

Articulation Tracking Process

Steps of Process:

1. Once reviewed and is determined that the articulation request is ready to be sent out:
 - a. Department: request is sent to designated faculty member (first attempt): Date X-notated on tracking spreadsheet (spreadsheet is continually updated as necessary through the process).
 - b. Student: We contact the student by email (create a standardized email that we could use for all students) letting them know we have received the request and we sent the request off to the department for review.
2. When articulation request is returned from department in less than two weeks:
 - a. Student: Notify by email that the request has been completed and to include the results in the email or direct them to HUB (depending on the amount of credit awarded).
3. If articulation is not sent back from first attempt within 2 weeks by designated faculty member:
 - a. Department: it is resent to the designated faculty member again (2nd attempt.)
 - b. Student: We contact the student by email letting them know we are still waiting on the results of the articulation request (formalized email).
4. If there is no response from designated faculty member within 3 weeks from original request:
 - a. Department: A follow up phone call should be made to this faculty member before the third attempt is sent out.
 - i. If no response from the phone call, it is resent the 3rd time to designated faculty member copying the chair of the department on the request.
 - b. Student: We do not contact the student at this point.
5. After the third attempt, if there is no response from designated faculty member within 4 weeks from original request:
 - a. Department/Dean: Email Associate Dean and copy the faculty member and department chair; notify that the student will receive general TR999TR credit within 1 week.
 - b. Student: We contact the student by email letting them know we are still waiting on the results of the articulation request (formalized email).
6. If there is still no response from designated faculty member, chair, or dean within <http://taurus.buffalo.edu/> 5 weeks from original request:
 - a. Department: Email faculty member, department chair, and cognizant Associate Dean that a student will receive general TR999TR credit.
 - b. Student: Communicate to the student by email that we are unable to grant credit equivalency at this time but the student will receive general TR999TR credit at minimum. Depending on the student's situation, we can provide options to the student:
 - (SUNY students) If you would like to appeal this decision, you are able to do so by the SUNY Transfer Appeal process. Please visit the website <http://vpue.buffalo.edu/policies/transfer-appeal.php> to learn more about the process.