

Memo

To: Departments and Advising Community
From: Scott Teichert, Associate Director of Admissions
Date: November 9, 2005
Re: **Transfer Articulation Process Clarification**

We have appreciated your patience as we continue to migrate transfer work into the new Banner Student Information System. In the wake of such a significant system wide change, we find it appropriate to clarify how transferable credits are officially articulated.

The Student Recruitment Office and Admissions oversee the transfer process for the university. The appropriate process for transfer articulation is as follows:

- If the transferring coursework has previously been articulated the student is given appropriate credit upon admission as outlined in the official transfer articulation database (as kept by the Office of Student Recruitment/Admissions). The Student Recruitment Office/Admissions has the authority based on previous precedence, and the official transfer database to determine credit for general education courses in all areas except Math (such requests are forwarded to the Math Department). If a transferable course has no prior equivalencies it is entered into the student record as elective credit(s).
- In the event that a student brings transferable coursework which has not been previously articulated, the student has the responsibility to provide the Student Recruitment Office/Admissions a detailed course description and a request to articulate the credit to comparable credit at Weber State.
- An official request from the Office of Student Recruitment /Admissions on behalf of the student is then forwarded on to the appropriate department in writing (typically by email) for a decision.
- When the department makes an articulation decision, they should then forward the decision in writing to the Student Recruitment Office where a file is kept. If students go directly to departments for articulation course descriptions should be collected and recommendations then forwarded to the Office of Student Recruitment/Admissions for official record. **When a course is approved for a student, the course is approved for all future students and the transfer database is updated.**
- If departments wish to accept coursework for a particular student but not change the transfer articulation database a written request should be sent to the Office of Student Recruitment/Admissions.

I hope this clarifies the articulation process for transferring course work. Should you have any questions regarding this process please contact me at ext. 6049, or scottteichert@weber.edu.