



# Academic Affairs, Graduate and Adult Education, Enrollment Management

## Transfer Credit Evaluation Procedure

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## Procedure Name

Transfer Credit Evaluation Procedure

## Purpose and Scope

This procedure outlines the process to be followed by the Registrar and Admissions Offices (undergraduate, GAE, and international) in evaluating and transcribing credits for domestic and international transfer students.

## Transfer Course Evaluation Procedure

### Evaluation Timing

- Except as provided herein, the Registrar's Office will complete transfer evaluations for students entered into the Alvernia ERP upon receipt of an email request (specified below) within one week.
- The Registrar Office will send requests for course evaluations in an email addressed to the appropriate Chair and their Dean. The Dean is responsible for ensuring a 2-business day turnaround for each evaluation.
- All international and domestic transfer student transfer course articulations must be completed before students enroll at Alvernia.
- The timeline specified in this section will be extended to up to two weeks under the following circumstances:
  - a. high volume evaluation submissions timeframes,
  - b. evaluation submissions including a high number of transcripts per student (making this the equivalent of a high volume evaluation submission timeframe),
  - c. receipt by the Registrar's Office of incorrect documents,
  - d. syllabi are needed or evaluations not completed by Chair or Dean in the 2-day turnaround as required by this procedure.

## Domestic Transfer Student Transcript Evaluation Processing

### UNDERGRADUATE DAY ADMISSIONS

- 1) Admissions staff submits student transcript to Slate.
- 2) Admission staff initiates integration with IT of student record creation in Power Campus from Slate student file
- 3) Admissions staff submits request for articulation of courses to the Registrar's Office email [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu). The request will include a cover sheet as developed and agreed upon by and between the Admissions Office and the Registrar's Office.
- 4) Upon confirmation of the presence of the student record in Power Campus, the Registrar's Office staff determine articulation of courses with official transcripts received.
  - a. For courses with current articulations, the Registrar's Office staff will add the articulation to the student transcript.
  - b. For courses without current articulations:
    - i. If the transfer institution is in TES, Registrar's Office staff submit a request for review via TES (Transfer Evaluation System) to the appropriate Department Chair(s).
    - ii. If the transfer institution is not in TES, Registrar's Office staff send a request for articulation to the appropriate department chair(s) via email from [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu).

Upon completion of the transcript evaluation, the Registrar's Office will send a reply email with the student's marked-up transcript and a PDF of the uAchieve degree audit attached to the Admissions staff requestor.

#### GAE ADMISSIONS

- 1) Admission staff initiates integration with IT of student record creation in Power Campus from Slate student file
- 2) Admissions staff submits request for articulation of courses to the Registrar's Office email [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu). The request will include a cover sheet as developed and agreed upon by and between GAE and the Registrar's Office together with copies of the student's official transcripts.
- 3) Upon confirmation of the presence of the student record in Power Campus, the Registrar's Office staff determine articulation of courses with official transcripts received.
  - a. For courses with current articulations, the Registrar's Office staff will add the articulation to the student transcript.
  - b. For courses without current articulations:
    - i. If the transfer institution is in TES, Registrar's Office staff submit a request for review via TES (Transfer Evaluation System) to the appropriate Department Chair(s).
    - ii. If the transfer institution is not in TES, Registrar's Office staff send a request for articulation to the appropriate department chair(s) via email from [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu).

Upon completion of the transcript evaluation, the Registrar's Office will send a reply email with the student's marked-up transcript and a PDF of the uAchieve degree audit attached to the GAE staff requestor.

#### PARTNERSHIP ADMISSIONS

- 1) Partner initiates integration with IT of student record creation in Power Campus from an excel file.
- 2) Partner submits request for articulation of courses to the Registrar's Office email [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu). The request will include copies of the student's official transcripts.
- 3) Upon confirmation of the presence of the student record in Power Campus, the Registrar's Office staff determine articulation of courses with official transcripts received.
  - a. For courses with current articulations, the Registrar's Office staff will add the articulation to the student transcript.
  - b. For courses without current articulations:
    - i. If the transfer institution is in TES, Registrar's Office staff submit a request for review via TES (Transfer Evaluation System) to the appropriate Department Chair(s).
    - ii. If the transfer institution is not in TES, Registrar's Office staff send a request for articulation to the appropriate department chair(s) via email from [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu).

Upon completion of the transcript evaluation, the Registrar's Office will send a reply email with the student's marked-up transcript and a PDF of the uAchieve degree audit attached to the Partner requestor.

#### International Transfer Student Transcript Evaluation Processing

- 1) Admission staff initiates integration with IT of student record creation in Power Campus from Slate student file
- 2) Admissions staff submits request for articulation of courses to the Registrar's Office email [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu). The request will include :

- a. a cover sheet as developed and agreed upon by and between GAE and the Registrar's Office
  - b. copies of the student's official transcripts
  - c. NACES course-by-course evaluation
- 3) Registrar's Office staff send a request for articulation to the appropriate department chair(s) via email from [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu).
- 4) Upon completion of the transcript evaluation, the Registrar's Office will send a reply email with the student's marked-up transcript and a PDF of the uAchieve degree audit attached to the Admissions staff requestor.
- 5) As stated in our Course Catalog, NACES evaluations continue to be required for all international schools. However, Alvernia will admit students without a NACES transcript evaluation provided Alvernia receives an official transcript sent directly from such school to Alvernia where (i) the student is not requesting any courses to be transferred in, or (ii) we have articulations in Power Campus for that school.

In the case of a transcript received without a NACES transcript evaluation herein, (5) all grades for individual courses will be translated to our grading scale by Admissions for purposes of calculating admissions GPA.

## Transcript Evaluation Process Refinements

### *Transcript Requirements*

Course articulations are only completed based on (i) official transcripts received from each institution, and (ii) transcripts from the institution where the student took the course, not from a 3<sup>rd</sup> party institution. For classes taken at international institutions, this includes a NACES course-by-course evaluation.

### *Courses In Progress*

Course articulation are only completed for those courses completed with a qualifying grade matching Alvernia's transfer guidelines. Courses in progress included on any official transcript will only be evaluated upon receipt of an official transcript that includes such grades.

### *Syllabi Needed for Departmental Review*

Once courses are articulated, the Registrar's Office staff will add the articulated courses into the student record in Alvernia's ERP.

Any transferable courses with no match or pending department review will be listed as "General Elective" credits at the course level at which the course was delivered (ie, a 200-level course was evaluated with no match the course would be added as a 299 elective).

If the student would like the "General Elective" credits evaluated further, Admissions send will obtain the course syllabus from the student and send it to the Registrar's Office for each course that needs to so evaluated. Upon receipt of the syllabus, the Registrar's Office will proceed with the standard evaluation process for courses and send the syllabus to Chair with a copy to their Dean(s) for review .

All Syllabi must be provided in English. In the event a syllabus is received in a foreign language, the Dean Senior Administrative Assistant will complete a Google translation, **retaining the 2 business day total turnaround**.

### *Evaluation Review Processes (Unofficial Transcripts)*

In order to reduce the volume of domestic transcript evaluations in the Registrar's Office, Admissions will ensure all accepted domestic traditional day undergraduate and transfer students will be scored for affinity by HCRC. Confirmed domestic traditional day undergraduate and transfer students will continue to have transcript evaluations conducted by the Registrar Office. Only accepted domestic traditional day undergraduate and transfer students with an affinity score of 7 or higher will have transcript evaluations conducted by the Registrar Office prior to confirming (deposit paid) under the follow guidelines:

- Domestic students will be conditionally admitted on the basis of unofficial transcripts.
  - If unofficial transcripts are used for conditional admissions, admissions staff will ensure the student receives information in writing stating the evaluation is unofficial and is subject to change once the Registrar's Office conducts the official evaluation.
- For domestic student applicants not currently providing official transcripts:
  - If such a student's HCRC score is 7 or above, Admissions will complete the process to add the student to Power Campus, and the Registrar's Office will evaluate the unofficial transcripts and add the completed uAchieve audit report noting the accepted transfer courses to the student's record in Power Campus.
    - For domestic students entered into Power Campus with unofficial transcripts, admissions will use the "Admissions Day" hold which shows day students as "Missing Official Transcripts" in Power Campus to ensure that the basis of the Admissions Hold is clear. GAE will use the "Awaiting Documents GAE Registration" hold which shows to students as "Awaiting Documents" for GAE students in Power Campus to ensure that the basis of the Admissions Hold is clear.
    - Students with the admissions holds noted above may not register for courses until official transcripts are received and the Unofficial Transcript Admission Hold is removed.
  - If such student's HCRC score is below 7, GAE or Undergraduate Admissions, as appropriate for the student, will use Transferology to provide students with information as to the approximate number of credits needed to graduate their desired program based on the unofficial transcripts. Registrar will not evaluate unofficial transcripts at this time for these students. Admissions will give conservative credit estimates to domestic student applicants, noting that the estimate is not official and subject to change once an official review is conducted by the Registrar's office.
- International student applicants not currently providing official transcripts may be admitted and entered into Power Campus by Admissions and:
  - GAE or Undergraduate Admissions, as appropriate, will use Transferology to provide students with information as to the approximate number of credits needed to graduate their desired program based on the unofficial transcripts. Registrar will not evaluate unofficial transcripts at this time. Admissions will give conservative credit estimates to domestic student applicants. Admissions staff will ensure the student understands that the evaluation is unofficial and is subject to change once the Registrar's Office conducts the official evaluation.
  - International students may register for courses before the official transcripts are received but may not start classes until the Unofficial Transcript Admission Hold is removed.
- Admissions and GAE will run weekly reports to identify unofficial transcript admissions and follow up to obtain official transcripts for any such students.

- The week before the start of each class term, Admissions will provide the Director of the Office of Multilingual Success with a report identifying registered students who have not submitted Official Transcripts.

## Assignment of Course Credit Based on Course Origination

### *CATEGORY 1: Course from a Regionally Accredited Institution equates to a specific course at Alvernia*

This means:

- The course is already listed in Transfer Policy (database) in PowerCampus
  - (Current department chair may request to re-review any courses already listed in Transfer Policy)
- Course will be posted to students' transcript as its equivalent at Alvernia, and a T will be posted for the grade.
  - *Example:* if course equals our A&P 1 and lab, we would transcript it as BIO 107 and BIO 117, and list the T grade.

### *CATEGORY 2: Course does not equate to a specific course at Alvernia*

If any incoming transfer course are not listed in Transfer Policy in PowerCampus, the Registrar's Office will inform the student of the courses that did not immediately articulate. This email will be sent to the student and the admissions advisor from [RegistrarEvals@alvernia.edu](mailto:RegistrarEvals@alvernia.edu). If the student wants to continue with evaluation of the courses, they must reply with the needed syllabi and course descriptions. Once syllabi and course descriptions are received for each course the student wants evaluated, the Registrar's Office will forward the transcript to the relevant college dean along with course description and syllabi. The following process will occur:

- 1) The requesting student will provide the Registrar's Office the syllabus for each course they want evaluated by the college dean. The college dean and department chair are to use Google translate for any foreign language course description and outcomes in order to evaluate the documents and determine credit awarded.
- 2) The department chair with dean cc'd will respond to the Registrar's Office as to the credit awarded (2 workday turn around for the department & dean combined).
- 3) The Registrar's Office will award credit and inform GAE or UG Admissions (depending on UG or Grad student admission request).
- 4) GAE or UG Admissions will communicate back to the student.
  - If the course evaluated by the department is then deemed equivalent, the Registrar's Office will list it on the student's Alvernia transcript as the course that Alvernia offers.
    - *Example:* if course equals our A&P 1 and lab, we would transcript it as BIO 107 and BIO 117, list T grade.
  - If, once evaluated by the department, the course does not equal a course at Alvernia, but the department will accept the course as a substitution, the Registrar's Office will post it that way on the transcript.
    - *Example:* if the other school's A&P 1 does not equal Alvernia's A&P 1, then the course could transfer in as BIO X99 so the student's lab science requirement would still be fulfilled, but A&P would not be fulfilled.

### *CATEGORY 3: Course does not fulfill a specific course at Alvernia, but student can receive credit*

*Example:* If a course is something that Alvernia does not offer and would not fulfill a general education requirement, like a vet technician course, then the course would transfer in as GEN X99 with a T grade so the student would only earn credits. GEN X99 (depends on the level of the course at the other school, so a 100-level course would be GEN 199, 200 level course would be GEN 299, etc.) can be approved and will count towards the required units needed for the degree.

In all instances, transfer credits do not impact the term GPA or overall GPA.

Approved versions of this Procedure will be posted on MyAlvernia.

## References and Related Policies

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this procedure.

### References

### Related Policies

15.4530 Transfer Credit Articulation Policy

## Exhibits and Links

This section contains any forms, links or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)
- [Transfer Credit Approval Form](#)
- [National Association of Credential Evaluation Services \(NACES\)](#)

## Document Review Log

Date Reviewed	Description of Changes
8/31/2023	Initial Draft of transfer credit policy and procedure
9/21/2023	Draft sent to Provost Office for review
2/1/2024	Policy Approved by Senior Leadership and posted as 15.4530
11/6/2024	Separated policy and procedure and draft revisions
3/11/2025	Procedure draft revised for review
8/26/2025	Posted existing procedure