




EXECUTIVE
VICE CHANCELLOR
AND PROVOST

Date: October 13, 16

To: Undergraduate College Deans
Undergraduate Associate Deans
Undergraduate Department Chairs

From: Zulma Toro, Ph.D. 
Executive Vice Chancellor and Provost

RE: Evaluation of Non-Core Academic Transfer Credits

UALR has historically had more transfer students matriculate to our campus each year than any other population. As competition for students increases, we must strive to find ways to continue to better serve transfer students and to be even more transfer-friendly.

Our current transfer credit evaluation practice is legislated by Faculty Senate. The Faculty Senate has delegated the responsibility for transfer core credit evaluation to the Office of Transfer Student Services (OTSS). The procedure for evaluation of non-core courses has historically required students to initiate credit evaluation requests to respective academic departments to evaluate their courses and then forward that decision to Records and Registration for application to the student's record. Unfortunately, this may not allow UALR to be as competitive in attracting prospective transfer students because "shoppers" may go to another school offering earlier, easier, and more complete evaluation of their academic work.

To streamline the process of non-core transfer credit evaluation and application toward degree requirements, OTSS will soon be initiating the requests for evaluation of non-core academic courses instead of requiring that be done by the student or their advisor. It is important to note that the evaluation of non-core academic transfer work will still take place within each respective academic department. The faculty in each department can approve the recommendation, deny or make any other suggestions. Attached is an instructional packet that will lead designated departmental approvers through the process of approving or denying a course through the Transfer Evaluation Service (TES).

This procedural change will allow UALR to evaluate credit more efficiently for our prospective students. If we are going to have a competitive advantage in the recruitment of transfer students, we need you to make determinations and return the evaluations within one business week. You are also welcome to create non-core course equivalency rubrics that OTSS can use to evaluate courses on your behalf. Rubrics are already utilized to evaluate core courses for equivalents. A suggested template for the rubrics is attached.

Thank you for your commitment to improve services for our transfer students.

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