

MEMORANDUM

To: Council of Academic Deans; Meeting of Associate Deans; Department Chairs; Directors of Undergraduate Studies; Dr. Jason Taylor

From: Paul Kohn, Senior Vice Provost for Strategic Enrollment and Student Success
T. Chase Hagood, Vice Provost for Student Success

CC: John Marfield, Executive Director, Office of Admissions
Erin Mason, University Registrar

Date: July 23, 2025

Subject: Enhancing Student Success Through Modernization of the Transfer Credit Process

As part of the University's commitment to supporting student success and timely degree completion, we are implementing a series of improvements to the undergraduate transfer credit process. These changes are designed to improve the consistency, efficiency, and accuracy of credit evaluation—ensuring students receive timely recognition for prior learning and can make informed academic decisions.

This initiative is part of a broader modernization effort and is supported by the Office of Admissions, the Office of the University Registrar, Undergraduate Studies, Strategic Enrollment and Student Success. Our shared goal is to remove barriers that delay credit posting and to create a more transparent and student-centered transfer experience. Initial improvements focus on both technical and procedural enhancements to address the backlog of unreviewed transfer courses.

Effective August 1, 2025, the Office of the University Registrar will assume responsibility for evaluating all lower-division transfer courses for direct articulation and general education (Gen Ed) designations. If no clear articulation is found, courses will be routed to academic departments for review. To prevent delays, if no departmental action is taken within one week, the course will default to general elective credit.

These changes are designed to:

- Accelerate credit evaluation and posting
- Ensure equitable and consistent treatment of transfer coursework
- Support students in progressing toward their degrees without unnecessary delays

To ensure consistent and accurate articulation decisions, we ask that departments provide evaluation rubrics for their courses. When available, these rubrics will be used to guide articulation. The Transfer Articulation team will reach out to transfer coordinators to obtain rubrics.

Departments maintaining independent transfer databases are asked to submit them to the Registrar's Office at articulation@utah.edu to support comprehensive and accurate rule evaluation.

As of July 1, 2024, we currently have a backlog of over 1,600 courses in departments' queues; anything unevaluated by August 1, 2025 will be processed using this method.

Thank you for your continued support in streamlining the transfer evaluation process.

Procedural and Processing Changes to Transfer Articulation

Effective August 1, 2025*

Transcript Receipt and Evaluation for domestic transcripts

Transcript Receipt and Admissions Evaluation: The Office of Admissions remains the official point of intake for all transcripts. Admissions procured a new product to improve processing speeds. College transcripts sent electronically by both applicants and continuing students will have their course data available for evaluation in PeopleSoft within 2 business days. (Paper transcripts may take an additional 2-3 days for digital imaging. This new product will also enable Admissions to decrease the time it takes for transfer applicant evaluation by roughly 75%. All inquiries regarding transcripts should be sent to admisstranscripts@utah.edu.

Transcript Review: Effective August 1, the Office of the University Registrar will assume responsibility for verifying the accuracy of data ingested into PeopleSoft once the transcript has been uploaded.

System Transition and Processing

Current process: transfer work is loaded from PeopleSoft into the UAchieve system where course evaluations occur and is moved into PeopleSoft via the "Transfer Bridge." Once a course is in PeopleSoft, provided it has a direct equivalency (WRTG 1010, and not WRTG 1XXX), it serves as a prerequisite.

New process: the course will be articulated in PeopleSoft, alleviating the registration issue caused by the "bridging" delay. Until further notice, the current **Transfer Bridge** system will remain in use, but the PeopleSoft articulations will reduce the prerequisite issues.

Test Credit Posting: The Registrar's Office will assume management of the posting test credits, including **AP, IB, CLEP, and DSST**. Additional test credit types will be incorporated in a future phase.

Articulation Rule Evaluation*

Lower-division Rule Articulation Process

Direct articulation (no articulation rule currently exists, target articulation course is readily identified, articulation rule is built)

Department elective (no articulation rule currently exists, no target articulation course is readily identified, course is articulated as a department elective with catalog designation SUBJ 1XXX-5XXX, articulation rule is built)

General elective (no articulation rule currently exists, no target articulation course is readily-identified, no academic department is readily identified, course is articulated as a general elective with (TRNSF 1XXX-5XXX)

Unknown articulation (no articulation rule currently exists, no target articulation course is readily identified, academic department is contacted for consideration)

General Education requirement designations are fulfilled by lower division undergraduate University of Utah courses to which an incoming transfer course is articulated.

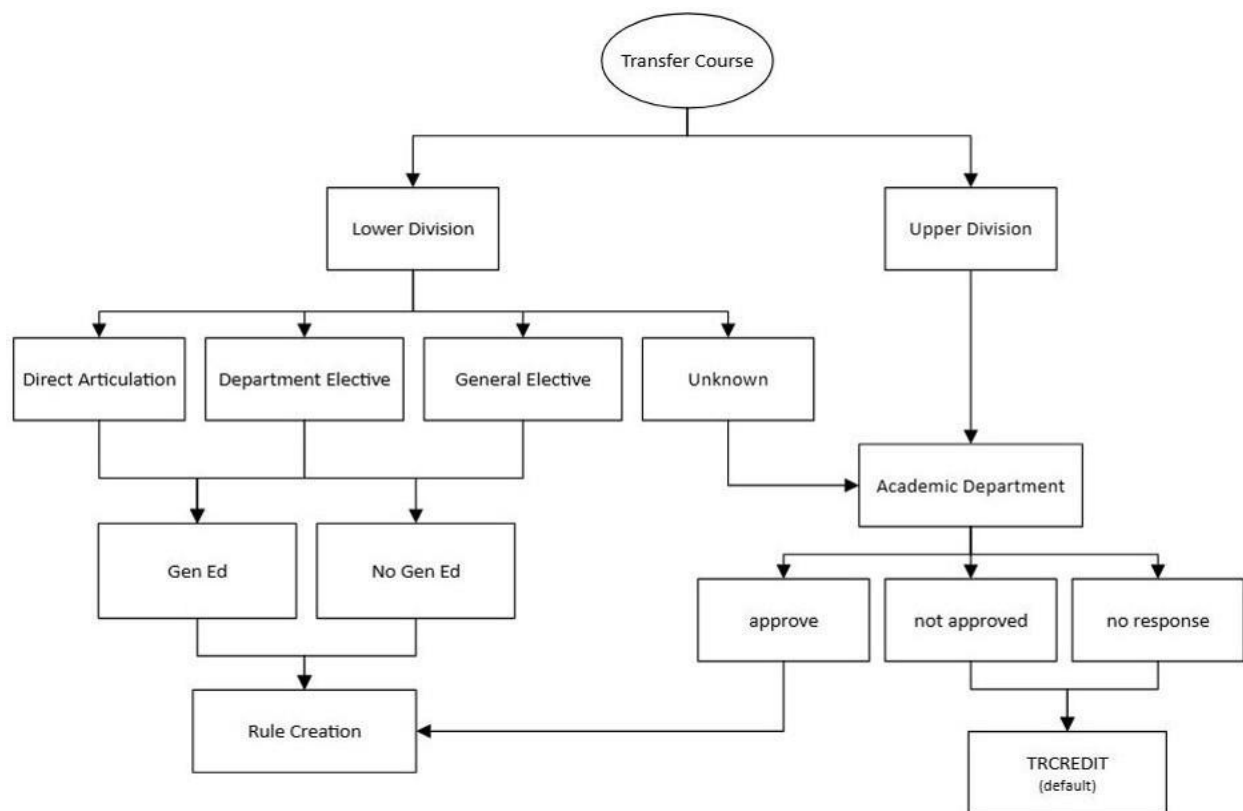
Upper-division Rule Articulation (sent to departments):

If approved, then articulation rule is created based on department selection

If not-approved or no response is received from academic department, then course is articulated as general elective (TRNSF 1XXX-5XXX)

Procedural and Processing Changes to Transfer Articulation

Effective July 1, 2025*



*While this approach is effective August 1, 2025, continued work will be done to optimize the transfer credit evaluation process. Please email articulation@utah.edu with questions and ideas for future enhancements.