

College Of Technology Transfer Credit Process

Incoming/New Transfers

- Once the student is admitted to ISU, qualifying work from the transcripts received is posted to the student's record by Admissions and then ORR. Any qualifying courses in the Transfer Articulation Table that come in as a specific course (ex: Math 115) will post accordingly, and the rest generally post as an applicable prefix and '001' for 100 and 200 level courses and '002' for 300 and 400 level courses. At that point, the transfer work should appear on the student's MySAM.
- Once he is finished with his part of the posting, Ryan Hamilton (ORR) sends an Excel file to the Department Chairs and Administrative Assistants in COT to notify them that the students on the list have new transfer work posted. The Chair or a designee reviews that work to see if any courses that appear in Free Electives, or courses that appear in the Science or Math areas of Foundational Studies, can be applied to requirements in the major. This evaluation and any posting as noted below should be completed within 10 days of receipt of the list.
 - If yes and the course(s) was posted with a prefix that resides in that department, the Chair can request that a given course posted as a 001/002 be changed in the Articulation Table to a specific course (ex: MET 001 becomes MET 103). The Associate Dean must be on copy for this request. This would change the course posting for the current student, and for all future students the course would come in as MET 103.
 - If yes and the course(s) was posted with a prefix that resides in a different COT department, or a department in a different college, the Chair notifies Student Services by email or petition to substitute the course for the requirement. If email, the transfer coordinator and Associate Dean are put on copy for the email.
 - If no additional courses are applicable the list is returned to Ryan and noted as such.
 - In all cases above the Chair enters a MySAM note indicating that the transfer work has been evaluated.
- There are three Transfer Coordinators for incoming COT transfer students. Leon Seifers is the contact point for new campus transfers and will remain their advisor for their first year at ISU. Elizabeth Coleman and Kristina Allen in Distance Education are the contact people for new Distance transfers. Those students will be assigned a department advisor once the term starts.
- When he receives the weekly (or more frequently as the start of a new term approaches) Admit List, the campus Transfer Coordinator sends an email to the campus transfer students to introduce himself and encourage them to contact him. The Distance coordinators have a process too, but I am not familiar with it.

When a new transfer student makes contact with one of the transfer coordinators, the coordinator reviews the record to make sure all transfer work has been posted and that any 'Free Elective' courses were evaluated as appropriate. If any of that is lacking, the coordinator contacts Admissions & ORR if work needs to be posted, or if an unused transfer course(s) needs to be removed and a different course(s) posted that can be used for a requirement (if the student has reached the maximum number of transfer credits that can

be posted), or contacts the Department Chair if work still needs to be evaluated for major requirements. The Chair then follows the process in the second bullet and first two sub-bullets above.

If a course in Free Electives appears to be appropriate for a Foundational Studies category, the Transfer Coordinator requests a course syllabus from the student. Once provided, the syllabus is evaluated against the category requirements stated on the Foundational Studies website. If the courses still appears appropriate, the Transfer Coordinator and student initiate the petition process (with syllabus attached) to see whether the course can be approved for Foundational Studies, with the Coordinator signing as the Advisor. If the Chair also approves, Student Services emails the petition to Dean Maule for her decision.

Continuing Students

The contact person for continuing students is their advisor of record.

- If the course from the other institution is already in the Articulation Table as a specific ISU course:
 - **Domestic students:** These students can register for the course at the other institution. Depending on circumstances the student may need to complete a Guest Application or Consortium Agreement.
 - **International Student/Not Sponsored by SACM or UAE:** The student must meet with someone in CGE to make them aware of the plan to take a course outside of ISU and make sure that it will not violate any immigration policies. A Guest Application may be needed.
 - **International Student/Is Sponsored by SACM or UAE:** This group of students cannot take a course outside of ISU without prior authorization from the sponsor, and cannot take it if the course is available to him/her at ISU. To obtain authorization the student must first complete the process of getting a letter from COT (written only by Student Services – not the advisor) that recommends the course. This letter will not be written if it is possible to take the course at ISU. The course under consideration must be offered in a campus section. It is never permissible for a sponsored student to take an online course other than at the home institution (ISU).

- The course from the other institution *is not* in the Articulation Table as a specific ISU course:
 - The information in the first bullet above is still applicable.
 - If the course prefix resides in the student's department, the Chair can contact ORR (the Associate Dean must be on copy for this request) and ask that the course be added/revised in the Articulation Table to be posted as XXXX. When the course is completed with a grade of C or higher, and the transcript is received at ISU, the course will be posted accordingly.
 - If the course prefix does *not* reside in the student's department, he/she must submit a 'Petition for Substitution' that goes through the standard approval process (Advisor, Chair, and Associate Dean) prior to taking the course. If approved, the petition is held in the student's file in Student Services, and the student is notified to contact Student Services once the transfer credit appears in MySam. The substitution can be keyed at that time.