

II.A.079: Workflow for Evaluation of Transfer Courses

The initiation of transfer course evaluation can begin at various points. The Admissions and Records Specialist – Analyst receives outside transcripts and evaluates outside coursework for equivalency with Rio Hondo College coursework. When an equivalency is established, it is entered into the Banner system. In addition to course equivalencies, the Analyst inputs data into Banner regarding course transferability attributes, including degree applicability, CSU transferability, CSU GE transferability, UC transferability, and IGETC transferability for coursework from other California community colleges. The information for this type of data input is pulled from the ASSIST.org platform.

The other way in which outside (transfer) coursework is evaluated is through the course substitution process. In this case, when a counselor is working with a student with outside transcripts, the counselor may initiate a request for course substitution if they or the student believe that an outside course may fulfill the requirements of a local course or courses, based on the course content, objectives, and outcomes. In this case, a course substitution request form is completed and routed to the Admissions and Records department. For major coursework requirements, the course substitution form is sent to a discipline faculty member for review. When the faculty has made a determination, the form is then forwarded to the division dean for their signature, then rerouted back to Admission and Records for processing. If the course substitution request is for general education, the form is sent to the articulation officer for review, after which point it is returned to Admissions and Records for processing.