TES COURSE REVIEW PROCESS

The flow chart below diagrams 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.

**Review Process Initiated in TES**
- Academic advisor or staff evaluator initiates course review in TES on behalf of student.
- Note that attachment of a course syllabus (if available) facilitates thorough review, particularly for A3 Critical Thinking, Upper-division GE, and Overlay courses.

**School/CourseReviewed and Decision Recorded in TES or Assist**
- Articulation Officer receives, reviews, and submits (if necessary) to the GE Director and/or appropriate Department Chair.
- GE Director/Chair decisions returned to Articulation Officer.
- Articulation Officer records decision in TES/Assist and notifies initiator.

**Initiator Notified and Initiator Contacts Student**
- Review decision (approval/denial) recorded in TES/Assist.
- Notification sent to initiator and to PeopleSoft technician.
- Initiator notifies student and follows up with the appropriate protocol for next steps.

* See TES Instructions for Advisers and Evaluators

Updated 5.18.2020