SON OP 40.469: Transcript Evaluation by Staff Program Coordinators

PURPOSE:
The procedure facilitates the staff function as primary evaluator of transcripts for determination of the completion of prerequisite courses and/or degrees for applicants to the MSN and DNP programs. The evaluation process ensures oversight by the Associate Dean/Department Chair/Program Directors and/or appropriate faculty as needed.

REVIEW:
All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

The purpose of the transcript evaluation is to determine if an individual has completed the required prerequisite courses and/or degrees as required by the program to which the individual is applying. Staff program coordinators review transcripts with the intention of locating courses or verifying degrees that fulfill the required prerequisites for each program. Staff Program Coordinators may conduct a preliminary review with unofficial transcripts in order to facilitate a quick response to interested individuals about their status regarding prerequisite courses or degrees. Official transcripts are required to verify the preliminary evaluation and to complete the application process. Associate Deans/Department Chairs/Program Directors are responsible for overseeing the transcript evaluation process to ensure accuracy, integrity and quality.

2.0 Procedure

1. Associate Deans/Department Chairs/Program Directors are responsible for training Staff Program Coordinators for transcript evaluations in their respective programs. Training is conducted through a combination of one-on-one sessions and hands-on experiential learning. When an individual contacts the School of Nursing Graduate Program to request a transcript evaluation in anticipation of applying to the Graduate Program, the Staff Program Coordinator requests transcripts from the potential applicant in order to conduct a preliminary review of required courses and/or degrees as prerequisites for admission. Transcripts can be sent via Email to SONtranscripts@ttuhsc.edu, electronically through Speede, and mail for it to be considered official. The preliminary audit facilitates a quick response to applicants about their status regarding prerequisite courses or degrees.

2. Official transcripts, those submitted by the sending educational institution directly to TTUHSC or delivered by the applicant in an envelope sealed by the sending institution, are required to verify the preliminary audit and complete the application process. An application is not considered complete until official transcripts are received and evaluated.

3. To evaluate the transcript in relation to completion of required prerequisites, the Staff Program Coordinators use program specific evaluation forms that list the required prerequisites for each specific program.

4. Staff Program Coordinators use two systems for cross referencing courses to determine equivalency. The primary cross reference source is the Texas Tech University Equivalency Website, which is an
online search engine for transfer course equivalency maintained by the TTU Division of Enrollment Management. The secondary cross reference source is the Texas Common Course Numbering System (TCCNS). These systems are cooperative efforts among Texas community colleges and universities to facilitate transfer of freshman and sophomore-level general academic coursework. These systems provide a shared uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide/nationwide basis.

5. Staff Program Coordinators may also request additional course descriptions as needed for further clarification of equivalency regarding courses. The Staff Program Coordinator will review information with the Associate Dean/Department Chair/Program Directors of the program for further clarification as needed.

6. After the transcript evaluation is completed, the Staff Program Coordinator will contact the potential applicant via telephone, email or in person to review the findings of the evaluation. If the applicant disagrees with the results of the transcript evaluation, he or she will be referred to the appropriate Associate Dean/Department Chair/Program Director for further advising.