Transfer Credit Workflow Process

- Transcripts are indexed by USSS
- Coursework is loaded by USSS
- Operations evaluates the transcript
- Time-frame for both USSS/Operations depends on time of year
- We are currently working on transcripts that were sent to the Credit Evaluation Queue on 4/13/2015

- White - represents work done by USSS/Operations
- Blue - USSS
- Yellow - Operations
IUPUI Undergraduate Admissions
Transfer Tools

- SIS (Back-end, maintained by USSS, UITS, Operations)
  - CTS (Front-end, maintained by HelpNet, not currently used by IUPUI)
- TES (Back-end, maintained by IUPUI-Operations)
  - Transferology (Front-end, maintained by College Source/IUPUI)
- OnBase (maintained by UITS, USSS)
  - Where documents are housed
- SharePoint
  - Re-reviews, Gen-Ed Reviews, Pre-Approval
IUPUI Undergraduate Admissions
Transfer Tools - Public Information

- [http://enroll.iupui.edu/admissions/undergraduate/credit/](http://enroll.iupui.edu/admissions/undergraduate/credit/)
  - Course Equivalency Guides (CTL and TES)
  - College Credit by Exam
  - Degree Maps
  - Transfer Credit Issues
  - IUPUI/Ivy Tech Passport
  - Military
  - Gen Ed Core
How **DO** We Determine Equivalency?

- State of Indiana Transfer Policies (CTL, TSAP, Statewide Gen Ed Core)
- Indiana University Transfer Policy
  - 100/200 level course
  - Military Credit
- IUPUI Academic Policy
How **DO** We Determine Equivalency?

- **State of Indiana Transfer Credit Policies**
  - **TSAP**
    - Once we (Admissions) get a transcript from someone who completed the TSAP, the credit model will be tied to the specific TSAP program/plan and will be based on review of whether the program they completed actually fulfills the TSAP agreement.
    - No TSAP students as of yet.
Transfer Credit Evaluation Process - Department Initiated

1. Student meets with advisor to discuss appealing transferable credit.
   - If request aligned with transfer credit policy: Advisor/Department notifies student appeal not warranted.
   - If not, proceed to next step.

2. Has the course been previously reviewed based on TES showing eval date greater than 3/30/2019? (Yes/No)
   - Yes: Advisor/department lets student know the course was previously reviewed and no changes will be made.
   - No: Proceed to next step.

3. Do guidelines address course(s) in question? (Yes/No)
   - Yes: Proceed to next step.
   - No: Email sent to sender/asking for revised request.

4. Based on guidelines, is request for appeal warranted? (Yes/No)
   - Yes: Proceed to next step.
   - No: Proceed to next step.

5. Department submits request for review using re-review form.
   - Request reviewed by Undergraduate Admissions (1-3 business days after receipt).

6. If request aligned with transfer credit policy? (Yes/No)
   - No: Email sent to sender/asking for revised request.
   - Yes: Admissions updates student transfer credit record and sends email back to original initiator indicating request is closed (within 1-2 business days from receipt of completed review).

7. Does request include completed form and syllabus? (Yes/No)
   - Yes: Department reviews request and sends decision back to Admissions (can take anywhere from 9 mos to 1 week).
   - No: Department makes decision based on submitted materials.

8. Can department make decision based on submitted materials? (Yes/No)
   - Yes: Department reviews request and sends decision back to Admissions (can take anywhere from 9 mos to 1 week).
   - No: Department makes decision based on submitted materials.

9. Rule created in TES if necessary by Department or Admissions.
   - Rule created in SIS (will begin summer 2018).
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IUPUI Campus Transfer Initiatives

- Begin loading rules from TES into SIS
- Tagging Undistributed Courses
  - The rule tag structure that will be added to each entry is “DPT####”, where DPT indicates that the rule was vetted by an academic department and the 4-digit code indicates the semester in which the rule was vetted. For example, a rule that was vetted by a department during the Spring 2016 term will be “DPT4162”. The tag should be added at the end of the current name for any rule indicated in the spreadsheet.
IUPUI Campus Transfer Initiatives Cont’d.

- Continue Streamlining Gen Ed and Re-review processes
  - Hiring two new staff to assist Liberal Arts and Science
- Continue developing guidelines for most common undistributed courses
- Review Ivy Tech courses
Ways You Can Help…

- View TES for course equivalencies. If course already shows as having been reviewed (generally those with a date greater than 3/30/2014), the course has been reviewed with Gen Ed policies in mind.

- If you have a course you want reviewed:
  - Include an actual syllabus-not a screen shot of the course description from TES or webpage
  - Include in the message a suggestion of what IUPUI course you think it fits as this would help us narrow down our search.
Ways You Can Help…

- Understand the processing steps for getting a transcript to the evaluation phase
  - We are not able to evaluate a transcript within the same day, or next business day of submission of transcript. Anticipate at least 2-3 business days (during non-peak periods and longer during peak periods) to pass before we can evaluate a transcript that needs to be processed in an expedited manner.

- Transcripts should be sent directly to the Undergraduate Admissions Office and not a designated person. Sending them directly to a staff person will slow down the processing time.
  - We do not accept PDF transcripts.
Ways You Can Help…

- Know some things are out of our purview:
  - IU courses
  - Grandfathering students who were admitted prior to fall 2014
  - Making changes to courses that are part of the Core Transfer Library (CTL) agreement
  - Making changes to articulation rules for test scores related to Gen Ed
Ways You Can Help…

- Designated Contacts-Please return reviews as quickly as possible.

- Keep us informed about new articulation rule and changes, department specific practices, etc. Let us know when you see credit coming in incorrectly as in most cases, this is a result of a rule in SIS that needs to be changed.