

# Essentials of Transfer Credit

## Office of Transfer Student Services

### 1. GENERAL INFORMATION

- a. The Roger Phillips Act went into effect in 2009.
  - i. Only AA and AS degrees from in-state public colleges and universities are guaranteed to satisfy core requirements.
  - ii. Private schools and out-of-state schools are not covered under the Act, and must be reviewed course by course.
- b. UA Little Rock changed general education core curriculum.
  - i. Students - terms of Fall 2014 and past are evaluated on the Old Core - 44 hrs. core
  - ii. Students - terms of Spring 2015 and later are evaluated on the New Core - 35 hrs. core
- c. Transfer Evaluation System
  - i. Using the TES system to build the Transfer Equivalency Guide
  - ii. This allows courses in a specific term to be reviewed once and then stays in the UA Little Rock system with an equivalency (or as an elective) and will then pull automatically for future students.
- d. BOSS/CAPP/Degree Evaluation or Degree Works
  - i. BOSS/CAPP/Degree Evaluation used for students with terms of Summer 2017 and earlier
  - ii. DegreeWorks used for students with terms of Fall 2017 and later

### 2. THE TRANSCRIPT FLOW

- a. The Office of Admissions collects all high school and transfer college transcripts.
- b. The Office of Records and Registration (R&R) articulates courses to UA Little Rock transcripts.
- c. The Office of Transfer Student Services (OTSS) evaluates transfer credit and initiates re-articulation or adjustment of credits for core. OTSS then will send non-core courses to departments for evaluation of credits as equivalency for departmental credit.
  - i. OTSS will review credit when all official transcripts have been submitted.
  - ii. If all official transcripts have not been submitted, an unofficial core evaluation can be requested to answer specific questions for advising purposes.
  - iii. If you see something, after an OTSS review has been done, that you believe should count in core, but isn't, don't hesitate to ask. Email [transfer@ualr.edu](mailto:transfer@ualr.edu).
  - iv. If a student has duplicate credit for the same course, one of the courses will be removed from the student's record, even if the credit is from different institutions. Be mindful of this when advising, as the OTSS review process may not be complete.

### 3. WHAT TRANSFERS TO UA LITTLE ROCK

- a. What credit transfers
  - i. Courses taken at regionally accredited institutions
  - ii. Courses with grades of "C" or higher
- b. What credit doesn't automatically transfer
  - i. Grades of "D" do not automatically transfer. You must review transcripts from ImageNow to assess if the student has Ds for possible D transfer.
  - ii. NOTE – Military and Technical credit will not automatically transfer but once a student declares a major, the advisor may request to have applicable credit posted – Director of Military Student Success – Kathy Oliverio – [kmoliverio@ualr.edu](mailto:kmoliverio@ualr.edu) (501) 682-8387
  - iii. OTSS does not review credit that has been given by other institutions for test scores from Advanced Placement (AP), CLEP, International Baccalaureate (IB) or ACT/SAT scores – Contact Testing Services – (501) 569-3198

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## 4. THE WHO, WHAT, AND WHEN OF OTSS

- a. Who OTSS reviews
  - i. OTSS reviews all applicants to UALR that have some type of transfer credit.
    - 1. Transfers, First Time Freshmen with Transfer work, Post Baccalaureate, International Students, Returning Students with transfer credit, and current students with new transfer work.
    - 2. NOTE – Common Issues
      - a. Post Baccalaureate – Post Bac students courses taken during their initial degree are never posted. OTSS will only review and waive the US History/American Gov requirement for Post Bac's
      - b. International Students – OTSS cannot review Int'l credit without course descriptions from Int'l institutions.  
[ualr.edu/transfer/international](http://ualr.edu/transfer/international)
  - ii. OTSS can provide prospective transfer students with core evaluations based on unofficial transcripts
- b. What does OTSS evaluate and facilitate
  - i. General Education Core – OTSS evaluates transfer credit and initiates re-articulation or adjustment of credits for core
  - ii. Non Core – OTSS sends degree area, elective and foreign language courses to departments for evaluation of credits as equivalency for departmental credit.
  - iii. NOTE – OTSS cannot make any adjustments for any UA Little Rock courses (often referred to as native courses).
- c. When can OTSS evaluate student credit
  - i. OTSS can only make adjustments in either BOSS or Degree Works once all official transcripts have been submitted by student and posted by Records.

## 5. HOW OTSS MAKES A DECISION

- a. CORE or NON-CORE
  - i. CORE
    - 1. Review for equivalency based on faculty provided rubrics
    - 2. Review to satisfy for in-state based on State Minimum Core (SMC)
    - 3. Review to Satisfy for out-of-state using same SMC rules approved by faculty senate
    - 4. OTSS sends to Records to post for student and TEG
  - ii. NON-CORE
    - 1. SENT TO DEPARTMENTS
    - 2. Department reviews course for equivalency
    - 3. Department reviews course as departmental shell – PSYC 2000
    - 4. Department reviews course as elective course – TRAN 1000
    - 5. OTSS sends to Records to post for student and TEG
- b. TES or IDA/Petition
- c. Re-Articulate or Satisfy
  - 1. Re-articulate to a UALR core equivalency - ENGL 1300 – Freshman English = RHET 1311 – Composition I
  - 2. Re-articulate to a UALR core shell - PHYS 1401 – Physical Science = CORE SCIN – Core Science
  - 3. Satisfy a UALR core area - PHIL 1310 – Intro to Philosophy = PHIL 1310 – Intro to Philosophy
    - a. But can be used to satisfy the UALR Humanities core area.

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## **6. WHERE TO LOOK FOR OTSS DOCUMENTATION**

- a. Banner Comments (SAAADMS) – OTSSCC – Core Complete: OTSSNC – Core Non Complete
- b. WebNow/Image Now/Perceptive Content – OTSS scanned documents
- c. Transfer Evaluation System (TES) – Documented evaluations of courses that have been reviewed
- d. Degree Audit/BOSS/Degree Works – Adjustments pulling into Degree Audit/BOSS and Degree Works

## **7. REQUEST EVALUATIONS, ARTICULATION AND ADJUSTMENTS**

- a. If an advisor sees transfer credit not showing within UA Little Rock systems (Degree Works, BANNER worksheets, etc.) or discovers additional official transcript with hours needing to be articulated:
  - i. Email [transfer@ualr.edu](mailto:transfer@ualr.edu) with subject line Student Name and T#.
  - ii. Do not copy the student on the email.
- b. If an advisor needs a core evaluation for an upcoming advising appointment:
  - i. Email OTSS at [transfer@ualr.edu](mailto:transfer@ualr.edu) with subject line Student Name and T# as early as possible.
  - ii. Do not copy the student on the email.

## **8. HELPFUL HINTS FOR DEGREE WORKS/DEGREE AUDIT**

- a. Adjustments done under old core for students who decided to do new core may not pull. If this happens, e-mail Pattie McCord, Dee Dee Polite, or Shaun Williams to request adjustments to be carried forward to new core.
- b. Adjustments made in Degree Evaluation/CAPP may not pull into DegreeWorks, in cases of catalog change. In these cases, you should submit a petition in DegreeWorks like this: "Please apply previously applied IDAs for this student under the new \_\_\_\_ (state catalog year) for \_\_\_\_ (the particular block requirement) in Degree Works." You'll need to list the one(s) that need to be moved if all of them are not applicable under the new requirements.
- c. E-mail Pattie and Dee Dee to request adjustments from old Special Exception Forms, that are not showing in Degree Evaluation/DegreeWorks, be applied.

## **9. RESOURCES**

- a. ACTS
- b. TEG
- c. TES
- d. ImageNow