

HOW TO REQUEST A CHE OR MCH COURSE ARTICULATION

- 1) Obtain a copy of the syllabus for each course you wish to have reviewed.
- 2) Make sure the institution you are transferring the course from has sent an official transcript to UB. Print out a copy of your academic advising report (AAR) showing the course name and the grade you received.
- 3) Fill out the top portion of the articulation request form, which can be found online here:
<http://taurus.buffalo.edu/articform2005.pdf>. Be sure to include your email address!
- 4) Submit the above documents to the Undergraduate Office, located in NSC363, or scan and email to chemug@buffalo.edu. This paperwork will not be returned to you, so keep copies for yourself, if desired. **We are not able to make copies for you.**
- 5) Check your email for the results of your request. Please be patient as this may take several days to a week, especially during peak times. If approved, it may take several additional weeks to show on your academic advising report, but please feel free to present our email to your advisor when registering for your classes so he/she is aware of your articulation results.