Transfer Course Evaluation Process

Transfer Course needs to be (re)evaluated

The plan, thus far, is to build this into SharePoint

If course already exist in TES, only action on the student or no action is required

Student, Faculty, or Advisor initiates an electronic form. Form routed to Admissions.

Does this course already exist in TES?

Yes → Course Evaluation Completed

No → Admission sends Registrar email Syllabus and Course Description through TES. Registrar organizes data and routes form to Chair.

Does Chair equate course?

Yes → Form routed to Admissions (again).

No → Course Evaluation Denied

Chair has final say from department that a course is equivalent

Admission processes transfer course equivalency in the system for all students

The plan, thus far, is to build this into SharePoint

If course already exist in TES, only action on the student or no action is required

Registrar works as intermediary to attach files onto forms

University Courses and Curricula Committee Process

List of TES changes sent to Courses & Curriculum

Is there a problem with change?

Yes → Registrar and Admissions will address the problem.

No → No Action Required

Provide oversight by reviewing a sample of the changes that have been approved/implemented