

EKU Transfer Credit Evaluation Procedures

A University Wide Protocol

EKU TRANSFER EVALUATION STANDARDS

1. Our goal should be **nothing less than excellence** in delivery of services to transfer students.
2. An articulation process that is based upon **common sense, consistency, and efficiency** is one that will have today's transfer students quickly assimilated and feeling native to EKU.
3. To earn course-specific transfer credit, academic work should be evaluated based upon a **standard of "reasonable similarity"** - exact equivalency is not necessary.

PROTOCOL

1. Evaluation of Commonly Offered - Lower Division Transfer Courses

- a. The EKU Transfer Center, guided by standard professional practices, the Kentucky General Education Transfer Policy, and guidelines provided by academic departments, is authorized to review and evaluate for EKU transfer credit any **commonly offered lower division (100 and 200 level) transfer course**.
- b. The EKU Transfer Center has authority and discretion to apply transfer coursework toward general education categories, per standards set forth by the EKU General Education Committee and the Kentucky General Education Transfer Policy.
- c. The EKU Transfer Center may determine general education category applicability of transfer courses from private KY and out of state schools as well – per the letter and intent of the EKU General Education Committee and the Kentucky General Education Transfer Policy.

2. Using TES for Transfer Evaluation – per State Mandate

- a. Lower division transfer courses which do not clearly fall within the above protocol shall be sent by the Transfer Center to the appropriate subject matter expert for evaluation.
- b. **All transfer credit evaluations will be completed, (sent to and returned by evaluators), using the Transfer Equivalency Software (TES).** The Commonwealth of Kentucky has purchased a state license for the TES. Use of this software is mandated by the Council on Postsecondary Education (CPE) and turn-around time for transfer credit evaluations will be monitored and reported to state leadership via this software.

3. Turnaround Time Standard for Evaluations – Monitored by State Entities

Lower Division Course Evaluations

An efficient turnaround time for course evaluation is critical to effective advising for transfer students. Therefore course evaluations for lower division courses are expected to be returned to the Transfer Center, via TES, within 3 working days of email receipt. If no communication has been received by the close of the three day window then the Transfer Center is authorized to make a determination based upon comparisons of course descriptions.

Upper Division Course Evaluations

Turnaround time for evaluation of upper division coursework (300-500 level) will also be 3 working days. If by the close of that window the Transfer Center has not had a response from the evaluator the evaluation request will be forwarded to the relevant College Dean for evaluation or delegation.

Evaluation During Summer Months

The department chair, or a subject matter expert who is on summer contract, is expected to be available to perform transfer course evaluations, with a 3-day turnaround standard, during summer months.

Transfer Course Work of Significant Age

If catalog and course information regarding a transfer course is not available through TES due to the age of the course, then the turnaround time does not commence until the student has provided the Transfer Center with materials needed to perform the evaluation.

4. Additional Evaluation Authority - Departmental Discretion

Individual academic departments may delegate additional authority to the Transfer Center Coordinator to evaluate equivalencies of additional courses and/or categories or levels of transferred academic work.