

## New Process for **Evaluating Transfer Unknown Courses:**

- Academic Advisor will kick off the process by running the DARS advisement audit: **Evaluation of Upper Division Transfer Courses**
- They will copy and paste the audit heading - including the list of transfer schools - along with unknown courses that might apply to the student's major into an email and send it to the respective department chair for prompt evaluation.
- The Department Chair will make the determination (equivalency or substitution) and note it on the audit (**highlighted in yellow**).
- The Chair will then forward the email to Janet Kelley at [CourseEval@nsuok.edu](mailto:CourseEval@nsuok.edu) for data entry into DARS.
- The Chair will also cc the Academic Advisor so they will be aware of the decision.
- All correspondence will be via email and there will no longer be a need for a paper trail.

## **Requirement Exceptions/Substitutions:**

The individual making the request will:

- Run a regular DARS audit
- Send an email to the respective department chair
- Copy and paste into the email:
  - Audit heading
  - Applicable section of the audit
  - Completed or in-progress course to be applied as a substitute
  - Description of the request
- If the Department Chair approves the request, the approval will be **noted and highlighted in yellow** in a reply to the email
- The Chair will cc Janet Kelley at [CourseEval@nsuok.edu](mailto:CourseEval@nsuok.edu) for data entry into DARS.

**PLEASE NOTE:** The email address for this process **ONLY** is [CourseEval@nsuok.edu](mailto:CourseEval@nsuok.edu). This email account will be accessible to everyone in the Office of the Registrar for electronic storage of these requests. Please continue to send other communications, questions, etc. to [kellyje@nsuok.edu](mailto:kellyje@nsuok.edu). This process will continue when we move to Degree Works.