University System of Georgia

Transfer Articulation
Frequently Asked Questions

Revised November 19, 2001

For additional information, contact Tonya R. Lam
Sr. Advisor, Student Enrollment and Information Services
Board of Regents of the University System of Georgia
tlam@mail.regents.peachnet.edu

USG Transfer Articulation FAQ

1)   **Why must we articulate all prior college credit? Can't we continue to use SOAPCOL to report information about undergraduate transfer students?**

It is important that the System Office be able to clearly define and report information on students enrolled in the University System. Since the migration to Banner, the failure to prescribe the procedures for processing information related to transfer students has resulted in unreliable data.

The move towards full articulation of credit for transfer students will guarantee the accuracy of the data, and it will allow the USO to communicate clearly to students and outside agencies how transfer admissions are processed, credit is accepted and how HOPE is defined by institutions.

2)   **When must we begin articulating all credit?**

Institutions are expected to articulate transfer credit for new (to your institution) transfer students entering Summer 2002. It is strongly recommended that offices involved in the process (Admissions, Registrar and Financial Aid) consult with each other before starting the articulation process to insure that everyone understands the impact this process will have on related procedures.

3)   **Do we have to identify all prior colleges the student attended?**

Yes. The current SIRS file layout prevents the System from identifying every institution a transfer student attended prior to enrolling at a USG institution, so it is extremely important that each institution clearly define the total cumulative hours, total hours attempted, total hours accepted and transfer GPA of a transfer student. It is anticipated that until the System builds the data warehouse, institutions will be asked to provide local reports that help the System Office present a true transfer student profile. An example of such a report would be the identification of students who transferred to a USG institution and who previously attended a Georgia technical college.
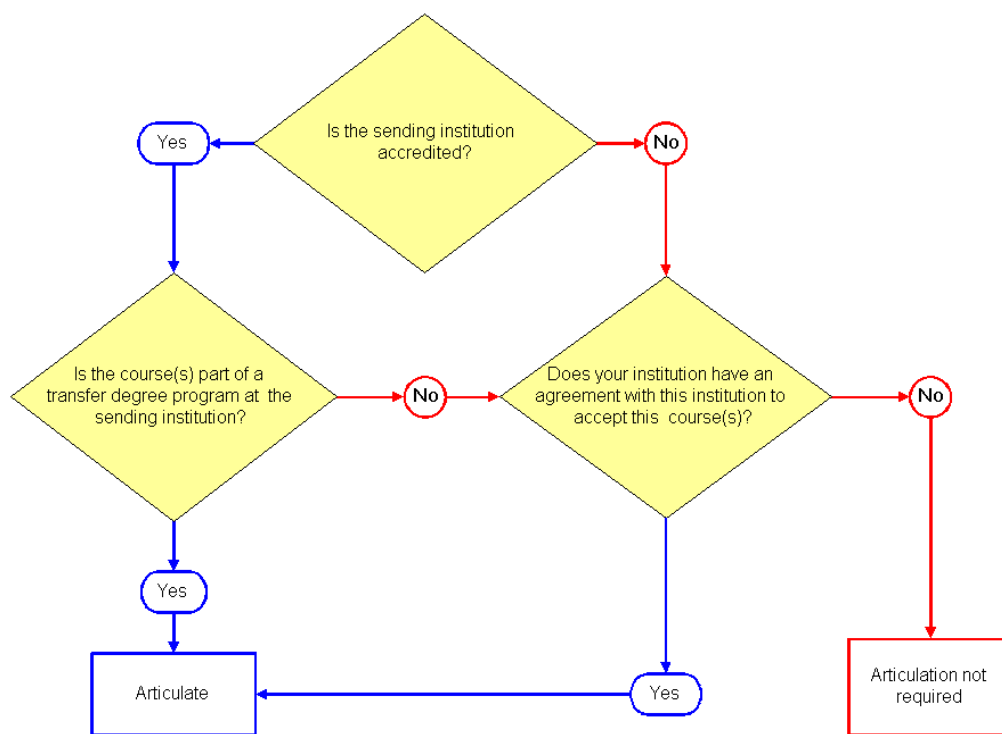
4)   **Are we expected to enter and articulate credit from non-accredited institutions?**

Typically institutions are not expected to accept credit from non-accredited institutions and therefore would not enter the coursework. However, in some circumstances institutions have entered into agreements with non-accredited institutions for the purpose of accepting specific courses that will apply

towards a degree at the receiving institution. In such cases the receiving institution would be expected to only enter the courses identified in the articulation agreement.

5) Are institutions expected to articulate courses that do not apply towards a degree at their institution?

Yes and no. Follow the chart below to determine when a course should be articulated.

```
                          ┌─────────────────────┐
                          │  Is the sending     │
         Yes ◄────────────┤  institution        ├────────────► No
          │               │  accredited?        │              │
          │               └─────────────────────┘              │
          ▼                                                     ▼
 ┌─────────────────────┐                          ┌─────────────────────┐
 │  Is the course(s)   │                          │  Does your          │
 │  part of a transfer ├──── No ────►             │  institution have   ├──── No ────►
 │  degree program at  │                          │  an agreement with  │
 │  the sending        │                          │  this institution   │
 │  institution?       │                          │  to accept this     │
 └─────────────────────┘                          │  course(s)?         │
          │                                        └─────────────────────┘
          ▼                                                     │
         Yes                                                    Yes
          │                                                     │
          ▼                                         ┌──────────────────┐
 ┌──────────────┐                                   │  Articulation    │
 │  Articulate  │ ◄──────────────── Yes             │  not required    │
 └──────────────┘                                   └──────────────────┘
```

6) What is the difference between Transfer Earned Hours and Transferable (Accepted) Hours?

Institutions are expected to identify all prior college credit that a student attempts and the credit it accepts which could be applied towards a degree at the receiving institution. It is possible for the student to have attempted 40 hours at a prior institution, earned 35 hours (failed a course,) but only 25 hours were "accepted" by the receiving institution. The student's admission category would be determined based on the 25 accepted hours, but the student's GPA would be calculated on 40 hours attempted.

7) Are we expected to enter all courses regardless of the grade?

Yes, to insure the accurate calculation of the cumulative transfer GPA and HOPE tier level, it is important that all coursework, including courses with grades of W and F be reported as attempted hours.

8) Are two-year colleges expected to articulate upper division coursework even though the credit will not be accepted?

It is important that the receiving institution present a clear picture of the transfer student's prior college experience by reporting accurate information. Therefore, two-year institutions are expected to enter and articulate all eligible prior coursework, which includes upper division coursework. The institution should use the alternative grade code when entering coursework that is not eligible for consideration as part of a degree at the receiving institution.

9) Must we enter separate terms for every prior term a student has attended?

Yes. In an effort to be able to identify a student's enrollment pattern, it is important that the actual term of enrollment be listed when articulating coursework on SHATRNS. Creating separate attendance periods for each term does this.

10) Are we required to use the HOPE module for calculating HOPE status?

Yes, institutions will be expected to use the HOPE module for calculating HOPE status, which requires complete articulation of transfer credit for transfer students. However, the automated process cannot be used for a student who was processed manually.

If your institution did not articulate all credit prior to Summer 2002 you will have to continue using the manual process to update currently enrolled student.

11) HOPE requires that all college credit hours attempted while seeking a degree be included in the HOPE cumulative grade point average. Does that mean we must enter coursework earned at an institution from which we would NEVER accept credit?

No. HOPE requires that only credit hours attempted while seeking a degree must be calculated in the cumulative HOPE GPA. Credit hours attempted as part of a diploma or certificate program are not considered college credit hours and, therefore, should not be counted, unless those hours are <u>accepted</u> toward a transfer degree at the sending or receiving institutions. The inclusion of coursework for HOPE calculation must comply with the regulations governing the HOPE Program, regardless of the acceptance of credit at the institution.

12) Will the new procedure of articulating all courses affect the Standards of Academic Policy (SAP) at our institution?

Possibly. If your institution currently bases quantitative standards on total cumulative hours attempted/earned, you will more than likely see an increased number of students who do not meet your SAP Policy. Grades such as W, D, and F that are not normally accepted (or articulated) at your institution are not currently included in the cumulative totals shown on SHATERM. Once these grades are articulated, SHATERM will reflect these hours, increasing the possibility that the student will not meet SAP.

13) Must we use the defined attributes on all core courses even those we accept from non-USG institutions?

The purpose of the attributes is to assist the student in understanding how his or her courses apply towards meeting core curriculum requirements. Therefore, it is recommended that these standard attribute codes be used when articulating any course, regardless of where the course was taken.

14) If a student graduated from our institution and then applies to graduate school at our institution should we list our institution on SOAPCOL as a prior institution?

No. You should not list your institution on SOAPCOL as a transfer college.

15) What should we do when a student is readmitted and he/she has new transfer credit?

To insure correct assessment for total transfer hours attempted, earned, HOPE etc, this student should be re-evaluated and <u>all</u> coursework entered through articulation. It is important to establish a business practice of notification/identification of this student with the office(s) responsible for the processing of HOPE transfer evaluation and HOPE eligibility determination/review. Refer to #9.

16) What if a student is seeking a second undergraduate degree? Must we enter all prior coursework?

Students seeking a second degree are not considered transfer students and, therefore, articulation of prior coursework is not required.

Prior college credit can be entered on a summary line on SHAPCMP. However, if an institution elects to articulate any of this student's prior college coursework, ALL courses must be articulated. Using a combination of articulation and entering summary information will result in inconsistent data reporting. The information entered (articulated coursework or entered on SHAPCMP) should reflect the student's status (hours attempted, earned, quality points, etc.) at the time the degree was awarded, and the GPA should be calculated as a cumulative GPA (Regents) based on all prior college experiences.

17) Must we use the USG catalog download process to create catalogs for articulation?

No, institutions are required only to upload their institution's catalog by September 1 of each year.

18) What exactly is downloaded in the catalog extract process? Do you only download changes or the entire catalog? What term is the catalog loaded as? Do you have to do multiple downloads? Are attributes downloaded/uploaded?

A submission date is required when uploading your catalog. This selection pulls information from the specified term and all prior terms.

When downloading the catalog from the repository, a minimum grade, institution, and term must be selected. This selection pulls information from the specified term only. When setting up a sending institution's catalog for the first time it is recommended that you download the catalog in effect for the first term the institution converted to semesters (Fall 1998, with the exception of Georgia Tech which converted to semesters Fall 1999).

Once a catalog has been established, future extracts will only download changes. The extract process will not override any course that has previously been loaded and articulated.

The extract process does not include attributes and, therefore, core curriculum attributes must be added at the time of articulation. The attribute assigned to the course should indicate in which area the course was used at the sending institution.