Dual Admissions. Undergraduate Studies may modify the process and its conditions if warranted.*

\*\*Student athletes are not eligible for Conditional GenEd per the NCAA Athletic Eligibility Requirements. Student athletes with questions should be directed to Kimberly Marsh, Certifying Officer ([kimberly.marsh@temple.edu](mailto:kimberly.marsh@temple.edu).)