

<b>Title: Undergraduate Transfer Course Articulation (International)</b>	<b>Policy No: 1.21</b>
<b>Category: Programs and Curricula</b>	<b>Effective: Fall Semester 2010</b>

**Policy Statement:** The authority to determine whether an undergraduate course being transferred from an international institution meets a UCO University Core requirement rests with Enrollment Management. The Articulation Office within Enrollment Management assures the decision is not in conflict with the OSRHE's general education core requirements. Courses articulated to specific UCO courses require the approval of the appropriate UCO department chair/school director or his/her designee.

**Background:** Determining transfer credit for institutions outside the U.S. has been a joint responsibility of the Registrar and the Office of International Services. Prior to the creation of this policy, practices were developed which assigned specific responsibilities to each area; however, no policy has been developed to formalize these practices. These practices now appear as formal procedures below.

**Procedures:** The Office of International Services determines that the international transfer institution has been appropriately recognized to offer collegiate level credit by consulting AACRAO's Electronic Database for Global Education (E.D.G.E.) program, the World List of Universities, or other appropriate sources. In addition, the Office of International Services determines the validity of the credential(s) submitted by the student and provides the following written information to the articulation office in the Registrar's Office:

- the level of the institution (2 or 4 year);
- the level of the course (freshman, sophomore, junior, senior);
- the number of credit hours the course carries;
- the specific grade the student earned in the course;
- the semester and year in which the course was taken.

The Office of the Registrar (Articulation Office and Academic Records):

- determines whether the course meets a University Core requirement;
- works with the appropriate department chairs/school director or his/her designee to determine course articulation;
- enters each course into Banner;
- posts the transfer work to the UCO transcript.

**Purpose:** Formalize current practices.

**Implementation:** Fall Semester 2010

**Coordinating Offices:** Office of the Registrar, Chairs/Directors, Deans, Office of International Services

**Academic Affairs Point of Contact:** Registrar

**Policy approved by the Provost/Vice President for Academic Affairs on August 10, 2010**

**Key Words:** Transfer Articulation, International Credit