**Definition of Course Equivalency**

A specific transfer course from a specific institution that is requested to be treated as if it were a specific **Athens State course** for all students, for the following reasons:

* Documentation for the transfer course has been reviewed by academic personnel with the appropriate academic qualifications in the field/discipline of the proposed equivalent course, **and**
* The course has been judged to have content and learning outcomes that are equal/comparable to the **Athens State course**.

**Limitations on Course Equivalencies**

Course equivalencies are **not** student or major specific, and, once approved, will apply equally to all students that transfer the specific course to Athens State. In addition to the review and assessment of comparable content and outcomes, course equivalency proposals **must** correspond to other several parameters:

* Due to the General University requirements related to 300/400 level credit and the critical distinction between 100/200 level credit and 300/400 level credit, **no** course equivalencies will be approved for 100/200 level transfer courses to be set equivalent to 300/400 level Athens State courses (although student-specific substitutions may be considered).
* In order to ensure good practices and integrity in the transfer and articulation of academic credit, course equivalencies can only be considered if the transfer institution does **NOT** teach a course more directly equivalent to the Athens State course. For example, an equivalency request for a transfer course in Applied Psychology to be made equivalent to the Athens State course PS 380 Experimental Psychology should consider whether or not the transfer institution offers a separate and more directly equivalent course in Experimental Psychology.
* In order to ensure good practices and integrity in the transfer and articulation of academic credit, two existing distinct courses from the same transfer institution **cannot** be set equivalent to the same Athens State course.

**Please Note:** *Since requests for course equivalencies require documented evidence of course comparability, as well as additional time and layers of review/approval to ensure that the above parameters are met, courses from institutions where students rarely matriculate to Athens State, or discontinued/obsolete courses where documentation is difficult to obtain, should be considered for student-specific course substitutions through the separate Curriculum Adjustment form and process.*

**General Process for Course Equivalency Requests**

* Request is initiated and goes to the College and department that oversees the discipline/subject area (Registrar’s Office can assist as needed with preparing request).
* Department review involves academic personnel with the appropriate qualifications in the discipline, with research assistance from the Registrar’s Office as needed. Department completes review and documentation of course comparability (with consideration of limitations above); request then forwarded to Registrar’s Office.
* Registrar’s Office reviews request in the context of existing records and courses already articulated from the transfer institution in the Banner system, and whether other courses from this institution are already set equivalent to the Athens State course. Results of review are sent back to department and Provost’s Office. Department/Provost’s Office may choose to continue, revise, or withdraw the request.
* Requests where no records/articulation issues are found by the Registrar’s Office are reviewed by Department Chair and if approved, forwarded for review and approval to the College Dean overseeing the department.
* Any course equivalency request that may affect students in programs leading to education certification must be reviewed and approved through the College of Education process to ensure state standards are met.
* If request is approved by Dept. Chair, College Dean, and COE process (if applicable), the request is forwarded to the Registrar’s Office [registrar@athens.edu](mailto:registrar@athens.edu) for implementation.
* **Any equivalency requests not agreed upon by all parties will be forwarded to the Provost for review and resolution**.

Person(s) Initiating Request: Click here to enter text.

Athens State Email for Person(s) Initiating Request: Click here to enter text.

Department/College with Oversight for Subject Area: Click here to enter text.

Major(s), Minor(s) Affected by Request: Click here to enter text.

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| **Transfer Course Institution (provide complete name)** | Click here to enter text. |
| **Course Prefix, Number, Title at Transfer Institution** | Click here to enter text. |
| **Athens State Course Prefix, Number, Title for Equivalency Request** | Click here to enter text. |
| **Name(s), ID Number(s) of Student(s) who may be immediately affected by Equivalency Request** | Click here to enter text. |
| **Note:** Due to the potential impact that course equivalencies have on student records and/or transfer credit articulation, all requests for course equivalencies must be reviewed by the Registrar/Records Office. | |
| **The proposal for the equivalency has been reviewed by the Registrar/Records Office for any potential issues related to existing records and/or transfer integrity.**  **Reviewer Name, Date Reviewed, Summary of Review:** Click here to enter text. | |

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| **JUSTIFICATION/RATIONALE FOR EQUIVALENCY REQUEST**  ***MUST* BE COMPLETED FOR ALL REQUESTS. Provide evidence of equivalency of content and outcomes – course descriptions, syllabi, etc. should be included/attached as documentation.**  **NOTE: For equivalencies that might affect students in programs leading to certification through the College of Education, the justification/rationale must include information on how Alabama State Department of Education Standards are met as applicable, and the request must be approved through COE process if applicable.** |
| Click here to enter text. |

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| **APPROVALS FOR EQUIVALENCY REQUEST** | | | |
| **Dept. Chair**  **(*with oversight for subject area of request*)** |  | **Date** | Click here to enter a date. |
| **COE Certification Representative (*when applicable*)** |  | **Date** | Click here to enter a date. |
| **College Dean**  **(*with oversight for Dept. Chair above*)** |  | **Date** | Click here to enter a date. |

**All Course Equivalency Requests must receive all approvals as required on this form. Any equivalency requests not agreed upon by all parties will be forwarded to the Provost for review and resolution. The approving College will ensure proper notification of College Deans, the Registrar’s Office, and Faculty/Staff advisors as needed.**

**Approved Course Equivalencies should be sent to** [**registrar@athens.edu**](mailto:registrar@athens.edu)**.**

**The Registrar’s Office will process all approved equivalencies.**

**(FOR REGISTRAR’S USE ONLY) Date processed:**