

Stanford, Linda O.

From: Stanford, Linda O.
Sent: Wednesday, April 12, 2006 3:00 PM
Cc: Youatt, June; Cook, Mike; Schuette, Kristin; Speas, Joy; Kelley, Roberta
Subject: Transfer Credit Administrative Forms System and "High Priority" evaluations

April 12, 2006

To: Assistant/Associate Deans
Fr: Linda O. Stanford, Associate Provost for Academic Services
C: Youatt, Cook, Kelley, Schuette, Speas
Re: Transfer Credit Administrative Forms System and Time-Sensitive Course Evaluations

It is now possible for you to process time-sensitive course evaluations more easily. Please share this memorandum with those in your college who need this information.

Earlier this semester, you received a memorandum named "Transfer Credit Policy and Practice; Transfer Credit and Integrative Studies" from June Youatt and me. One aspect of that memorandum spoke to the topic of time-sensitive course evaluations. Relevant text from that memorandum is re-listed here.

Need for Rapid Review of Courses to Determine Equivalencies.

The need for a rapid review of transfer credit equivalencies for extenuating circumstances was discussed with Undergraduate Assistant/Associate Deans in Fall 2005. In the online system, each college is responsible for authorizing who has authority to evaluate courses for their equivalencies. In occasional instances, when a rapid response, **one-day or less**, is needed to serve a particular student, the person authorized in the transfer credit equivalency system will default from the unit offering the subject area (e.g. department chair) to the college (e.g. assistant/associate dean) for review if there is no available authorized departmental person.

Several changes to the Transfer Credit Administrative Forms System have been made to assist in identifying these time-sensitive evaluations. Please note that these changes do not affect other evaluations.

- Email notices sent to the departmental authorized users will have the email priority flag set to high (!).
- College administrators will receive copies of these emails, in case there is no available authorized departmental person available.
- When viewing forms to be processed, time-sensitive forms will have an exclamation icon (!) next to the form id for easy identification within the system.

To ensure that emails are sent to the correct administrators, please have your college security administrator check the security for the Transfer Credit Administrative Forms System in the RO Web Forms Security System, now. College security administrator administrators can also set "primary" contacts for each department. Identifying one person as the "primary" contact for a department will not remove security for other authorized users, but will limit system email communications to that one primary contact.

Thank you for updating your security.