Process Name: Transfer Course Equivalency Evaluation (for courses not in equivalency table)
Office of Instruction

Transfer Course Request Made
- A transfer course request is submitted by a student to one of the above parties.
- The request is forwarded by that party to the registrar.

Supporting Documentation Requested and Submitted
- The student is asked to obtain additional information to support the request.
- Documentation is gathered by the student and submitted to the Registrar’s Office.

Documentation Received and Examined
- The student information is received by registration staff.
- Based on clarity, the request is either recorded by the registrar or routed to the division for further investigation.

Transfer Request Routed to Division
- Equivalency is unclear based on the student’s submission.
- The top half of the Transfer Course Equivalency Evaluation form (TCEEF) is completed by registration staff.
- The form and documentation are forwarded to the division.

Request Evaluated, Decision Made
- The transfer course request is examined by the division chair and appropriate faculty members.
- A decision is reached and recorded on the bottom half of the TCEEF, which is returned to the Registrar.

Decision Recorded, Student Notified
- The Registrar’s Office updates its records about the course.
- The student is notified of the decision by registration staff.

Student Appeal Process
If the student disagrees with the decision, he or she can submit an official appeal to the Registrar and Chief Academic Officer.

Course Equivalence Established
Based on the documentation received, equivalence is clear and established.

Required Information
- Accreditation status
- Course syllabus
- Catalog information
- Instructor credentials
- Prerequisite criteria

Reviewed and approved
May 2014