

PA Department of Education Transfer and Articulation Oversight Committee Annual Timeline

JANUARY

- **January 1** – Framework Subcommittees begin reviewing courses proposed by institutions for inclusion in the 30-Credit Transfer Framework
- Institutions identify articulated degree programs in the Statewide Program-to-Program (P2P) Articulation database
- **January 31** –
 - Deadline for institutions to propose foundation-level courses to Framework Subcommittees in the Course Equivalency Management Center (CEMC)
 - Deadline for Framework Subcommittees to evaluate Framework courses involved in Course Updates

FEBRUARY

- **February 1** – Deadline for institutions to complete the Course Update process in CEMC
- **February 15** – Deadline for institutions to identify articulated degree programs in the Statewide P2P Articulation database
- Institutions begin to establish equivalencies in CEMC for newly approved Framework courses

MARCH

- TBD – TAOC Meeting
- **March 1** – PDE posts spreadsheet of Statewide P2P degree programs on the Pennsylvania Transfer and Articulation Center (PA TRAC) website¹
- Institutions continue to establish equivalencies in CEMC for newly approved Framework courses
- **March 31** – Deadline for Framework Subcommittees to evaluate proposed Framework courses

APRIL

- Institutions continue to establish equivalencies in CEMC for newly approved Framework courses

MAY

- TBD – TAOC Meeting
- **May 1** – Deadline for institutions to establish equivalencies in CEMC for newly approved Framework courses
- **May 15** – Deadline for institutions to submit the annual Statewide P2P Verification Statement to PDE

¹ PA TRAC – www.pacollege-transfer.com

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JUNE

JULY

- **July 1** –
 - Institutions begin reviewing and updating their Transfer Profiles
 - Community colleges, opt-ins and the Office of the Chancellor (OOC) for the State System of Higher Education begin uploading programs to the Degree Program database
 - Institutions begin reviewing and updating credit by exam (AP and CLEP) equivalencies in CEMC

AUGUST

- **August 1** – Deadline for primary TAOC representative to confirm with PDE their primary and secondary points of contact for the upcoming academic year
- Institutions advised to begin adding events (i.e., college fairs, transfer advising days, etc.) to the PA TRAC Transfer Events Calendar
- **August 15** – Institutions begin submitting to AcademyOne their course extracts for the current academic year
- **August 30** –
 - Deadline for institutions to review and update Transfer Profile
 - Community colleges, opt-ins and the OOC begin uploading programs to the Degree Program database
 - Deadline for institutions to update credit by exam (AP and CLEP) equivalencies in CEMC

SEPTEMBER

- TBD – TAOC Meeting
- AcademyOne begins processing and loading course extracts into CEMC
- **September 15** –
 - Institutions may begin Course Update process in CEMC
 - Deadline for institutions to identify articulated degree programs in the Statewide P2P Articulation database
- **September 30** – Deadline for institutions to submit course extracts to AcademyOne

OCTOBER

- **October 1** – PDE posts spreadsheet of Statewide P2P Degrees Identified by PA TRAC Colleges

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NOVEMBER

- TBD – TAOC Meeting
- Institutions may propose foundation-level courses to Framework Subcommittees in CEMC
- **November 15** – Deadline for state-related and independent colleges and universities to elect to participate in the Statewide Transfer System

DECEMBER

- Institutions continue to propose foundation-level courses to Framework Subcommittees in CEMC
- **December 1** – Primary TAOC members confirm with PDE their institution points of contact for spring

ONGOING

- Institutions add events to the Transfer Events Calendar
- Primary TAOC representatives notify PDE by email when points of contact change
- Institutions review their PA TRAC/CEMC Institutional Reports
- Institutions respond to student inquiries submitted via PA TRAC website
- Institutions respond to other institution requests for information in CEMC
- Institutions identify articulated degree programs in the Statewide P2P database
- Institutions review and update their own articulation agreements in the Transfer and Articulation Management Center (TAMC)