ASU Transfer Credit Evaluation – Advising FAQ

The following FAQ is specific to course work completed at a regionally accredited domestic postsecondary institution. Please direct questions to articulation@asu.edu

1. How are transfer transcripts evaluated?

   **New Students (admitted on July 7, 2014 and later)** - once all reported transcripts are received, transcripts are first evaluated for transferability by the Admissions Office. Once this evaluation is complete an admissions decision is made and any unarticulated courses are automatically submitted to the Transfer Credit Guide (TCG) on behalf of the student. The student’s DARS audit will not display courses until both of these evaluations are complete.

   **Current Students (admitted and submitted transcripts prior to July 7, 2014)** - Students who were admitted and submitted transcripts prior to July 7th should not resubmit transcripts; doing so may result in any exceptions being lost. If these students need transfer courses evaluated please advise them to submit their evaluation request through the Transfer Credit Guide.

   If current students submit new transcripts to ASU, courses on the new transcript(s) will automatically be submitted on behalf of students to the Transfer Credit Guide and the articulation evaluation will show on the student’s audit.

2. How long does it take for courses to be evaluated?

   All unarticulated courses for students admitted in a given day are sent to the TCG through a nightly process. It will take up to 5 business days to evaluate these courses once submitted to the Transfer Credit Guide.

3. Is there a way to see student’s transfer courses before this evaluation is complete?

   Yes. Once a student is admitted their transfer courses will be visible through the “Courses” tab in the Retention Dashboard. Please be cautious in advising students regarding enrollment until courses have been evaluated through the Transfer Credit Guide. Courses listed in the Retention Dashboard may be non-transferable upon further review.

4. Can advisors or students see the status of their transfer course evaluations while in progress?

   Yes.

   Students can log into the Transfer Credit Guide (www.asu.edu/transfercredit) and select “My Transfer Courses.”

   Advisors can either use the “view as” option in the Transfer Credit Guide to see the same view as an individual student, or advisors can search the Transfer Credit Guide Admin view (www.asu.edu/transfercreditadmin) if they want to search for multiple students and/or have access to advanced filters (i.e. date, academic plan code, etc.). When using the Transfer Credit Guide Admin view, be sure to uncheck all options in the “Status” drop down and then select “All” (for submissions that are 30 days old or less) or “All Archive” (for all submissions – be patient, this search can take a while to load).

This FAQ is intended for ASU staff, please distribute accordingly.
Student communications will be shared with the ASU advising community.
5. **How will students/advisors be notified once their transfer courses have been evaluated?**
   Evaluations will display on the students’ DARS audits once all courses are evaluated. We are working on a nightly report for advisors to notify them once courses are available on individual students’ DARS audits. More info coming soon. Advising units will continue to receive reports nightly of any completed course evaluations based on course evaluation requests that are manually submitted by students or advisors through the TCG.

6. **Are all transfer courses evaluated?**
   Any course that is not already in the Transfer Credit Guide for the term the student took the course will be submitted to the Transfer Credit Guide for review. All courses will be evaluated for evaluation except in the following instances:

   - **Courses that are 10 years or older.** These courses will appear on the DARS audit in a section that indicates they are 10 years or older.
   
   - **Upper division Courses.** These courses will appear in the DARS audit in a section that indicates they are upper division and in need of additional information. These courses will count towards the upper division total with no additional action by student or advisor. If the student needs the course evaluated for a direct equivalency to an ASU course, the student will need to submit the syllabi through the Transfer Credit Guide. If the student only needs the course evaluated for general studies, the advisor should submit to the TCG on behalf of the student and check the box “general studies evaluation only.”
   
   - **Lower division courses that require additional information.** These courses will appear in the DARS audit in a section that indicates additional information is needed for determining how the course transfers to ASU. If the student needs the course evaluated for a direct equivalency to an ASU course, the student will need to submit the syllabi through the Transfer Credit Guide. If the student only needs the course evaluated for general studies, the advisor should submit to the TCG on behalf of the student and check the box “general studies evaluation only.”

   Advisors should assist students in determining if courses in these sections may be applicable towards needed degree requirements. If so, courses should be submitted through the “Submit Course for Evaluation” link on the TCG and include a syllabus if applicable for the term the student completed the course.

7. **When should students and advisors submit courses for evaluation to the Transfer Credit Guide?**
   - Any course that shows in the above mentioned sections on the DARS audit (i.e. 10 years or older, Needs More Info Upper/Lower) that the student needs evaluated should be submitted to the Transfer Credit Guide with a copy of the course syllabus if applicable.
   
   - Students who submitted transcripts and were admitted prior to July 7, 2014 should submit any coursework that needs evaluation to the Transfer Credit Guide.

More information, including screen shots of changes to the DARS audit, available for ASU advisors and staff in this video: [http://www.asu.edu/courses/oasis/TransferCredit/TransferCredit.mp4](http://www.asu.edu/courses/oasis/TransferCredit/TransferCredit.mp4)

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