OFFICE OF THE PROVOST
Transfer Credit
& Articulation

Suggestions for Community Colleges

- Use the Suggested Equivalency box if there is a specific course they would like the course to be equivalent to. If there isn't a specific course, they can leave it blank.

- Use the Editorial form when only the course title, the course number, the course prefix are changing. If the units are changing, it has to be sent on a Modification form.

- Please don't resend the course if the form is overdue – contact us by email so that we can look into it. We don't want to send duplicate forms to the evaluators.

- For deletion forms, if one of the universities has already deleted the course, they don't need to route the form to that school. They can send it only to the schools that still have the equivalency showing in the CEG. Also, if the course is **not** in the CEG, it doesn't need a deletion form to be sent.

- To change the course title as it appears in the CEG, you need to upload your course tables to AZTransfer.