


## Course/GE/Grad Requirement Approval Requests Process (CSUEB)

### MEMO from the Director of General Education May 18, 2020:

The Instruction below explains the process and procedures involved in submitting, reviewing, and approving transfer courses through the [Transfer Evaluation System](#) (TES) which applies to all staff/faculty advisers and staff evaluators.\* **ALL** domestic and international courses not listed in TES or [Assist.org](#) **must be vetted and approved through the Articulation Office, the Director of General Education, and/or Department Chairs.** This process holds for the “Golden Four” GE courses in Areas A1 Oral Communication, A2 Written Communication, A3 Critical Thinking, and B4 Quantitative Reasoning, as well as all other GE, Second Composition, Overlay, and Code areas. Staff members are not authorized to render decisions on whether courses meet the GE Second Composition, Overlay, and/or Code criteria and learning outcomes as described in EO 1100 and Cal State East Bay Academic Senate Policy.

### How to process a request for a course review:

- 1) **All Transfer Courses from any Institution (Domestic or International): Check TES.**  
[https://tes.collegesource.com/view/tes\\_view01.asp?rid=%7BB75E02AC%2D0916%2D413D%2D8ADF%2DF8011538371F%7D&aid=%7BC79A2650%2DBE66%2D45FB%2D9AFF%2DC6F976FD20FF%7D](https://tes.collegesource.com/view/tes_view01.asp?rid=%7BB75E02AC%2D0916%2D413D%2D8ADF%2DF8011538371F%7D&aid=%7BC79A2650%2DBE66%2D45FB%2D9AFF%2DC6F976FD20FF%7D)
- 2) **Collect detailed information from the student/transcript:**
  - A) Full (exact) name of school.
  - B) **Exact course number**, name of course and DATE course was taken.
  - C) Course description.
  - D) Course syllabus (request cannot be submitted without a syllabus).
- 3) **USE TES TO SEND YOUR REQUEST: (Contact the Articulation Office for a 1:1 training)**
  - A) SIGN INTO YOUR TES ACCOUNT, look up the course in the COURSE FINDER tab in the SEARCH TAB.
  - B) Search for the Institution and click on the name when it comes up.
  - C) Type in the Course Code and SEARCH.
  - D) Choose (check) the course version by the year the student took the course - click VIEW. The course description will appear.
  - E) Go to the third box: SEARCH MY COURSES BY DEPARTMENT and click SEARCH.
  - F) Go to SELECT DEPARTMENT click the triangle and look for GENERAL EDUCATION BREADTH CSU EB – (GE AREA) and choose the Area you want to match with the course and click VIEW.
  - G) Click on the **ENVELOP /MAIL ICON**  on the right: – the course will automatically convert to an email.
  - H) In the TO box: [articulation@csueastbay.edu](mailto:articulation@csueastbay.edu)
  - I) In the SUBJECT LINE TYPE THE FOLLOWING: **YOUR NAME – (Put the COURSE CODE to GE AREA/GRADUATION REQUIREMENT/or CSUEB COURSE requested for review with question mark) An Identifier for your records (School name/student number).** *DO NOT use the Student name.*  
 →**EXAMPLE: Josie.Smith (PHIL 102 to A3?) Denison University #12345**
  - J) Articulation will review the course and either email you back in 24 hours for more information and/or correction. If the course needs GE Department review, a decision will be rendered within 10 days.

- K) If your request is deemed an “emergency” and needs to be expedited TYPE THE FOLLOWING in the SUBJECT LINE: **“EXPEDITE, YOUR NAME –...(Put GE AREA/GRADUATION REQUIREMENT/or COURSE to COURSE) An Identifier for your records (School name/student number)** Email the course (**through TES**) to [articulation@csueastbay.edu](mailto:articulation@csueastbay.edu)  
**→EXAMPLE: EXPEDITE Josie.Smith (PHIL 1022 to A3?) Denison University #12345**  
**Please note that EXPEDITE should ONLY BE USED for a GRADUATING SENIOR.**
- L) Articulation will email you with approval/denial, and add to the course to the TES EQUIVALENCY LIST. The PeopleSoft Technicians receive an automatic notification and they will proceed to build the rule in PeopleSoft. Articulation does not handle the building of rules in PeopleSoft.
- M) If the course has been denied it will still be listed in TES:

**PLEASE NOTE THE FOLLOWING:**

- A) **Articulation can process ANY General Education Area, Graduation Requirement (OVERLAYS & CODE) and Course to Course direct transfers through TES. If you need a course reviewed, please feel free to email [articulation@csueastbay.edu](mailto:articulation@csueastbay.edu). Use the subject area to Track the type of request: (Josie SMITH is a CSUEB Staff person)**
- i. **Josie.Smith (PHIL 1022 to A3?) Denison University #12345**
  - ii. **Josie.Smith (ETH 1012 to DIV?) Denison University #12345**
  - iii. **Josie.Smith (HIST 1002 to US-1?) Denison University #12345**
  - iv. **Josie.Smith (PSYCH 2003 to PSYC 200) Denison University #12345**
- B) All course approvals must go through ARTICULATION. Please help keep the process organized by not emailing departments or admissions. If you are using a course from a previous approval but it does not appear in TES or ASSIST send the course information and a copy of the approval to [articulation@csueastbay.edu](mailto:articulation@csueastbay.edu) so that the course can be recorded properly.
- C) Please keep track of your requests. If you have not heard back from Articulation in 3-4 weeks, please feel free to re-forward your email to the ARTICULATION OFFICER ([Kyle.Burch@csueastbay.edu](mailto:Kyle.Burch@csueastbay.edu)) as a check-in. (Do not resend duplicates to the Articulation email)
- D) If you did not include a course syllabus from the student, Articulation will kick back the request, unless it is from a California Community College or CSU. (ARTICULATION has access to Outlines from all California Community Colleges and can request from other CSU’s).
- E) Please use the sample email on the next page to communicate clearly to students about the process. It is important to never make promises about any class if you are not certain.
- F) **COURSE ARTICULATION or COURSE SUBSTITUTION?** Please remember that Articulation applies to all students and that once a course is articulated, it never needs to be reviewed again to be applied for another student. There are times when a course that has been denied, might still be used for an individual student. This is called: COURSE SUBSTITUTION and would be handled directly with the major department chair or the GE Director. Articulation does not handle individual student petitions.

**RECAP: If a student needs a course reviewed for any reason, please use this process:**

- 1) Email ALL requests and unrecorded past decisions through TES to articulation@csueastbay.edu
- 2) USE THE SUBJECT LINE to track the request:

*(Josie Smith is a CSUEB Staff person and the #12345 is a number that represents the student)*

**Request example: Josie.Smith (PHIL 1022 to A3?) Denison University #12345**

*(This is the standard request)*

**Expedite example: EXPEDITE Josie.Smith (PHIL 1022 to A3?) Denison University #12345**

*(An EXPEDITE is sent if you are working with a Graduating senior who needs clearance to graduate.)*

**Record example: RECORD Josie.Smith (PHIL 1022 to A3?) Denison University**

*(A RECORD is sent if you are already in possession of a faculty approval)*

**\*\*Using the correct format in the subject line will prevent your request from getting lost.\*\***

**Sample Email to Student:**

*Dear Student,*

*Thank you for your interest in a course evaluation. In order to determine if this course meets the Area X requirement, please submit the following to me by email. I must receive all of this information to have the course reviewed:*

1. Full (exact) name of College/University
2. Exact course name and course number
3. Course description
4. PDF copy of the course syllabus

*Once you have sent me the required information (#1-4) listed above, the course will be reviewed. The review process typically takes a minimum of 3 weeks depending on the department. Please let me know if you have any questions.*

*-End-*

**Please note that the ARTICULATION OFFICE is available to assist each department and each individual staff person with the submission process through TES. You can email Kyle.Burch@csueastbay.edu to arrange a staff training or individual walk through in person or on ZOOM. Please note that the Articulation Office is NOT a student facing office and does not handle student inquiries. If a student contacts the articulation office, the student is referred to AACE or to the Major department.**