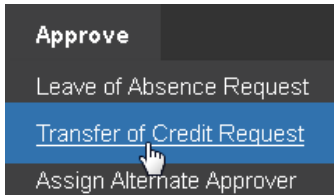


Transfer of Credit Request Approval - Faculty/Approvers

1. Log in to SIS: go.tufts.edu/sis
2. Select **Approve > Transfer Of Credit Request**. Any pending approvals (that you are allowed to approve) will be listed. Departments are also notified every time a student submits a request.



The Transfer of Credit Status field can be adjusted to reflect other statuses such as Denied.

Transfer of Credit Status:

3. For the request you wish to address click the **Edit/View** link. The Edit/View Transfer of Credit Request page displays.

[Edit/View](#)

4. If needed, in the Student Information section, you can email the student or student's advisor by clicking either link.



Course information such as term, college, course title, etc. is visible.

Tufts Term when Course taken:	Fall Term 2013
Name of College where Course will be taken:	UNIV MASS BOSTON
Course Title from Catalog:	Chem
College Course ID:	0001

If the student has included a URL, the Do you have a Course Description for this Course? option will default to Yes. If there is no URL, it will default to No.

Course Catalog Description URL

URL: [Test/Launch URL](#)

If you know of a better URL please enter it in the above URL field.

Do you have a Course Description for this Course?: Yes No

Date Course Description Received:

Note that if the student assigned this course to the wrong department, and you use the look up to change the department designation, you may no longer be able to act on this request.

▼ Tufts Department Information

Tufts Department: 


If the student assigned this course to the wrong department, use the look up to change the department designation.
NOTE: If you change the department designation, you may no longer be able to act on this request.


In the Tufts Equivalent Course area:

5. Select a **Subject**.
6. Select a **Course Number from Catalog**. Course Attribute and Attribute Values display.

▼ Tufts Equivalent Course

For Undergraduate Students: If you are giving a generic 310, 320 or 330 course equivalency, please indicate what (if any) distribution requirement the course will meet in the second comment box below.


Subject:  Chemistry


Course Number from Catalog:  General Chemistry CHEM 0011

Course Attribute	Course Attribute Value
Engineering Requirements	SoE-Natural Sciences
LA Undergrad Distribution Req	LA-Distribution-Natural Scienc

Note on TRAN: If the Subject TRAN is selected, no course attributes will display. Please add any explanatory notes in the second notes field for the student to see.

For Undergraduate Students: If you are giving a generic 310, 320 or 330 course equivalency, please indicate what (if any) distribution requirement the course will meet in the second comment box below.

Subject:  Transfer Credit

Course Number from Catalog: 

Transfer of Credit Request Notes can be written that are NOT viewable by the student and that ARE viewable by the student.

Optional: If you need additional information from the student:

- a) Click Save & Email Student Requesting Additional Information. A form opens.
 - b) Replace the **** REP: PLACE YOUR COMMENTS HERE **** placeholder text.
 - c) Click Send Email.
7. At the base of the window, click **Save & Approve Request**. One email is sent to the student and another is sent to the registrar.

If you need to assign an alternate approver:

- a) Select **APPROVE > ASSIGN ALTERNATE APPROVER**.
- b) Enter the **Alternate User ID, From Date, and To Date**.
- c) Click **Save**.