Admissions, Enrollment Management and Student Affairs
Operating Policy and Procedure

SON OP 60.055 - Transcript Evaluation by Program Coordinators

PURPOSE
The procedure facilitates the Student Affairs professional staff’s function as primary evaluator of transcript evaluations for potential students in the RN-BSN, 2° w/BSN and Traditional programs. The progression of the proposal assures input from the Associate Dean/Department Chair, Associate Dean for Student Affairs, and/or appropriate faculty as needed. Adequate and appropriate checkpoints and/or updates for transcript evaluation development and revision are assured.

REVIEW
The OP shall be reviewed by the Associate Dean for Admissions, Enrollment Management and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

Student Affairs staff evaluates official and unofficial transcripts from every institution the student attended which are received via email, fax, mail, Extender, Banner or delivered in person by potential students. Transcripts are reviewed with the intention of locating courses that fulfill the required prerequisites for each program.

Potential students make contact a Student Affairs advisor via telephone, email, fax, or in person. The advisor will request from the potential applicant official/unofficial transcripts which can be submitted by email, fax, mail, Extender, Banner (TTU approved computer programs) or delivered in person by student. Advisor(s) use program specific evaluation guidelines which identifies the required prerequisites for each specific program.

The Advisor will forward transcripts to the SAO Transcript Evaluator via email. The Evaluator, utilizing a SON program management tool (UPM), documents all completed applicable courses and identifies which courses are incomplete. The primary reference source if the Texas Tech University Equivalency Website, which is an online search engine for transfer course equivalency maintained by TTU Division of Enrollment Management. The secondary cross reference source is the Texas Common Course Numbering System (TCCNS). The third cross reference is extensive research to identify applicable courses from other school catalogs and documentation provided by the student to support fulfillment of necessary core courses and required prerequisites.

If additional clarification is needed in regards to transferability of courses, the Transcript Evaluator will consult with the Associate Academic Dean for Student Affairs as needed. After the transcript evaluation is completed the evaluator will finalize in UPM, the student will be contacted via email by Transcript Evaluator as via phone or in person by the Admission Advisor. If the student disagrees with transcript evaluation, the student will be referred to the Associate Academic Dean for Student Affairs for further advising.

Advisors and Transcript Evaluators are trained for transcript evaluation by the Associate Academic Dean for Student Affairs, who works in collaboration with the Office of the Registrar and Texas Tech Office of the Registrar on the transferability of courses. The training is offered in written presentations supplemented by verbal presentations by the above mentioned parties.