

Transfer Work Explanation

After transfer students are admitted to the University of Memphis, the Admissions Office goes through the students' transcript(s) and determines whether the courses they are transferring are equivalent to any of ours. Sometimes, especially during the last month or so before the beginning of a semester, students are admitted but the equivalency process has not been completed.

Viewing Transfer Work (SHATRNS):

The best place to check transfer credits is in Native Banner (INB) on the SHATRNS form. Instructions for using this form are found here:

http://www.memphis.edu/registrar/pdf_docs/bantrain/transfer_evaluation_SHATRNS.pdf

On this form you can see what number the course was at the previous school, and if it has been given a Gen Ed distinction of some type at the Attribute field (item 7) on the instructions.

This form also shows if the course was upper division at the student's previous school and lower division here or vice versa. If it was lower division at that school, the student receives lower division hours for it here, even if our course with that number is an upper division course, and vice versa.

Equivalent Courses:

If students transfer a course that has been deemed an equivalent by the department of that discipline, the course comes across as that specific course. For example, if HIST 101 at XYZ institution has been equated to HIST 1110, then the HIST 1110 course number is used on the student's UM transcript. There are tables created by Admissions to show what courses have been deemed equivalents from many other schools: http://www.memphis.edu/admissions/equivalency_table.htm

Non-Equivalent Courses:

If students transfer a course that has not (yet) been deemed as an equivalent to any specific course on our campus, the course comes across as LD or UD with a two digit number after it, such as LD01 (LD for lower division and UD for upper division). These courses DO count as college credit (if the student received a passing grade), and they may be used for general education or BA/BS requirements, or major requirements, and certainly count as hours toward graduation. Each major department makes the decision about courses in that discipline for majors and minors to know if they meet certain requirements. In some departments it is the advisor who makes this decision, and in others it's the chair or a committee.

UMdegree Petitions:

Use UMdegree to petition for General Education exceptions and substitutions as directed on the Petitions explanation sheet.

BA/BS and Major Exceptions/Substitutions:

Send an e-mail to casgraduation@memphis.edu to request substitutions or exceptions for courses in the major or that fulfill BA/BS requirements. It is also a good idea to make note of these in the Notes section of UMdegree.

Current UM students who want to take one or more courses at another institution should follow the directions for the Transfer Credit Request form:

http://www.memphis.edu/admissions/tcr_instructions.php

Transfer Credit Agreement (Arts and Sciences):

http://www.memphis.edu/cas/docs/transfer_credit_request.doc

Lower Division course for Upper Division requirement/credit- Departments may approve substituting a lower division course for a major requirement; however, remember that this does not mean that the course is automatically approved as upper division. There is a separate process for validating the course as upper division. Students need to understand whether the course is only fulfilling the requirement, and if they will need an additional upper division course in the major to complete the hours needed.

- 1- E-mail casgraduation@memphis.edu to request that a lower division course be used in place of an upper division requirement in the major (include the student name and U number and the specific course prefix and number)
- 2- To validate a course as upper division, the appropriate person(s) in your department would look at the syllabus and description of the course, and either approve it as being upper division or ask the student to test or complete additional items to merit upper division credit. Then an e-mail should be sent to Mary Jones, majones@memphis.edu, and Gloria Moore, gmoore@memphis.edu, with the student name and U number and the specific course prefix and number, stating that the course should receive upper division credit, and whether this is for the individual student or all students transferring the course.

Three hour transfer Natural Science courses- If a 3 hour Natural Science course shows “with lab” on SHATRNS, it will complete the requirement for Natural Science for Gen Ed or the degree requirement of Natural Science. Students will still need 1 more hour toward graduation.