TRANSFER ARTICULATION OPERATIONS MANUAL OFFICE OF THE UNIVERSITY REGISTRAR

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TRANSFER ARTICULATION POLICY

Link to Policy

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Daily Operations

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Run Un-Articulated Courses Report Daily

Run the following report each day to identify courses entered by Admissions that will be distributed to faculty for review.

- 1) Log in to the following link https://informer.XX University.edu/informer/?locale=en_US
- Type the following name in the search field "OUR Transferable Courses w/o Articulation (EXTERNAL TRANSCRIPTS) Report" and select that report
- 3) Click on "DATA"



- 4) For the "Start Date" field use the first calendar month and day of the current term using the previous year (e.g. if you are running the report in the Fall of 2018, the start date should be 9/1/17) and enter today's date in the "End Date" Field
- 5) Click "Launch Report"



6) Once report is ready clink "Export Results"



7) Select "Excel Comma-Separated Values"



8) Click "Export"

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	Export Results Export this result listing		x
	Output Filename	(RC COPY 3/5/13) REG	
	Column Headers	Show Column Headers	
	Date Format	✓ Format dates for recognition in Excel	
1	Multivalue Handler	List one value per row	
		O List by new line	
}		◯ List by comma	
	Document Encoding	● ANSI O UTF-8	
< B	ack Export	Close	e

- 9) Open Excel Document
- 10) Add filter and remove the following Columns: "Start Date, End Date, CEEB Code, Name"
- 11) Filter on "Adddate Column" and only select dates prior to the date the report was last executed.

a. e.g. If today is Monday, 5/8/14, and you last ran the report on Friday morning, select 5/5, 5/6, 5/7 and 5/8

- 12) Filter "Appl Status (current)"" column and only select the following: "AA, AC, SDE, SPD, SWD, MS
 - a. Note: We only provide articulations to applicants who have been admitted (AA/AC), deposit paid/waived (SPD/SDE/SWD) and applicants who have been moved to student (MS).
- 13) Import courses to SharePoint by copying and pasting from column "Person AU ID to Credit column"
 - a. See <u>SharePoint</u> section below.
- 14) Un-filter entire document
- 15) Filter "Applicants Chgdate" column and only select dates prior to the last time the report was run and the current date.
 - a. e.g. if running report 5/8/14, select 5/7 and 5/8
- 16) Filter "Appl Status (current)" column and only select the following: "AA, AC, SDE, SPD, SWD, MS

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- 17) Filter "Appl Start Term" column to next academic term to which students are applying.
- 18) Before importing these courses to SharePoint, please make sure that they have not been previously added to SharePoint.

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Assigning Courses in SharePoint (Preparatory Steps)

- AU course catalog
- Transfer courses master list
- Departments that require syllabi prior to assigning courses
 - o SOC
 - o SIS
 - o KSB (Accounting only)
 - Graphic Design
 - XX University Studies
- External institution's catalog

Courses Not to Assign

- Special topics receive elective credit.
- Variable credit receive elective credit.
- Contact hours less than 2/3 of the possible AU equivalent except Music and PE

 This especially applies to language courses
- Non-Comparable Courses
 - Read course description before determining that the course is not taught at AU.
 - Ex. AN Engineering transfer course could be taught in the Physics Department at AU.

Courses that Do Not Receive Transfer Credit

- Math courses below Pre-Calculus (we do not accept College Algebra)
 - Look at sequencing of instruction in external institution's catalog.
- English as a Second Language (ESL) courses
- Internship and Independent Study Courses
- First-year experience courses that are non-academic
- Orientation courses

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Issues to Bring up to Undergrad Admissions

- Course that should not transfer was awarded transfer credit
- Duplicate courses from same institution recorded as transfer credit (excludes courses that are repeated for credit)
- Grades below C
 - Or grades of W, I, NC, etc. Review back of transcript to confirm.
- Credit value of 0

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Things to Be on the Look Out For

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- Confirm that academic year of external institution's catalog matches semester external course was taken
 - Multi-Location campuses with shared curriculum
 - e.g. Some community colleges have several locations but share the same catalog.
- Courses that are non-comparable to an AU course (e.g. Engineering, Nursing)
- A yellow diamond on the left hand corner of a cell means that there is an error in that row (please see screen shot below).
 - E.g. After a course has been assigned, any changes made to that row under the current view will create an error. (The workflow will not be updated with the changes.) Click on the diamond to either accept the changes and update the workflow or decline the changes.



Unique Departmental Assignments

- Earth Science courses are sent to AU's Chemistry department
- Film Studies courses are sent to AU's Literature department
- PE courses are sent to Health Promotion
- Philosophy & Religion departments are combined
- Education and Public Health are sent to SETH (School of Education Teaching and Health)

Assigning Courses for Faculty to Review on SharePoint

Log in to the Transfer Articulation SharePoint site:

https://teams.myau.XX

University.edu/groups/Committee/UGStudies/TCA/SitePages/Administrative%20Page.

<u>aspx</u>

1) Click on "TCA Master List-2013"



2) Click on "Progress by Status"



 Copy and paste course information from "REG Transferable Courses wo Art" report for to fields below:

Enter New Items Info Requested Not Started OUR_Faculty Per School Reassign

Revise Departments Revise Links Study Abroad Courses Modify this View

Configure Views for This Location

Create View

Last updated 11/27/18

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0

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Transfer Course Articulation Site + TCA Master List - 2013 + Enter New Items -

Articulation Site														Sea	arch th	s sit	e	٩
🕼 Department	-	Priority Code	•	Admin Comments 🛛 👻	S	tudent AU ID	•	Institution	•	External Institution Na	•	Exter	nal Course Prefix	•		Exte	mal Course Title	•
'Surve	Ŧ																	
xicy																		
													Searc	h t	his si	te		P
Associated External Co 👻	Assoc	ciatedSyllabusLinl	▼	SyllabusLink	•	Hyperlin	< to	Catalog	•	Status		•	Info for Fac	Rev	viewer	•	International Inst	iti 🔻

- a. Required Fields
 - i. Department: department at AU that should review the course
 - ii. Institution ID
 - iii. External Institution Name
 - iv. External Course Prefix
 - v. External Course Title
 - vi. External Course Credit
 - vii. Hyperlink to Catalog
 - viii. Status of course being reviewed
- b. Other Fields
 - i. Priority Code: Use to identify certain populations ((e.g. Athletics, Permits to Study, Appeals, Prospective students, duplicate articulations)
 - ii. Admin Comments: Use to write any comments about the course. e.g.. a syllabus is needed/has been requested.
 - iii. Student ID: May be left blank for prospective students
 - iv. Associated External Course, Title, and Credit: Used for co-requisite courses ex. Science courses that have a separate lab (exception Organic Chemistry, Lecture and Lab are sent separate).
 - v. Associated Syllabus Link
 - vi. Syllabus link
 - vii. Info for Fac Reviewer: Use to send information to faculty related to the course

1. Ex. AU credit conversion if different from external credit value

5) Once all the required information is recorded, select "Start Assignment" on the "Status" column to assign the course. Once the course is assigned, an automatic email will be sent to the Faculty reviewer alerting them that a new course is awaiting their review.

Hyperlink to Catalog 🛛 👻	Status 👻 li
	Not Started
http://www.losmedanos.edu/c atalog/Catalog2011.12 WebColor.pdf#page=151	Not Started
http://www.cabrillo.edu/publica tions/catalog/current/departme nts/libr.pdf	Not Started
	Not Started
http://www.bmcc.cuny.edu/mu sic-art/courses.jsp	Not Started
http://www.orangecoastcollege .edu/academics/CourseCatalog /Documents/Catalog-12-13.pdf	Not Started
http://www.orangecoastcollege .edu/academics/CourseCatalog /Documents/Catalog-12-13.pdf	Not Started
http://www.umd.edu/catalog/i ndex.cfm/show/content.search /sg/y/sc/y/sf/y	Not Started
	Not Started Assigned Reassign In Progress InfoRequested Completed Start Assignment
et, see Help.	Into Found Restart Assignment

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REPORTING TOOLS

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TCEQ Informer Report

The Transfer Course Equivalency report will identify all transferred and articulated courses for all institutions in the database.

- 1) Log in to Informer https://informer.XX University.edu/informer/?locale=en_US
- 2) Type the following name in the search field "TCEQ"

ome Reports Reports Home					
REPORTS ARCHIVES	DA SHBOARD S				
Reports Home Reporting Dashboard Manage your Reports					E New F
lter Reports Reports List	ing				
By Set		x			On selected reports
Select the report be	elow				New R
	elow				
Select the report be	x	bions	Favorite	Created by	New H
Select the report be Reports Listing	X Of		Favorite		New H
Reports Listing teeg Report Title	X Or ¢	utions		Created by	New Not the New New New New New New New New New Ne
Reports Listing Reports Listing Report Trile REG - Research TCEQ Data List standard course equivalencies as maintain	X Or ed via the TCEQ soreen.	utions		Created by	New P On selected reports Last Execut
Reports Listing Report Title REG - Research TCEQ Data Listandard course equivalencies as maintain REG - TCEQ Audit Report_BCB List standard course equivalencies as maintain	X Op ed via the TCEQ screen.	rtions Launch C Details	☆ ☆ ☆	Created by gpashley	New 1 On selected reports Last Execut 11/14/13
Reports Listing teq Report Title REG - Research TCEQ Data	X Op ed via the TCEQ screen.	ntions	Ŷ	Created by gpashley	New 1 On selected reports Last Execut 11/14/13

4) Click on "DATA" and wait for the report to run

Entrinsik Info	rmer				
Home Reports I	REG - TCEQ Audit Report_BCB Co	opy_gallen			
REPORT TEMPLATE	DATA	USER SETTINGS	SCHEDULES	LIVE EXCELS	
Colleague Report	Report_BCB Copy_gal	len			
User settings applied	d.				
Overview					
Title	REG - TCEQ Audit Report_B	CB Copy_gallen			
Description	List standard course equival	lencies as maintained via the TC	EQ screen.		
Datasource	Colleague				
5) Click on "Exp	ort Results" to retri	ieve the report			

						Exp	ort Results Archive
	General Cred	Adddate	Course Equivs Chgdate	Desc	Start Date Subjects	Course Levels	Comments
o Vision		Feb 18, 2004	Jan 2, 2013		Jan 1990		
o Vision		Feb 18, 2004	Jan 2, 2013		Jan 1, 1990		
p		Feb 18, 2004	Jan 2, 2013		Jan 1, 1990		
p		Feb 18, 2004	Jan 2, 2013		Jan 1, 1990		
255		Feb 18,	Jan 2, 2013		Jan 1, 1990		

6) Click on "Excel Comma-Separated Values" to retrieve report in an Excel file

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en Repor	Export Results			x
USER SETTIN	Export this result	isting		
Summar nst Name	 Excel Comma-S Adobe PDF (.pd Webpage (.html Customized Del Tab-Delimited (XML (.xml) Fixed Length C Saved-List) imiter (.txt) txt)		Course
	< Back		Clos	e
	AR-201	Painting	3.00 ARTS-210	
	AR-202	Painting	3.00 ARTS-210	

	pet Possulte				
SETTIN	💫 Export Results			x	
	Output Filename	REG - TCEQ Audit Repo			
	Column Headers	✓ Show Column Headers			
	Date Format	✓ Format dates for recognition in Excel			
Summar	Multivalue Handler	O List one value per row			-
ume		○ List by new line			Course
		List by comma			
	Document obling	● ANSI ○ UTF-8			-
	< Back Export			Close	
	AR-202	Painting	3.00	ARTS-210	
	AR-221	Sculpture	3.00	ARTS-215	

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8) Click "Export" to retrieve report.

Report_BCB Copy_gallen Report Portuits			
U SER SETTIN Export Results Export this result listing	x		
Output Filename REG - TCEQ Audit Repo			
ined via the Column Headers 🗸 Show Column Headers			
Date Format dates for recognition in Excel			
Aggregate Options Summar		-	
Institution ID Inst Name		Course	0
O755180 O			1
Document Encoding OT55180 OT55180 OT55180		-	1
0755180	Close		1
0755180 AR-202 Painting 3	.00 ARTS-210		1
0755180 AR-221 Sculpture 3	.00 ARTS-215		1

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TEEV Audit Report

The Transfer Equivalency Evaluation audit report will identify when course equivalencies were added to the system and by whom. This audit report can be used to determine the number of equivalencies added to student records in a given time period.

- 1) Log in to Informer <u>https://informer.XX University.edu/informer/?locale=en_US</u>
- 2) Type "TEEV" in the search field

Entrinsik Info	rmer						R	eports	Mappings
Home > Reports > I	Reports Ho	me							
REPORTS		ARCHIVES	DASHBOARDS						
Reports Home Reporting Dashboard Manage your Reports									Lo New Re
ilter Reports		Reports Listin	g						
By Set All Sets	121	teev		X				On	n selected reports

3) Select report shown below

Reports Listing teev	X				On selected reports
Report Title		Options	Favorite	Created by	Last Executed
REG - TEEV Audit Report		♦ Launch 📄 Details	☆	berkowit	Friday
Report on general electron (REG' and	l Department Elective external course equat	es. Data on TEEV form.			
			Display P	and Circl Draviour Dage	1 of 1 Novt Last Disalou
Refresh			Display P	aged First Previous Page	1 of 1 Next Last Display
Refesh Click on "Data"			Display P	aged First Previous Page	1 of 1 Next Last Display
•	DATA USER SETTIN	IGS SCHEDULE		aged First Previous Page	f of 1 Next Last Display

5) Type desired "Start Date" and "End Date" to determine parameters

REG - TEEV Audit Report Report Results Report on general elective 'REG' and Department Elective external course equates. Data on TEEV form.			
Report Results Analytics Charting			
Student Equiv Evals Adddate inclusive between	start date 🔢 - en	nd date 🔢 🕂 -	
Launch Report			

6) Click "Export Results"

Export Results Archive

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Colleague Transfer Equivalency Report (TRER)

Use this report to view articulated credits (including advanced standing) on a student-by-student, or institution-by-institution, or equivalency-by-equivalency basis.

- 1) Set "Print Equivs Desc" to "YES" and "Print Address" to "NO"
- 2) To use the "saved list" field, enter the equivalency ID (not student ID).
- 3) Enter a student's (or many) AU ID in the "Applicant/Students" field
- 4) (And/Or) Enter an Institution ID
- 5) (And/Or) Enter an AU course to search by students or institutions that have had this equivalent
- 6) Leave the "Statuses" field blank
- 7) Select "NO" for "Additional Selection Criteria"
- 8) Hit "Save" or "Save All" to advance the report

File Options Help Auto-Close Context V V Save	Save All X Cancel XX Cancel All - + & ? ?
TRER - Transfer Equivalency Report	
Print Equiv Desc Yes	Name/Address Hierarchy
Print Address No	
Saved List Name	
Applicants/Sturnite 1	
Enter AU ID here, thecn click "save 2	
Institutions 1	
2	
Equiv Courses	
2	
Statuses 1	
2	×
Additional Selection Criteria No	
Controller Applicants/Students Student/Applicant LookUp	No Values 🔒 🕕

- 9) Type "H" in the "Output Device" field to view a PDF
- 10) To print enter "..." in "Printer" field.
- 11).Hit "Save" or "Save All"
- 12) Hit "Save" or "Save All" again on the next resolution screen

File	Opti	ons Help		🔹 🗸 Save) (🖋 Save All) (X Cancel) (XX Cancel All) (0 0 0
TREF	R - Tr	ansfer Equi	ivalency Report		
	1	Peripheral : 9	SETPTR.AMJ051.11316	Description : Transfer Equivalency Report	
		Process : 1	RER	Description : Transfer Equivalency Report	
	pe "H" :k "save	here then	Output Device H Hold/Browse Printer Form Name	se File Output	
-			Banner		
			Security PB Public		
			Copies 1		
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l	1	NOEJECT			
l	2	NFMT			
l	3	NHEAD		B	
			Page Width 132		
			Page Length 66		
			Top Margin 0		
			Bottom Margin 0		
		Max	Pages per PDF		
Printe	r LookU	p			A ()

Last updated 11/27/18

Sample of course-to-course equivalency



Sample of course to subject elective equivalency

	TRANSFER				Course/	 GR/	EQUIV	ALE	CNT	
Course	Title	Credits	Gr	End Dt	Subject/Crs Lvl		Credits	Туре	Acad Lvl	Status
CVSP-205 Equiv. Descrip Restrict to Ac	tion:	3.00	B+	05/01/12	WWH-120		3.00	TR	UG	TR
PSPA-201 Equiv. Descrip Restrict to Ac		3.00	A-	05/01/12	SBGV-140		3.00	TR	UG	TR
	Intr Political Thought tion: Intr Political Thoug		A-	12/01/12	GOVT /3	84005	3.00	TR	Course to equivalent	subject elective :Y
PSPA-211 Equiv. Descrip Restrict to Ac	Intro. to Comparative Politics tion:	3.00	A -	12/01/12	GOVT-130		3.00	TR	UG	TR

Limitations of TRER

- TRER will not show transferable courses that do not have an equivalency
- TRER will not "Zero Out" courses that are articulated to the same AU Course
 - Credit is not applied to student's record, despite the reports output but the credit will be "zeroed out" on the student's degree audit.

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Custom Colleague XTCR Report

- Custom report that displays all transfer credits (both transferable and non-transferable)
- Use to view how external transferable credits articulate
- Limitations
 - Course-to-course + subject articulations do not display
 - Does not display waivers
 - Limited to one student per search

October 11 201 12:40	3	TRANS	FER	EQUIVALENC	Y REPORT			Page 2
Student:	3139223	Ir	istit	ution: Fre	derick Community (College		
Acad Programs:	INT.BACH.BAM BSBA.BADM:MKT BSBA.BADM:ISTE					EOUIVA1		
Course	TRANSFER Title	Credits	Gr		Course/ Subject/Crs Lvl	GR/ Dept Credits Ty	e Acad Lvl	
ACCT-102 Aquiv. Descrip Restrict to Ac	Prin of Accounting II tion:			05/01/10	ACCT-241	3.00 TR		TR
30-225 Equiv. Descrip Restrict to Ac		3.00	A	05/01/10	MKTG-196	2.00 TR	UG	TR
C-202 Iquiv. Descrip Restrict to Ac		3.00	В	05/01/10	ECON-200	3.00 TR	UG	TR
MA-201 Equiv. Descrip Restrict to Ac		3.00	A	05/01/10	MATH-211	3.00 TR	UG	TR
U-281 Quiv. Descrip Restrict to Ac		3.00	A	12/01/10	IBUS-296	3.00 TR	UG	TR
N-102 Quiv. Descrip Westrict to Ac		3.00	A	12/01/10	LIT-101	3.00 TR	UG	TR
I-102 quiv. Descrip estrict to Ac		3.00	A	12/01/10	HIST-205	3.00 TR	UG	TR
U-103 Quiv. Descrip Mestrict to Ac	Introduction to Business tion: Intro to Business ad Programs:	3.00	A	05/01/08	KSB-100 KSB /1	3.00 TR 3.00 TR	UG UG	TR TR

COLLEAGUE FORMS

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Transfer Course Equivalencies (TCEQ)

Adding Articulations to TCEQ Required fields

- Transfer Course, Title, Credit
- Equivalent Course, Title, Credit, and Course level (auto populates except for MATH and Honors courses)
- Credit, Subject, Course Level, Department (see list of Department Codes) (Only when applicable)
- Start Date: first day of the semester the articulation was provided and 5 years behind. Ex. Course reviewed Summer 14 = Start Date: 5/12/09
 - Note: All articulations are *term based* off of the AU calendar.
- End Date: first day of the semester the articulation was provided and 5 years ahead. Ex. Course reviewed Summer 14 = End Date: 5/12/19
- Academic Level: "UG" : Undergraduate
- Credit Type: always "TR": Transfer
- Grade Scheme: will auto populate. If field is blank please check institution profile in "INST".
 - ✤ Refer to grade scheme portion with further questions.
- If correct institution add grade scheme. If not, find correct institution ID, and ask Office of Admissions to delete courses from incorrect ID and add it to correct ID.
- Minimum grade: Usually a "C"
 - Exceptions:
 - Numeric grading scale: 2.0, unless the lowest passing grade is a 1.9
 - Narrative grades: type "CY"
- Default Status: "TR": Transfer
- Description: copy and paste transfer course title only when subject articulation is provided
- Comments: Type name of faculty reviewer
 - ✤ Exceptions:

- Type "Per Transfer Policy" when course was not reviewed by faculty, such as a non-comparable course
- Include both "Per Transfer Policy" and name of faculty reviewer if articulation entered in TCEQ is different than the one provided by faculty
 - EX. All Foreign Language courses are entered as "ELEC" credit because course articulation is not applied to student's record until language proficiency is demonstrated.

Course to Course Articulation

One or multiple transfer courses may be equivalent to one or multiple AU courses, as long as the "Transfer Credits" and "Equiv Credits" fields have the same value.

	Transfer Course	Title		Credit	
1	ACG-2021	Financial Accounting		3.00000	
2					
	Equivalent Course	Title		Credit	Course Level
1	ACCT-240	Principles of Financial Acct		3.00000	2Lower level •
2					•
3					•
	Credit Subject		Course Level	Departn	nent
1				•	
	Start Date	01/08/08	Default Status TR 1	Fransfer Equiv Eval	•]
	End Date	01/08/18	Description		
	Acad Level	JG Under	Acad Programs 1		
	Credit Type	TR Trans	Comments 1	Krische	R
	Grade Scheme T	R Transfer Credit: +/- (.75/.25)			
	Minimum Grade		Transfer Credits 3.00	Equi	iv Credits 3.00

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Transfer Course	Title		Credit	
1 BSC-1005	General Education Biology		3.00000	
2 BSC-1005L	General Education Biology L	ab	1.00000	
Equivalent Course	Title		Credit	Course Level
1 BIO-100	Great Experiments in Bio		4.00000	1Lower level
2				· · · · · · · · · · · · · · · · · · ·
3				· · · · · · · · · · · · · · · · · · ·
Credit S	Subject	Course Level	Departn	nent
1			•	
Start	Date 01/01/08	Default Status TR Tra	ansfer Equiv Eval	•
End	Date 01/01/18	Description		
Acad L	evel UG Under	Acad Programs 1		
Credit	Type TR Trans	Comments 1	David Carlini	R
Grade Sch	eme TR Transfer Credit: +/- (.75/.25)		R	
Minimum G	rade C	Transfer Credits 4.00	Equi	iv Credits 4.00

Course + Subject Elective Articulation

	Transfer Course	Title			Credit	
1	CHM-2211	Organic Chemistry 2		3.00000		
2	CHM-2211L	Organic Chemistry 2 Laborato	Organic Chemistry 2 Laboratory			
	Equivalent Course	Title			Credit	Course Level
1	CHEM-320	Organic Chemistry II			3.00000	3Upper level •
2	CHEM-322	Organic Chemistry II Lab			1.00000	3Upper level +
3						· · · · ·
	Credit Subject		Course Level		Departm	ent
1	1.00000 CHEM 0	Chemistry	1Lower level	•	81011 Ci	nemistry
	Start Date	08/26/08	Default Status TR 1	Fransfer Equiv Eval		•
	End Date	08/26/18	Description Orga	anic Chemistry 2 &	Lab	
	Acad Level U	G Under	Acad Programs			
	Credit Type	R Trans	Comments 1	Douglas Fox		R
	Grade Scheme T	R Transfer Credit: +/- (.75/.25)				
	Minimum Grade C		Transfer Credits 5.00		Equiv	v Credits 5.00

Subject Elective/Elective Credit Articulation

Last updated 11/27/18

Transfer Articulation Operations Manual
Office of the University Registrar, XX University

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Tra	nsfer Course	Title		Credit
1 AR	T-2150C	Jewelry and Metalsmithing 1		4.00000
2				
Equ	ivalent Course	Title		Credit Course Level
1				
2				
3				
_				
	Credit Subje		Course Level	Department
1	4.00000 ARTS	Art: Studio	1Lower level	▼ 81030 Art
			•	
	Start Date	08/26/08	Default Status TR	Transfer Equiv Eval
	End Date	08/26/18	Description Jev	velry and Metalsmithing 1
	Acad Level	UG Under	Acad Programs	1
	Credit Type	TR Trans	Comments	1 Don Kimes
	Grade Scheme	TR Transfer Credit: +/- (.75/.25)		
	Minimum Grade		ransfer Credits 4.00	Equiv Credits 4.00
	nsfer Course	Title		Credit
	nsfer Course	Title Elm Mandrin Chinese		Credit 4.00000
				• • • • • • • • • • • • • • • • • • •
1 CH				• • • • • • • • • • • • • • • • • • •
1 CH				• • • • • • • • • • • • • • • • • • •
1 CH	I-1120	Elm Mandrin Chinese		4.00000
1 CH	I-1120	Elm Mandrin Chinese		4 00000 Credit Course Level
1 CHI 2 Equi	I-1120	Elm Mandrin Chinese		4 00000 Credit Course Level
1 CHI 2 Equ	I-1120	Eim Mandrin Chinese Title		Credit Course Level
1 CH	I-1120 ivalent Course	Eim Mandrin Chinese Title t	Course Level	Credit Course Level
1 CHI 2 Equi	I-1120 ivalent Course	Eim Mandrin Chinese Title	Course Level 1Lower level	Credit Course Level
1 CH	I-1120 ivalent Course Credit Subject 4.00000 [ELEC 1	Eim Mandrin Chinese	1Lower level	4 00000 Credit Course Level
1 CH	I-1120 ivalent Course Credit Subject 4.00000 [ELEC T Start Date	Ein Mandrin Chinese Title t Transfer Electi 05/13/08	1Lower level	Credit Course Level
1 CH	I-1120 ivalent Course Credit Subject 4.00000 ELEC 1 Start Date End Date	Ein Mandrin Chinese	1Lower level Default Status TR Tra Description Elm M	Credit Course Level
1 CH	I-1120 ivalent Course Credit Subject 4.00000 ELEC 1 Start Date End Date Acad Level	Ein Mandrin Chinese Ein Mandrin Chinese Title US/13/08	1Lower level Default Status TR Tra Description Elm M Acad Programs 1	Credit Course Level Credit Course Level Operatment B2001 University Re second university Re andrin Chinese
1 CH	I-1120 ivalent Course Credit Subject 4.00000 ELEC 1 Start Date End Date	Ein Mandrin Chinese Ein Mandrin Chinese Title US/13/08	1Lower level Default Status TR Tra Description Elm M	Credit Course Level
1 CH	I-1120 ivalent Course Credit Subject 4.00000 [ELEC 1 Start Date End Date Acad Level [Credit Type	Ein Mandrin Chinese Ein Mandrin Chinese Title US/13/08	1Lower level Default Status TR Tra Description Elm M Acad Programs 1	Credit Course Level Credit Course Level Operatment B2001 University Re second university Re andrin Chinese

- Special topics
- Variable credit
- Inforequested courses after 2 weeks (recorded as "ELEC")

Courses that Do Not Receive Transfer Credit

- Math courses below Pre-Calculus (we do not accept College Algebra)
 - \circ $\;$ Look at sequencing of instruction at external institution
- English as a Second Language (ESL) courses
- Internship and Independent Study Courses

- First-year experience courses that are non-academic
- Orientation courses
- Contact Office of Admissions and ask that the course not be awarded transfer credit.

Things to Be on the Look Out For

- AU course equivalent cannot be a Special Topics Course (ex. PERF-396).
- Multi-Location campuses with shared curriculum
 - Articulations should be entered in all institutions
- Courses that are non-comparable to an AU course (e.g. Engineering, Nursing)
- When entering "Equivalent Course" make sure to enter the active course
- Transfer credits and Equiv Credits fields must match
- When a subject elective or elective credit articulation is provided; copy and paste external course title into "Description" field

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Looking up Articulations in TCEQ

1. Enter TCEQ in the Form Search Field

E UI 4.4 - Datatel Colleague UI 4 Production -	[berkowit / Production] - Windows Internet Explorer
TCEQ: Transfer Course Equivalen	Search Q SEARCH RESULTS NAVIGATION FAVORITES ? Logout
Colleague	No Active Context
File Options Help Auto-Clos	e Context 🔻 🗸 Save) (🗸 Save All) (X Cancel) (XX Cancel All) (🗐 👘 🖓 🙆 🚱 🖓
TCEQ - Transfer Course Equivalen	
Transfer Institution	
Transfer Course Ti	de Credit
Equivalent Course Tr	ie Institution LookUp <u>OK Cancel Finish Help</u>
Credit Subject	Course Level Department
1	
Start Date	Default Status
End Date	Description
Acad Level	Acad Programs 1
Credit Type	Comments 1
Grade Scheme Minimum Grade	Transfer Credits Equiv Credits
	A ()
	€ 100% ▼

2. Search by the Institution name or ID

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UI 4.4 - Datatel Colleague UI 4 Production - [[berkowit / Production] - Windows Internet Explorer	
TCEQ: Transfer Course Equivalen 🚽	Search Q ² SEARCH RESULTS NAVIGATION FAVORITES (?) Logout	
		\otimes
Colleague	No Active Context	
File Options Help Auto-Close	e Context 🔻 🗸 🗸 Save 🖉 🗸 Save All 🔍 X Cancel 🖉 🗶 Cancel All 🖉 🚽 👘 🖨	0
TCEQ - Transfer Course Equivalenci		
Transfer Institution :		
Transfer Course Title	le Credit	
2		
Equivalent Course Titl	Institution LookUp Montgomery Collegei QK Cancel Finish Help	
Credit Subject	Course Level Department	
	· · · · · · · · · · · · · · · · · · ·	
Start Date	Default Status	
End Date	Description	
Acad Level	Acad Programs 1	
Credit Type	Comments 1	
Grade Scheme		
Minimum Grade	Transfer Credits Equiv Credits	
	ß	1 ()
	€(1	100% 👻

• Ary to add CEEB code steps.

Commented [BB1]: Not sure if this is true anymore...

Commented [AF2]: I agree, I this paragraph should be deleted and I will add the steps to get the CEEB code through the College Board website to look for an institution in Colleague

Last updated 11/27/18

Filter: Combined V = III Combined V = Combin								
#	Name	ID	Address Line	Address CSZ	Where Used			
1	Montgomery College Continuing Education	3051665			CON,COR			
2	Montgomery College Child Care Center	2970107			CON,COR			
3	Montgomery Co. Community College	2956136			CON,COR			
4	Montgomery College & Nyu	2939300			CON,COR			
5	Montgomery College Television	2911950			CON,COR			
6	Montgomery Junior College	2865414			CON,COR			
7	Montgomery College	2688258		Rockville MD 20851	CON,COR			
8	Montgomery County Community College	1892893	340 Dekalb Pike	Blue Bell PA 19422	COR, INS			
9	Montgomery Community College	1765715	1011 Page Street	Troy NC 27371	COR,INS			
10	Montgomery College	1532413	Campus Center	Rockville MD 20850	COR			
11	Montgomery College, Takoma Park Campus	1528460	Duplicate IdUse 0241282	Takoma Park MD 20912	COR,MAI,INS			
12	Montgomery College Takoma	1449017		Takoma Park MD	COR, INS, APP			
13	Montgomery College	1415863	20200 Observation Dr	Germantown MD 20876	COR,MAI,VEN			
14	Montgomery College Rockville	0241305	Gudelsky Inst for Tech Educ	Rockville MD 20850	COR, INS, APP,			
15	Montgomery College Germantown	0241261	Att: Yvonne Stephens	Germantown MD 20876	COR, INS, MAI			

- 3. Enter the course prefix and number (if known) and hit Enter.
 - If the course prefix is not known, or to search for all available articulations on this institution's records, enter "...".
- 4. When searching for a course articulation, pay special attention to the start and end dates to ensure that the articulation will apply for when the student took (or will take) the external course.
 - The semester in which the course was taken must fall within the start and end dates for the course articulation.

Last updated 11/27/18

Transfer Articulation Operations Manual				
Office of the University Registrar, XX University				

+ Add K 1 - 20 of 397 > End Date Credits
01/10/18 3.00 01/10/18 3.00 01/11/18 3.00 01/11/18 3.00 01/11/18 4.00 01/11/18 4.00
01/10/18 3.00 01/11/18 3.00 01/11/18 3.00 01/11/18 4.00 01/11/18 4.00
01/11/18 3.00 01/11/18 3.00 01/11/18 4.00 01/11/18 4.00
01/11/18 3.00 01/11/18 4.00 01/11/18 4.00
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01/11/18 3.00
01/11/18 3.00
01/11/18 3.00
01 01 01 01

5. The TCEQ form is very similar to the TEEV form. The external course is listed in the top section, followed by the "Equivalent Course" if one exists, and then the Subject Articulation (if one exists).

Last updated 11/27/18

T	CEQ: Transfer Course Equiva	len • Search Q*	SEARCH RESU	LTS NAVIGA	TION	FAVORITES	? Logout
File TCE	Options Help Auto	Att. Yvon Career/ T Germante -Close Context V V Si	nery College Germanton ne Stephens ransfer Center wm MD 20876 ave	0241261 Phone: 301-353- Phone: Email: X Cancel (X)	.7700 XX Cancel A	Entry Date: Social:	€ ⊗ ⓑ ? × COR.INS.MAI 07/15/98 + ⊕ ⊗ ?
	Transfer Institu	ution: 0241261 Montgomery	College Germantown				
1	Transfer Course HS-130	Title Hist African Amer Since 1865	5		Credit 3.00000	External	
1 2 3	Equivalent Course HIST-209 	Title African-Amer Hist: 1877-Pres	ent			ourse Level 2Lower level	Equivalent
1	Credit Subjec	t	Course Level	-	Department	t	Subject Articulation
	Start Date	01/11/08	Default Status	TR Transfer Equiv Eva	d		•
	End Date	01/11/18	Description]	
	Acad Level		Acad Programs	1			
	Credit Type		Comments				à
	Grade Scheme Minimum Grade	TR Transfer Credit: +/- (.75/.25)	Transfer Credits 3.00		Equiv C	Credits 3.00	
Contr	oller Transfer Course			Value 1/1			A 🕕

- Also on the TCEQ form, are the following fields:
 - ii. Academic Level of the articulation
 - iii. Credit Type
 - iv. External institution grade scheme
 - v. Minimum grade in order for this articulation to apply
 - vi. Default status of the credit
 - vii. Description
 - This field is used to list the external title for a *subject articulation* and will be blank if a subject articulation does not exist
 - viii. Academic program the University does not support articulations by program
 - ix. Comments are used to record the faculty review that provided the articulation
 - x. **Transfer credits** the credit value recorded on the external transcript, as entered by Admissions
 - xi. Equiv Credits the AU credit value for the external course
 - Equivalency credits will not necessarily equal external credits as displayed on the transcript. This is typically the case for quarter credit institutions.

Last updated 11/27/18
Credit Field Definitions:

There are three fields in Colleague that record credit information related to transfer work:

- 1. External Credits represent the credit value displayed on the home institution's external transcript
 - Found in EXTS, TEEV, TCEQ
- 2. Equiv Credits Represent the AU credit value equivalency of the external credit. This will include the credit conversation rate.
 - TEEV, TCEQ
- 3. Transfer Credits Represent the external credit value (including credit conversion), but this does not necessarily mean that the external credit is
 - EXTS, TCEQ, TEEV

The below example demonstrates the difference in values for the three fields described above. Strayer University is a quarter credit institution in which many classes have credit values of 4.5. However, since Strayer is on the quarter system, the credits are converted at a rate of .67 Strayer credits to every 1 AU credit. Therefore, 4.5 Strayer credits are equivalent to 3.02 (3.015 rounded to 3.02) AU transfer credits. An example of this is displayed below:



External Transcript Summary (EXTS)

•Summary of transfer credits by student

•Most accurate and current account of transferred and articulated credits

•External credit value

•Grade scheme will say "transfer credit" if course is transferable

•If course is transferable but the equivalency field says no, then course is yet to be articulated

•Non-transferable courses should not have an equivalency.

EXTS - External Transcript Su	immary			
Institution : 0241148	Frederick Community	College		
Ext Course	Equiv	Grade	Grade Scheme	Credits
1 🖸 BU-103	Yes 🖸	A	Transfer Credit:	3.00
2 💐 MA-206	Yes 🗟	В	Transfer Credit:	3.00
3 EC-201	Yes 🔁	A	Transfer Credit:	3.00
4 💐 PS-101	Yes 🗟	A	Transfer Credit:	3.00
5 💐 BU-251	Yes 🗟	A	Transfer Credit:	3.00
6 💐 CH-101	Yes 🗟	C	Transfer Credit:	4.00
7 🗟 EC-210	No 🗟	W	Credit Not Accept	3.00
8 💐 LF-101	Yes 🗟	A	Transfer Credit:	3.00
9 💐 MA-201	No	W	Credit Not Accept	3.00
9 Q MA-201	No Q	W	Credit Not Accept	3.00

Transfer Equivalency Evaluation (TEEV)

• To view an individual articulation, select the "detail" icon next to the course in the "Equiv" field of EXTS

Ext Course	Equiv	Grade	Grade Scheme	Credits	Term	End Date
EN-101	Yes 🗟	A	Transfer Credit:	3.00	2010F	12/01/10
MA-101	No 🗟	8	Credit Not Accept	3.00	2010F	12/01/10
SO-101	No	FF	Credit Not Accept	3.00	2010F	12/01/10
CH-100A	Yes 🗟	С	Transfer Credit:	3.00	20115	05/01/11
EN-102	Yes 🗟	C	Transfer Credit:	3.00	2011S	05/01/11
MA-103	No	С	Credit Not Accept	3.00	2011S	05/01/11
PY-102	Yes 🗟	В	Transfer Credit:	3.00	2011S	05/01/11
CJ-110	Yes 🗟	В	Transfer Credit:	3.00	2011F	12/01/11
HS-114	Yes 🗟	В	Transfer Credit:	3.00	2011F	12/01/11
D 🔁 MA-105	No 🖻	С	Credit Not Accept	1.00	2011F	12/01/11
1 🖻 PL-203	Yes 🗟	A	Transfer Credit:	3.00	2011F	12/01/11
2 🗟 MA-180	Yes 🗟	C	Transfer Credit:	4.00	2012S	05/01/12
	Institut	ions Attend	ed 🗙 🚉	GPA Cre	edits	69.00
	Multiple-Equiv Reso	olution Scree	en No	G	PA	2.696

Example of a course to course equivalency

Transfer Institution	· · · · · · · · · · · · · · · · · · ·	
Transfer Course	Title Credit Gr Tech of Reading & Writing I 3.00 A	Cmpl Dt 12/01/10
Equivalent Course Status Credit Type 1 C LIT-100 TR V TR Transfer	Title Course Level Credit Gr Scher Acad Level Equiv Dt Term Note College Witting 1 Lower leve • 3.00000 UG Undergraduat 12/01/10 I	ne Gr ss/Com Course to course equivalency
Credit Subj Status Credit Type		
	Acad Level Equiv Dt Term Notes/Com	
Description	Extl Credits	3.00
Acad Programs	Equiv Credits	3.00
Std Equiv/Date		
Controller Transfer Course	Value 1/1	A ()

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EXTS - External Transcript Summary TEEV - Transfer Equiv Evaluation White,Ms Shavawn K. ID: 3431777 F Srcs: STAý Transfer Institution : Suffolk University Transfer Course Title 1 ENG-101BB Freshmen English I 4.00 12/01/12 A-2 2 Equivalent Course Title Acad Level Course Level Credit Gr Scheme Gr Status Credit Type Equiv Dt Term Notes/Com 1 R + College Writing 1 Lower leve 3.00000 TR Transfer UG Undergraduat 12/01/12 Course to course + subject credit equivalency Credit Status Subject Course Level Department Term Notes/Com Credit Type Acad Level Equiv Dt 1 🖻 1.00000 Literature 1 Lower leve Literature TR TR Transfer UG Undergraduat 12/01/12 -Description Freshmen English I Extl Credits 4.00 Acad Programs 1 Equiv Credits 4.00 Std Equiv/Date Controller Transfer Co

Last updated 11/27/18

SHAREPOINT

Last updated 11/27/18

Uploading Syllabi to SharePoint site

1) If a student emails a PDF of a syllabus, upload the document to the SharePoint site. Click on "Syllabi" to the far left of the Home Page, under Libraries.



2) Find the institution. Click on either the name of the intuition or the folder icon



3) Click on "add document" to upload a syllabi for that institution.



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4) Click "Browse"

Upload Document		
Upload Document Browse to the document you intend to upload.	Name: Upload Multiple Files Vald as a new version to existing files	Browse
Sector My Computer Sector My Com	(D:)	•
Ariadna on 'Adm Shared on 'Admi Shared on 'Auap Dept on 'Admin2 Apps on 'Nw07' Public on 'Admin Shared Docume auuser's Docum	pps\Apps2'(J:) 2\Registrar1'(K:) (U:) 2\Sys'(Z:) nts	e' (G:)

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6) Find the "Transfer Articulation" folder and click on it



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Course Syllabi 💽 🧿 🌮 🖽 -
Allegheny College FS-101Science in Fiction (Petasis).pdf
Allegheny College_F5-102_Science in Fiction (Petasis).pdf
American Military University- IN IL3UU-Research Methods in Intelligence Studies.pdf
Ball State University- COMM210.pdf
Baruch College-eco1001-for approval.pdf
Baruch College-eco1002.pdf
Brandeis University-ANTH-5A Human Origins syllabus.pdf
Brandeis University-BISC-2B.pdf
Brandeis University-FREN-20B Continuing French.pdf
Brandeis University-PHIL-17A Introduction to Ethics syllabus.pdf
California State University-Sacramento-FREN2BSyllabus.pdf
Catholic University_TRS 201 Syllabus.pdf
Central Texas College-ACNT_1325_Syllabus T2-1.pdf
Central Texas College-SPCH13185yllabus.pdf
College of Charleston-FYSM-123.pdf
File name: Allegheny College_FS-102_Science in Fiction (F 👤 Open

Upload Document		□ ×
Upload Document Browse to the document you intend to upload.	Name: I:\Transfer Articulation\Course Syllabi\Alle Browse Upload Multiple Files I Add as a new version to existing files	
Destination Folder Specify the folder in this document library where the document should be saved.	Folder: /Allegheny College/ Choose Folder	
Version Comments Type comments describing what has changed in this version.	Version Comments:	<
	OK Cancel	

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"InfoRequested" Courses

There are two ways to resend "InfoRequested" courses once the information requested by faculty becomes available.

- 1) Using "Datasheet View"
 - A. Click on "TCA Master List-2013" to the far left of the Home Page, under "Lists"



B. Click on "List" found under "List Tools" at the top of the page



D. The "Datasheet View" looks like an Excel spread sheet. Sort the document by selecting "InfoRequested" status only.

electing	"InfoRec	juested"	status	only.	

SyllabusLink	▼	Hyperlink to Catalog	¥	Status 🔻	1	Course Due Date	•	Info for Fac Reviewer 🗸 🗸	
				InfoRequested	I				ļ
https://teams.myau.american.edu/group ommittee/UGStudies/TCA/Shared%	os/C			InfoRequested		7/16/2014 12:00	AM	Quarter credit institution. Course converts to 3 35 semester credits	
https://teams.myau.american.edu/group ommittee/UGStudies/TCA/Shared%	os/C	http://belmontabbey.s3.amazonaws.com/ n-content/unloads/2013/12/2012-	<u>/w</u>	InfoRequested		7/4/2014 12:00		Hi Jesse, here is what the student said "The textbook chanters listed in the sullahi were	
https://teams.myau.american.edu/group ommittee/UGStudies/TCA/Shared%	os/C	http://belmontabbey.s3.amazonaws.com/ p-content/uploads/2013/12/2012-	<u>/w</u>	InfoRequested		6/3/2014 12:00		Hi Jesse, here is what the student said "The textbook chanters listed in the sullahi were	
		http://www.bentley.edu/files/2012-oct-up catalogue.pdf#page=74	ŀ	InfoRequested					
		http://www.bentley.edu/files/2012-oct-up catalogue.pdf#page=75	Ŀ	InfoRequested					

E. Paste the syllabus link in the "Syllabus Link" field or add information for the Faculty in the "Info for Fac Reviewer" box.

SyllabusLink 🔻	Hyperlink to Catalog 🗸 🗸	Status 🔻	Course Due Date 🔻	Info for Fac Reviewer 🔍 🔻	Reviewer Commer
		InfoRequested			
https://teams.myau.american.edu/groups/C .nmmittee/LIGStudies/TCA/Shared%		nfoRequested	7/16/2014 12:00 AM	Quarter credit institution. Course converts to 8:35 semester credits	Can the student please prov readings for each class?
https://teams.myau.american.edu/groups/C .nomittee/UGStudies/TC4/Shared%	http://belmontabbey.s3.amazonaws.com/w n-content/unloads/2013/12/2012-	nfoRequested	7/4/2014 12:00 AM	Hi Jesse, here is what the student said "The evthook chanters listed in the sullahi were	
https://teams.myau.american.edu/groups/C .nmmittee/UGStudies/TC4/Shared%	http://belmontabbey.s3.amazonaws.com/w n-content/unloads/2013/12/2012-	nfoRequested	6/3/2014 12:00 AM	Hi Jesse, here is what the student said "The evthook chanters listed in the sullahi were	we will need to see the book
	http://www.bentley.edu/files/2012-oct-ug- catalogue.odf#page=74	InfoRequested			
	http://www.bentley.edu/files/2012-oct-ug- catalogue.odf#pape=75	InfoRequested			
	http://www.bentley.edu/files/2012-oct-ug- catalogue.odf#pape=67	nfoRequested	7/15/2014 12:00 AM		need a syllabus.
	http://www.bentley.edu/files/2012-oct-ug- catalogue.odf#pape=78	nfoRequested			
	http://web.peralta.edu/admissions/files/201 1/10/2011-13. BCC: Catalog.odf#page=195				

F. Reassign the course by finding "Info Found Restart Assignment" status.

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SyllabusLink	•	Status	-	Course D
		InfoRequested		
		InfoRequested		
http://dept.sfcollege.edu/hfl/adjunct/MM se/pdf/2230/HUM2230_Syllabus.pdf	<u>tor</u>	InfoRequested	*	
		Not Started	_	
		Assigned		
https://teams.myau.american.edu/groups	:/C	Reassign		/31
ommittee/UGStudies/TCA/Shared%		In Progress		
20Documents/Hood%20College/Hood% 20College-LWPS-230.pdf		InfoRequested		
2000/0000 2001 0 200.000		Completed Start Assignment		10.0
		Info Found Restart	: Assig	nment

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2) Using "Progress by Status" View

A. Click on "TCA Master List-2013" to the far left of the Home Page, under "Lists"



B. Click on "Status" or on the "+ "sign next to "InfoRequested"

Status : Assigned (233)	
B Status : Completed (512)	
Status InfoRequested (252)	
Status : Reassign (12)	
C. Find the institution you are looking for and click on "External Institut Name" or on the "+"sign Status : InfoRequested (252)	ion
External Institution Name : Adirondack Community College (1)	
External Institution Name Albion College (1)	

External Institution	on Name : Albion Co	llege (1)		
	Prospect	Albion College	238579	ARTH-213

E. Paste the syllabus link in the "Syllabus Link" box or add information for the Faculty in the "Info for Fac Reviewer" box.

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	Info Re	queste	d
Department:		✓ F	Reviewer Comments:
External Institution Name:	Albion College		
External Course Prefix/Number:	ARTH-213		
External Course Credits:	1.00		
Hyperlink to Catalog:	SyllabusLink:		AssociatedSyllabusLink:
Admin Comments:	Info for Fac Revie External Course credits		AU Finished
Ariadna Figueredo			
5/21/2	013		
11:15:44 AM			

F. Check "Info-Found-Assign" box and click "Finished" to send the course back to the faculty.

Hyperlink to Catalog:	SyllabusLink: 	AssociatedSyllabusLink:
Admin Comments:	Info for Fac Reviewer: External Course equals 4 AU credits	Info Found - Assign

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Faculty Instructions for Reviewing/Updating Course Equivalencies

• Note: At any time in the review process you may click "save and finish later"

1) Copy and paste link below into an internet browser to log into the SharePoint Site https://teams.myau.XX University.edu/groups/Committee/UGStudies/TCA/SitePages/Home.aspx

2) Find your academic department and then click on the Edit icon all the way to the left - this will take you directly into a form to review/update information about that particular course.

🗏 Departmer	nt : Literature (138)	
🗏 Status : A	ssigned (138)	
	Albright College	ENG-204
	Bard College	FILM-109
	Bard College	FILM-167

3) Review the course listing - there is a hyperlink on each form that will take you to the catalog with a description of the course.

Step 1) Review external course listin	g:
Syllabus	Review Course Catalog
	American University Catalog

4) Determine if you are the appropriate department/school to be reviewing the external course - if you are the correct department/school, select "yes" and move on to the next step. If you are not the correct department/school, select "no" and provide a suggestion for the department/school that should review the course.

Step 2) Are you the appropriate department?		
Reviewing Department: Literature		
Are you the appropriate department/school to review this course?*	⊖ _{Yes} ⊖ _{No}	

5) Determine if you need additional information in order to complete the review. If "yes", please list the information needed, then click "submit".

Do you need more information from the	
Registrar's Office in order to continue with the	O Yes ○ No
review? *	

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6) Determine if an AU equivalent exists - if there is no AU equivalent for the external course, please select "no" and indicate if the course could count for elective credit, and in what subject area, at what course level, and for how many credits. If there is an AU course equivalent, please select "yes" and enter the information about that AU course.

Does an AU course equivalent exist?*	Step 3) Is there an AU Course Equivalent?		Save and Close
Selecting No indicates that this course should be given elective credit	Does ar	n AU course equivalent exist?	*Selecting No indicates that this courses	should be given

Step 4) In what subject should this course	e be an elective? Save and Close		
What course prefix should be assigned to this course? *	Existing AU academic area:		
	(e.g. PHYS for Physics, CSC for Computer Science, GOVT for Government, etc.)		
	OR		
	Non-existing AU academic a rea:		
	(e.g. Engineering, Culinary Arts, etc.)		
Please select a level for this course: *	○ 100 ○ 200 ○ 300 ○ 400		

Step 3) Is there an AU Course Equivalent?	Save and Close
Does an AU course equivalent exist?*	 Yes O No* *Selecting No indicates that this course should be given elective credit
Step 4) Enter AU Course Equivalent Info:	Save and Close
AU Course Prefix/Number:*	
AU Course Title:*	

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AU Course Credits:*

• Note: Some external courses may be combined to meet the content and scope of an AU course (or courses) and the OUR attempts to "link" these courses for your review. If you believe there should be a course linked to the one being reviewed, please indicate this in the comments and "Submit".

7) Once you have completed your review you may enter in comments and select "Submit". Note: Once you "Submit" you will not be able to go back to the form. Email <u>transferarticulation@XX University.edu</u> if you would like to make adjustments or to have the course sent back to you

Reviewer Comments:		
Previous Comments:		
Click "Submit" to complete your review:	Submit	

Last updated 11/27/18

Faculty Guidelines for Determining Course Equivalencies

Email transferarticulation@XX University.edu with questions.

Definitions:

- External course refers to the course that is being considered for transfer credit to AU.
- Internal course refers to the AU course that is comparable to the external course.
- Course credit equivalencies refer to external courses that are exact equivalents in terms of seat time and content/scope of curriculum.

Process:

- You will be provided a list of external courses (by institution of origin) that include a prefix or title description that appears to match the discipline(s) within your teaching unit.
- * Normally, equivalencies from one discipline should *not* be assigned to another discipline.
- If there is no equivalent internal course in your discipline, please assign the course back to the administrator with a request to send the external course to the discipline you feel is most appropriate.
- Primary considerations for assigning a course equivalency:
 - *Appropriateness of the course:* Does the course fit into the teaching unit's degree program (major, general education, or elective)?
 - *Comparability of the learning:* Does the content of the external course fit the teaching unit's course content and level? This information should be obtained from catalogues and other materials and, if needed, from contact between faculty at the transferred course's institution.
 - To request additional information, check the box indicating additional information is required so that the course can be sent back to the administrator.
 - *Comparability to lower level AU course:* Does the course meet or exceed the content and level for a lower level course in the teaching unit?
- Courses from quarter-credit institutions are sent for review provided that the external course equates to at least 2.67 AU semester credits. These courses may be given AU course equivalencies where the AU course has 3 credits, if the faculty member feels this is appropriate. Alternatively, multiple courses may be combined to equate to one AU course (for example, two Economics courses at 2.67 credits may be equivalent to an AU Econ course at 3 credits).

SPECIAL PROCESSES

Last updated 11/27/18

Athletes "Pre-application" Articulation

- 1) Pre-app is sent to Office of Undergraduate Admissions (UGA). UGA determines what transfer credits are accepted by making a notation on the transcript.
- UGA indicates which courses are transferable and e-mails the transcript to Transfer Articulations (TA) and Eagle Academics (EA). UGA will also note the date transcript was sent, as well as the number of credits accepted, on the compliance spreadsheet (located in the J: drive).
 - To gain access, contact: nest@XX University.edu
- 3) EA notes 2 weeks on the EA calendar in order to know which date to check the system for course articulations.
- 4) TA works on articulations and adds institution code to compliance spreadsheet.
- 5) 2 weeks later, EA checks credits in TCEQ. If credits are missing, EA will contact TA.
- 6) Once all course articulations are in, EA will note it on the compliance spreadsheet and can create a tentative graduation plan to check for NCAA eligibility.
- Once the student applies and is accepted, Admissions will enter accepted credits into EXTS and credits will be automatically linked to the articulations made by TA.
- 8) If necessary, students may petition Admissions if a course is not accepted. If necessary, students can appeal Vice Provost for Undergraduate Studies on how a class is articulated.
 - a. https://teams.myau.XX

University.edu/groups/Committee/UGStudies/TCA/SitePages/Transfer%20Appeal% 20Submission.aspx

Special Circumstances

- If additional work comes in for the student-athlete (a second transcript from a different school, etc), the process will start over.
- If TA needs a syllabus for a course, TA will email EA who will contact the student & coach to get syllabi.

Notes

• Coaches will be told/encouraged to get an actual transcript from the student, not simply a print off of classes. This will assist both Admissions and Transfer Articulations.

"InfoRequested" Courses

If additional information is needed before assigning the course for review or if the faculty request additional information, the following email is sent to the student.

Dear

XX University faculty have requested that you provide syllabi/course description for the following courses from <u>Name of the institution</u> so that they may provide an AU course articulation.

Type curse(s) prefix, number, and title here.

If you do not have a syllabus readily available, please contact the faculty unit that instructed this course at the external institution to obtain one. Please translate any syllabi in a foreign language to English. You may attach the syllabi and reply to this email.

Please note that if the syllabi have not been received within two weeks of this request, you will receive elective credit for these courses.

If the student does not provide the requested information or requests additional time to gather the documents, the course will receive elective credit. This is only done to the student's record in TEEV.

Last updated 11/27/18

Quarter Credit Courses

- External courses which convert to less than 2.68 AU credits will automatically receive subject elective credit and will not be sent to faculty for review.
- External courses which convert to 2.68 or more will be sent to faculty for review. A 2.68 credit external course may be equivalent to a 3 credit AU course if it is comparable in content and rigor to the AU course. However, students will only receive credit for 2.68 and must still meet minimum credit requirements (30 credits for General Education, and 36 credits for a major). Students will be required to make up any deficiency in credits so that they still reach a total of 120 credits.
- Quarter-Credit courses may be applied to the General Education requirement. Two courses at 2.68 credits may be used toward an area.
- For Area 5 Lab courses, the external course must not be less than .65 credits of the AU course.
 - Example: a 5 credit external course (equiv. to 3.35 AU credits) may be equivalent to an Area 5 lab course; a 4 credit external course (at 2.68 AU credits) may NOT be equivalent to an Area 5 lab course.
- Exception: Area 5 mathematics courses must not be less than .67 credits of the AU equivalent course. Therefore, a 5 credit external course would NOT be equivalent to a 4 credit AU course (4 3.35 = .65).
- A student must have at least 30 credits total toward the General Education requirement if they use all quarter-credit courses.

Last updated 11/27/18

AU Abroad Courses

- The OUR would like that AU Abroad courses be articulated through the same process as transfer courses. To achieve that, all current AU Abroad articulations need to be added to TCEQ. The process is as follows:
 - 1. Student fills out an articulation request form found on AU Abroad's website.
 - 2. AU Abroad staff checks if an articulation already exists for that course. If it does not, the electronic form is emailed to the corresponding faculty reviewer.
 - Once an articulation is provided, the electronic form is emailed to the Office of Study Abroad, the student, and the Transfer Articulation Inbox.
 - 4. The OUR will add the articulation to TCEQ following the same methodology as transfer courses.

Grade Scheme and Credit Conversion

- To request a that a grade scheme or credit conversion be added or updated, the Office of Undergraduate Admissions (UGA) will send an email to the Transfer Articulation Inbox with the following information:
 - o Student ID
 - o Institution ID
 - o External institution calendar system: Semester/Quarter
 - o Funded: Public/Private
 - Credit conversion
 - Most quarter credit institutions will have a .67 quarter to semester conversion
 - Most semester credit institution will have a 1:1 conversion
 - o Grading System
 - Institution Type
- The OUR must verify that information provided is accurate by referencing the institutions transcript legend and/or the institution's course catalog
- If a grade scheme or credit conversion needs to be added, the OUR must check that the correct institution ID is being used. Check the CEEB code (refer to the Guide on Looking up Institution IDs on the Resources portion of this document).
- If the grade scheme or credit conversion need to be updated, the OUR will create a new institutional record. The CEEB code will be removed from the old institution ID and added to the new one. The institutional record should include the information highlighted below.

INST: Institutions	- Search	SE/	ARCH RESULTS	IGATION	FAVORITES	? Logout
		New Mexico Military	Institute 02407	10 -	1 1 of 1	0000
	EL ue	Roswell NM 88201	Phone: Phone: Email:		Where Use Entry Date	
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INST - Institutions						
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	Funded	By P-Public	•			
	Credits Conversi	on 1.00				
	Grade Scher	TR Transfer Credit +1-	(75/25)			
	Institution Type/Let	rel CC Community College			•	
		Agency		Last Date	Accred Type	
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		EB 4534	Intere	sts/Activities		
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	Other		2			
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	Bor	ind	and the second second		10000	
	Name		Phone Numb	er Ext	Role	
Con	tects 1					
	Previous Colleague I	Contraction of Contra	2 3			
	Organization In	NO X LQ				

• For a current list of grade schemes in Colleague, refer to the list below.

Last updated 11/27/18

#	ID	Description -
1	L753	WCL-Effective Fall 75-Sum 97
2	L	WCL- Effective Fall 1997
3	TR13	University of Queensland
4	U2012	University 2012
5	U	University
6	NC13	Univ of Queensland - Not Accep
7	TR15	Transfer Grade Scheme (85-100)
8	TR8	Transfer Credit: +/- (4/3/2/1)
9	TR9	Transfer Credit: +/- (.8/.2)
10	TR	Transfer Credit: +/- (.75/.25)
11	TR5	Transfer Credit: +/- (.7/.5)
12	TR2	Transfer Credit: +/- (.7/.3)
13	TR4	Transfer Credit: +/- (.67/.33)
14	TR3	Transfer Credit: +/- (.5)
15	TR7	Transfer Credit: (A,AB,B,BC)
16	TR10	Transfer Credit: (A, BA, CB)
17	TR6	Transfer Credit: (4.0,3.9,3.8)
18	TR11	Transfer Credit: (12.0, 11.0)
19	TRCNC	Transfer Credit/No Credit
20	TR14	Transfer Credit +/- (.7/.4)

#	ID	Description -
21	TR16	Transfer Credit (a, A-, Ab)
22	TR17	Transfer Credit (4.0, 3.75)
23	TR12	TR12 (A1, A2, B1, B2)
24	OBSLT	Obsolete
25	NCKST	No Credit: Keystone J.C.
26	NCD-Q	No Credit: D-Q Univ.
27	NC12	NC12 (A1, A2, B1, B2, B3)
28	MLTRY	Military Credit
29	KEYST	Keystone Jr. College Scale
30	SP/UP	Graduate Continuing Enrollment
31	SPEXS	Grade Scheme for SPExS
32	D-Q	D-Q University
33	NC10	Credit not accepted: (A, BA)
34	NC7	Credit Not Accepted: (A,AB,B)
35	NC8	Credit Not Accepted: (4/3/2/1)
36	NC6	Credit Not Accepted: (4.0,3.9)
37	NC11	Credit Not Accepted: (12.0)
38	NC9	Credit Not Accepted: (.8/.2)
39	NC	Credit Not Accepted: (.75/.25)
40	NC5	Credit Not Accepted: (.7/.5)

#	ID	Description -				
41	NC2	Credit Not Accepted: (.7/.3)				
42	NC4	Credit Not Accepted: (.67/.33)				
43	NC3	Credit Not Accepted: (.5)				
44	NC17	Credit Not Accepted (4.0, 3.75				
45	BRKDL	Brookdale C.C. grade scheme				

Last updated 11/27/18

Military Credit

- The University will not accept military occupational/experiential credit. The University will only accept military *courses* for transfer credit.
- Admissions will enter transfer course credit on a student's record and enter a grade of "CN".
- The OUR will send these courses to VPUG for monthly review by faculty committee. The faculty will determine transferability and credit amount for each course.
- Articulations will only be entered on the student's record and not yet recorded in institution table as standard equivalencies.

Permit to Study at US Institution

The process below applies to requests to go on a **permit to study or a medical permit to study at another US Institution**. The AU Abroad office reviews requests to take courses at non-approved programs offered abroad.

Process Steps:

- 1) Student meets with Academic Advisor (Advisor) to discuss interest in applying for a permit to study.
- 2) The Advisor reviews the appropriate form (Undergraduate Permit to Study at Another US Institution or Medical Permit to Study at Another US Institution) with the student and explains the regulations governing transfer credits.
- 3) After discussing the courses of interest at the external institution, the Advisor checks the institution record in TCEQ and determines if an articulation exists.
- 4) If an articulation exists, the advisor completes the course number, title, credit value (and conversion) and the corresponding articulation equivalency information on the form and submit it to the appropriate parties for approval (Department Chair, Dean or Dean Designee).
 - If no articulation in the TCEQ table(s), proceed to step 5.
 - b) Once the form has been approved, the advisor submits the form to record_services@XX University.edu.
 - c) The OUR (record services) confirms that the articulation(s) on the form and matches the articulation(s) to the database (TCEQ).
 - i. If the articulation(s) is accurate, the OUR (record services) will add the appropriate hiatus code to the student's record ("PS") and inform the student and advisor once this is complete.

Skip to Step 10.

- ii. If the articulation(s) on the form does not match TCEQ, the form will be sent back to the advisor to be corrected.
- 5) If an articulation does not exist in TCEQ for the intended course of study, the advisor emails transferarticulation@XX University.edu to request an articulation for the desired course(s).
 - If request comes directly from student, the OUR will process.
 - b) In the email, the Advisor must provide:
 - i. Student name & ID
 - ii. Institution name & ID
 - iii. Course prefix and number
 - iv. Credit amount (from external institution)
 - v. Course title
 - vi. Desire enrollment term/date

- vii. Course description
- viii. Course syllabus (if available)
- 6) Upon receipt of the email, the OUR (transfer articulation) enters the course(s) into the SharePoint tool, assign the student a priority code and assign the course(s) to the appropriate faculty reviewer.
- Within two weeks, the articulation(s) should be received by the OUR and entered into Colleague (TCEQ).
 - a) The OUR will email the advisor and student to confirm receipt of the articulation.
- 8) Then the advisor completes the course number, title, credit value and the corresponding articulation information on the form and submits it to the appropriate parties for approval (Department Chair, Dean or Dean Designee).
- 9) The Advisor then submits the form to record_services@XX University.edu.
 - a) The OUR confirms that the articulation(s) on the form, matches the articulation(s) in the database (TCEQ).
 - i. If the articulation(s) is accurate, the OUR will add the appropriate hiatus code to the student's record ("PS") and inform the student and advisor once this is complete.

Continue to Step 10.

- ii. If the articulation(s) on the form does not match TCEQ, the form will be sent back to the advisor to be corrected.
- 10) Student completes coursework and asks external institution to send an official transcript to the OUR (record services).
- 11) The OUR enters the external course information and the articulation will automatically apply to the student's record.
 - ★ At the end of every semester, the Record Services team will run a report to monitor all students who went on a permit to confirm that grades have been received.
 - i. The Record Services team will email the advisor of students who do not yet have grades on their record and ask them to provide the transcript and/or verify the student's attendance at the institution.
 - The Record Services team will follow-up on these requests as if they were missing grades.

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Articulation of Partner Programs

- All transfer credit for Dual Degree and Exchange students will be recorded in Colleague, but that the program Abroad director for SIS indicates the credits that should be applied toward the degree.
 - If a student exceeds the allowable transfer credits, according to the MOU (reference MOU Supplement 5, Section 3, #7 for Ritsumeikan) the Office of the Registrar will suppress credits not applicable to the intended degree, according to directives given by the program director in consultation with the student.
- The program director will provide a list of courses and course descriptions to VPUG so that faculty can review courses, by discipline, with the intention of "grouping" articulations.
 - Course articulations considered for General Education credits will be reviewed by the General Education Committee.

Articulation of Foreign Language Courses

- Foreign language courses from previous institutions will be entered on a student's record with the articulation ELEC, which represents elective credit.
- If a transfer student wishes to apply the course towards a degree language requirement, or wishes to receive AU equivalent or subject elective credit, the student must take the appropriate placement exam and send the results to the WLC Program Advisor for review.
- If a student does not demonstrate minimum proficiency for the subject articulations by passing the language placement exam, the courses that are not validated and will remain ELEC. If the student wishes to continue with foreign language study at AU, the student will be required to repeat courses for which proficiency has not been met.
- WLC informs OUR of placement results. OUR changes articulation accordingly in TEEV only.



RESOURCES

Last updated 11/27/18

Transfer Articulation Equivalency Site

- The Transfer Articulation Equivalency Site may be found in the following link
 <u>http://www.XX University.edu/provost/registrar/transfer/index.cfm</u>
- This site is a partial web view of the articulations found in TCEQ (University articulation database). It only displays articulations for 2-year institutions and courses articulated to 100 and 200 level courses at AU.
- To search for a course equivalent, select an institution name
- Then you may click on individual courses or the "Select/clear all" box to display all of the articulations available for that institution

Allegany Community College (MD)			American University (DC)				
Course	Credits		Course	Credits	Active Dates		
ECON-201 Principles of Macroeconomics	3	-	ECON-100 Macroeconomics	3	12/11/07 - 12/11/17		
ECON-202 Principles of Microeconomics	3	-	ECON-200 Microeconomics	3	12/11/07 - 12/11/17		
ENG-101 Freshman English I	3	-	WRTG-100 College Writing	3	8/25/09 - 8/25/19		
ENG-101 Freshman English I	3	-	LIT-100 College Writing	3	12/18/07 - 12/19/07		
ENG-103 Intro to Literature	3	-	LIT-121 Rethinking Literature	3	8/26/09 - 8/26/19		
ENG-103 Intro to Literature	3	-	LIT-120 Interpreting Literature	3	12/18/07 - 12/19/07		
HIST-103 United States History I	3	-	HIST-205 Amer Encounters: 1492-1865	3	1/8/08 - 1/8/18		
HUM-100 Mini-Civilizations	3	-	HIST-1** Mini-Civilizations	3	1/1/08 - 1/1/18		
PHED-145 Personal Wellness	2		HFIT-200 Lifetime Health & Fitness	2	12/18/07 - 12/18/17		

Transfer Articulation Methodology

The following is our recommended methodology for articulating courses at XX University (AU). The method will be used to articulate course to course equivalents; subject-level electives and general electives; and will allow the option of designating those courses as general education courses. The following are the three approaches for articulating transfer courses at AU.

Approach #1:

This approach is used when there is a course to course equivalency.

Approach #2:

This approach is used exclusively for subject-level elective courses that have a comparable subject at AU and are not going to be articulated as general education courses. Colleague does not have the capability to assign general education credit when this approach is used. This is accomplished by using the credit equivalency field of the TCEQ.

SAMPLE: BIO-2** 4 credits TR Anatomy

Approach #3:

This approach is used when 1) there is no comparable discipline/field at AU, or 2) the course will be articulated as a subject-level elective or a general elective and the department designates a subject-level elective or general elective to be articulated as a general education course.

The naming convention for these courses is meant to be intuitive. For example, a foundational area one course beginning with "CA" represents the "Creative Arts" foundational area. The letters that follow "CA" represent the title of the external course. For example, "CAAH" stands for "Creative Arts, Art History". While this may not be immediately apparent when reviewing a student's degree audit, this table should help explain why these course prefixes were created and what they represent.

Looking up Institution IDs in Colleague Using CEEB Codes

1) Go to http://sat.collegeboard.org/register/sat-code-search

2) Use the dropdown menu and select "Colleges & Scholarships"



3) Use dropdown menu to select a country and state and then click "Search"

earch Criteria
earch Code Type
Colleges & Scholarships 🗸
ountry
Jnited States
tate
Select one
ity (optional)
ollege or Scholarship Name (optional)
Search

4) Narrow results by clicking on the first letter of the name of the institution



5) Find institution and copy the four-digit number next to the institution name under the "Code" column. This code is known as the "CEEB" code

College & Scholarship Codes 218 results A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
College or Scholarship	Code
FLAGLER COLLEGE	5235
FLORIDA AGRICULTURAL MECHANICAL UNIVERSITY	5215
FLORIDA ATLANTIC UNIVERSITY	5229
FLORIDA BAPTIST COLLEGE	4435
FLORIDA BIBLE COLLEGE	7781
FLORIDA CAREER COLLEGE	3581

6) Go to the "TCEQ" form in Colleague and type the CEEB code in the "institution Lookup" search field, then click "OK"
[File Options Help Auto-Close Context * Save & Save All & Cancel & Cancel All -



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TCEQ: Transfer Course Equivalen V Searc	search i	RESULTS	FAVORITES ? Logout						
	Flagler College	0241152	🗸 < 1 of 1 > 🚺 🕄 🖗 🖗 🤉 🛇						
<i>MIDATATEL</i>	PO Box 1027	Phone:	Where Used: COR,INS						
Colleague		Phone:	Entry Date: 07/15/98						
	St Augustne FL 32085	Email:							
File Options Help Auto-Close Context	🔻 🗸 Save 🥢 Save	All 🛛 🗶 Cancel 🛛 🗶 Ca	ncel All) (+) 🕑 🔮 📀						
TCEQ - Transfer Course Equivalencies									
Transfer Institution : 0241152 Flagler College									

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Duplicate Institution IDs

Alamo Community College District = 5 (Duplicate articulations only when necessary) -Northeast Lakeview College: -Northwest Vista College: 1311322 -Palo Alto College: 0240284 -San Antonio College: 0242057 -St. Philip's College: 0242054

San Mateo County Community College District = 3 (Duplicate articulations only when necessary) -Cañada College: 0240494 -College of San Mateo: 0240458 -Skyline College: 240842

<u>City Colleges of Chicago = 7 (Duplicate articulations only when necessary)</u> -Richard Daley: 0238653 -Harold Washington: 0238649 -Kennedy-King: 0239343 -Malcom X: 0238699 -Olive-Harvey: 0239095 -Harry S. Truman: 0238670 -Wilbur Wright: 0239356

Dallas Community College District = 7 (Duplicate articulations only when necessary) -Richland College: 0242026 -North Lake College: 0241990 -Mountain View College: 0241943 -El Centro College: 0241779 -Eastfield College: 0241780 -Cedar Valley College: 0241743 -Brookhaven College: 0241683

Peralta Community College District = 4 (Duplicate articulations only when necessary) -Berkeley City College: 2580874 -College of Alameda: 0240503 -Laney College: 0240650 -Merritt College: 0240690

Eastern Iowa Community College District = 3 (Always duplicate articulations) -Clinton Community College: 0241703 -Muscatine Community College: 0241933 -Scott Community College: 0238086

<u>Seattle Community College District VI = 3 (Duplicate articulations only when necessary)</u> -North Seattle Community College: 0240727 -South Seattle Community College: 0240852 -Seattle Central Community College: 1909488

Ivy Tech Community College = 15 (Always duplicate articulations)

-Ivy Tech Community College: 2300319
-Ivy Tech Community College Indianapolis: 238844
-Ivy Tech Community College Muncie: 238815
-Ivy Tech Community College Bloomington: 1244917
-Ivy Tech Community College Columbus: 238822
-Ivy Tech Community College Evansville: 238813
-Ivy Tech Community College Ft. Wayne: 238814
-Ivy Tech Community College Gary: 238817
-Ivy Tech Community College Kokomo: 238862
-Ivy Tech Community College Lafayette: 238818
-Ivy Tech Community College Madison: 238867
-Ivy Tech Community College Richmond: 0238819
-Ivy Tech Community College South Bend: 238816
-Ivy Tech Community College Sellersburg: 238809
-Ivy Tech Community College Terre Haute: 238820

NOVA = 6 (Always duplicate articulations) -NOVA: 133345 -Alexandria: 241336 -Loudoun: 241507 -Woodbridge: 241341 -Manasas: 241506 -Annandale: 241340

<u>Montgomery College = 3 (Always duplicate articulations)</u> -Rockville: 241305 -Germantown: 241261 -Takoma: 241282

<u>Miami Dade College = 4 (Always duplicate articulations)</u> -Miami Dade C.C.: 241093 -South: 241315 -Wolfson: 241314 -InterXX University: 2019375

Broward College = 2 (Always duplicate articulations) -Broward Community College Ft Lauderdale: 0241024 -Broward College Coconut Creek: 0241491

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<u>Tidewater Community College = 4 (Always duplicate articulations)</u> -Porstmouth: 0241145 -Norfolk: 1929749 -Virginia Beach: 0241512 -Cheasapeake: 0241480

<u>University of Florida = 2 (Always duplicate articulations)</u> -Current ID: 4090736 -Old ID: 0241530

<u>Suffolk County C.C.= 3 (Always duplicate articulations)</u> -Suffolk County C.C.- Michael Grant Campus: 0239880 -Suffolk County C.C.- Eastern Campus: 0239877 -Suffolk County C.C.-Ammerman Campus: 0239862

<u>Erie Community College = 3 (Always duplicate articulations)</u> -Erie Community College City Campus: 0239526 -Erie Community College North Campus: 0239537 -Erie Community College South Campus: 0239525

<u>Monroe College =2 (Always duplicate articulations)</u> -Monroe College: 239681 -Monroe College Bronx: 239682 76

Department Codes

Department codes are used to associate a subject (course prefix, like HIST) to a department within a school. Below is a quick guide for department codes at AU.

Things to Know

- Use Art Department Code (81030) for the following subjects:
 - o ARTS (Studio Art)
 - ARTH (Art History)
 - o GDES (Graphic Design)
- Use Performing Arts Code (81036) for following subjects:
 - o PERF (Dance, Theater/Musical Theater, some Music courses)
 - o MUS (some Music courses)
 - o ATEC (Audio Technology)
- Use International Services, School Code (82501) for following subjects:
 - o SISU (undergrad SIS courses)
 - SISA (undergrad study abroad SIS courses)
- Use University Registrar Code (82001) every time an "ELEC" articulation is provided
- Use SETH Code (81045) for following subjects:
 - EDU (Education)
 - HFIT (Health and Fitness)
- Use World Languages and Culture Code (81018) for following subjects:
 - o ARAB (Arabic)
 - o CHIN (Chinese)
 - o FREN (French)
 - o GERM (German)
 - o HEBR (Hebrew)
 - o ITAL (Italian)
 - o JAPN (Japanese)

- o KOR (Korean)
- o PERS (Persian)
- o PORT (Portuguese)
- o RUSS (Russian)
- o SPAN (Spanish)
- o SWAH (Swahili)

Look Up Institution Codes

1) Open TCEQ and type "..." in the "Department" field, then hit enter.

TCEQ - Transfer Course Equiv	alencies				
Transfer Instit	ution: 0241608 Wilmington U	niversity			
Transfer Course	Title		Credit DNS Catego) 	
Equivalent Course	Title		Credit Course Leve	el • •	
Credit Subject 1 3.00000 HIST	ct History	Course Level	Department		
Start Date End Date Acad Level Credit Type Grade Scheme		Default Status Description Acad Programs Comments			
Minimum Grade		Transfer Credits 0.00	Equiv Credits 3.0	D	

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2) A list of departments will populate, select the desired department

Filter:		DEPTS 🔻		Select All	+ Add	K <	1 - 8 of 157	>	×
1		Department: 20211			Туре:				
Ľ		Commencement			Active/Inactive: A				
2		Department: 20212			Туре:				
Ĺ		University Marketing			Active/Inactive: A				
3		Department: 20213			Туре:				
Ľ		Office of UCM-Exec Director			Active/Inactive: A				
4		Department: 20215			Туре:				
-		University Communications			Active/Inactive: A				
5		Department: 20225			Туре:				
Ľ		University Publications			Active/Inactive: A				
6		Department: 20250	Туре:						
Ľ		AU Nigeria		Active/Inactive: A					
7	_	Department: 20710			Type:				
Ĺ		Recreation Sports & Fitness			Active/Inactive: A				
8		Department: 23001			Туре:				
Ľ		IT Office Administration			Active/Inactive: A				

Notifying Faculty of Past Due Courses

1. Every Friday login to SharePoint and click "TCA Master List – 2013". Click "All Items" and then export to an Excel Spreadsheet.

SharePoint						
BROWSE IT	EMS UST					
	Modify View - Current V			N	Open with Access	Form Web Parts +
View Quick	Create	Tags &	E-mail a Alert	RSS Connect to Exp	port to	Customize
Edit	View 🦳 Navigate Up 👍 1 - 3	0 Notes	Link Me -	Feed Outlook B	Excel	Form 🛛 🚪 New Quick Step
View Format	Manage Views	Tags and Note	s Share & Track	C	Connect & Exp. ct	Customize List
Surveys \bigoplus new item or edit this list						
ReviewCo y	mpletionSurve Progress by	Status All Items	Assigned …	Find an item	Q	

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- 2. Once exported, go to column labeled "Status" and filter the spreadsheet to include only the "Assigned" status
- 3. Go to the column labeled "Course Due Date". Here you want to only include the dates that are the day before you're working on the spreadsheet and before. For example if today is 10/26/2018, you'll want to filter to include dates from 10/25/2018 and before.
- 4. After it is filtered, look at the first column labeled "Department:School", which will tell you the department you should send the list of courses to using the template below. The contact information for each faculty member exists in SharePoint by clicking on "Faculty Reviewers and Dept Contacts" on the left-hand side.
 - a. Emily Jones: Address her as "Dear Emily"
 - b. Justin Bernstein: Address them as "Dear Dean Shinko, or Dear Dean Bernstein"
 - c. Everyone else should be addressed as "Dear Professor (last name)"
- Once you've determined who you are sending the email to, copy the columns "External Institution Name" and "External Course Prefix/Number" and paste into the body of the email.

CAS = Emily Jones – "Dear Emily"

SOC = Tierra Perdue - "Dear Tierra"

SIS = Diana Tetterton – "Dear Diana"

KGD = Gregory Bailey – "Dear Gregory"

SPA (Public Administration) = Jocelyn Johnston - "Dear Professor Johnston"

SPA (Justice, Law & Society) = Bill Davies – "Dear Professor Davies"

TEMPLATE:

SUBJECT: Reminder Transfer Course Articulation Request

Dear Professor,

I would like to remind you that there are transfer courses pending your review. I appreciate your assistance and ask that you follow the link below to access the course(s). <u>https://myau.XX University.edu/groups/Committee/UGStudies/TCA/SitePages/Home.aspx</u>

To help you manage the courses, the due date for each of them is provided all the way to the right of each course.

Do not hesitate to contact <u>transferarticulation@XX University.edu</u> should you have any questions or concerns.

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Courses that are repeatable for credit

"Repeatable for credit" means that a student can take the same course over several semesters and receive credit each time they pass the course. If an external course is repeatable for credit, then assign the course to faculty in SharePoint **once** noting in the "Admin Notes" field that the course is "Repeatable for Credit".

\checkmark	Department:School	Department		Priority Code	Student AU ID	Admin Notes	Institution ID	External Institution Name	External Course Prefix/Number
1	CAS	Music	▼	Prospect		Repeatable for Credit	0241601	University of North Carolina-Greensboro	ENS-382

- An Elective or a Subject Credit equivalency will also be applied to all semesters that the student took the external course

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