

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
TRANSFER EQUIVALENCY AND ARTICULATION

<u>Number</u>	02.01.05
<u>Division</u>	Academic Affairs
<u>Date</u>	August, 2005
<u>Purpose</u>	To establish a policy to address transfer equivalency and course substitution
<u>Policy</u>	While the process of transferring courses from in-state schools is governed by the AGSC/STARS articulation and transfer guide, students may seek to transfer courses which are not in the AGSC/STARS guide and/or courses from out-of-state schools. When a student wants to transfer a course from another university to UAH for program credit, the course may be evaluated for transfer equivalency or for course substitution, depending upon the circumstances. Transfer equivalency implies that the course is equivalent to a UAH course, whereas course substitution simply means that the transfer course is approved to be used as a replacement for a UAH course, without implying that the courses are equivalent.
<u>Procedures</u>	<p><i>For establishing Transfer Equivalency:</i></p> <ol style="list-style-type: none">1. The advisor requests that the student provide syllabi and course descriptions from the previous institution, showing course content, textbook used, etc.2. The advisor completes the <i>Transfer Equivalency/Articulation Form</i>, indicating whether the evaluation is for global equivalency or a one-time transfer. Global equivalency means that the decision applies to requests of the same type (same course and institution) from future students. This will result in the decision being noted in Banner and eliminate the need to request the same equivalency again. One-time transfer means that the decision applies only to the current student's academic record.3. The advisor forwards the request and supporting documentation to the relevant department chair. The "relevant" department chair is over the body of knowledge in the course – not the chair associated with the student's major or program of study.

4. The department chair, in consultation with relevant faculty, will determine whether the courses are equivalent and whether to make a one-time or global approval.
5. The department chair will return the form to the originating advising office.
6. The advising office will forward the signed form to the Registrar for entry into Banner.
7. Copies of the signed form will be retained at the College and Department level

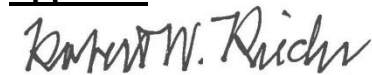
For Course Substitution:

1. The student meets with their advisor to request to substitute a course in his or her program of study with a different course from UAH or elsewhere.
2. The advisor will prepare a Curriculum, Advising and Program Planning (CAPP) form, attaching a course syllabus and course description.
3. The advisor forwards the CAPP form for review and approval to the department chair (for major- specific substitutions) or dean (for Charger Foundations substitutions).
4. If approved, the substituted course is placed on the student's Program of Study by the advisor.
5. The approved CAPP form will be sent to the Registrar's office for inclusion in the student's record.
6. Copies of the CAPP forms will be kept in the advising office.

Review

Academic Affairs will review this policy every five years or soon as needed.

Approval



Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:



President