

TRANSFER CREDIT

UA Cossatot may grant credit for previous training and/or courses from other institutions accredited by an accrediting agency recognized by the U.S. Department of Education to students under certain conditions. Transcript evaluations will be completed upon receipt of official transcripts from previously attended institutions. Evaluations will be completed for degree seeking students, not transitory or undeclared students. In order for a course to be eligible for transfer a grade of C or better must have been earned in the course.

HLC Criterion: 4A.2; 4A.3

Policy History:

July 9, 2018	January 12, 2015	January 1, 2011
January 8, 2018	September 30, 2013	July 30, 2011

TRANSCRIPT EVALUATIONS

- College transcripts are received and scanned, in color, the day they are received on the campus they are received into the student Docubase file as document type College Transcript Unofficial
- Registrar's office runs daily queries for College Transcript Unofficial. If determined to be official, the transcript is verified.
 - Electronic sticky note is placed on the transcript and the verifiers initials and date
 - Registrar's office removes lacking transcript hold and enters a Y indicating the transcript has been received in the REG student datafile
 - If student completed Comp I and Comp II and/or College Algebra any holds for scores are removed
 - Document type is changed to College Transcript
- If determined to not be official, the transcript is not verified
 - Document type remains College Transcript Unofficial
- Student Services runs daily queries for College Transcript
 - If the student is degree seeking or undeclared but has completed 18+ hours at UA Cossatot
 - Transcript is evaluated, transferrable courses are entered on the UA Cossatot transcript
 - All courses in which a C or better is earned are accepted for transfer credit either as a course equivalent or as an elective so that substitutions can be made by the advisor or division chair, as appropriate.
 - If the student has previously earned an associate degree or higher, only courses required for the students declared major are accepted for transfer
 - Document type is changed to Official College Transcript/Eval Complete
- If the student is non degree seeking and has not completed 18+ hours at UA Cossatot
 - Document type is changed to Official Transcript/Eval Pending
- A notification email is sent to the student and assigned advisor informing them the transcript has been received and the status of the evaluation
- Guidance from Division Chairs and/or appropriate faculty is required when needed to determine appropriate course equivalencies.

High School Transcript Procedures

- High school transcripts are received and scanned the day they are received on the campus they are received into the student Docubase file
- If the transcript does not include a graduation date, it is scanned as document type HS Trans Unoff
- If the transcript does include a graduation date, it is scanned as document type HS Trans Unverified
- Registrar's office runs daily queries for HS Trans Unverified
 - If determined to be official, the transcript is verified

- Electronic sticky note is placed on the transcript with the verifiers initials and date
- Registrar's office removes HSTR holds and enters high school G.P.A. into the REG student datafile
- Document type is changed to High School Transcript
- If determined to be unofficial, the transcript is not verified
 - Document type is changed to HS Trans Unoff

Procedure History:

December 4, 2017
