



Completing the Form:

Course articulation is the process by which one institution matches its courses or requirements to course work completed at another institution. Students who complete courses at other institutions can (in many cases) transfer those courses to UIS for use in completing UIS degrees. The Course Articulation Request form is to be used to formally articulate or change the current articulation for a transfer course. Follow the instructions on the form and click the “Submit by Email” button to send it to the appropriate office for review/approval or to the Office of Records and Registration for processing (see below for special routing instructions/approvals).

- To articulate a course that has not yet been articulated, please complete sections I, III, and V.
- To change the articulation for a course that has already been articulated, please complete sections I, II, III, and V.
- Please use section IV to enter any applicable comments.
- When completing the form, fully identify the transferring institution by title (e.g., Concordia University) and by campus or location (e.g., Montreal, Canada) and provide accurate information regarding the course prefix, number, credit hours, and title of the transfer course.

The Course Articulation Request form should only be used when the requestor wants the course to be permanently articulated. The form should not be used for individual student exceptions; instead, the Student Petition form should continue to be used for case-by-case exceptions.

The Office of Records and Registration will only accept Course Articulation Request forms that have been approved by the applicable department chair, dean, Provost, or designee.

Special Routing Instructions/Approvals:

Approvals:

Once the “Submit by Email” box is selected, an email message will appear with “UIS Office of the Registrar” as the default receiver of the email. If additional approval is required (see below for information pertaining to general education courses, college core/non-general education foundation courses, and major/elective courses), route the form to the appropriate individual. The final approver can then email the form to the Office of Records and Registration/Office of the Registrar for processing. “Wet” signatures are not required for the electronic form. Please type the first and last name of the person approving the articulation request into the appropriate box.

General Education Courses:

All courses being articulated as general education must be routed to the Office of Undergraduate Education for approval by the Associate Vice Chancellor for Undergraduate Education in the Provost’s Office. Department faculty and college administrators will be consulted as necessary for articulation decisions. ECCE courses are not articulated; such courses must be approved by the General Education Council on a case-by-case basis.

College Core/non-General Education Foundation Courses:

All courses being articulated as college foundation or core courses should be routed to the applicable college dean’s office for approval. Department faculty will be consulted as necessary for articulation decisions.

Major/Elective Courses:

All courses being articulated as major requirements or electives should be routed to the applicable department chair for approval. If the courses are also being articulated as general education, the department chair should forward the Course Articulation Request form to the Office of Undergraduate Education for approval by the Associate Vice Chancellor for Undergraduate Education in the Provost’s Office.