

Transfer Articulation Using Banner 7

Job Aid: Defining Transfer Grades

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Purpose

The Transfer Grade Code Maintenance Form (SHATGRD) is designed to capture and maintain all the transfer institution's grading symbols and associated quality points. In addition, this form permits the end user to provide the rules governing which hours (e.g., earned, GPA) are affected by the specific grade symbol. The grade codes are stored by level within the institution. If an institution does not compute transfer GPA, quality points and count in GPA are not entered.

Grading scheme

A grading scheme must be created for each transfer institution. The grading scheme is the valid set of grades that the sending school uses when grading its courses. To ease the data entry process, a **Default Institution** field has been added to the Key Information of the Transfer Grade Code Maintenance Form (SHATGRD). This allows the grades from a predefined default institution (not a real school) to be copied to another school via the transfer institution code.

<u>Example</u>: The default institution plus/minus is set up with a plus/minus grading scheme (A, A-, B-, B, etc.) that has been created on SHATGRD. Now the University of ABC is being created, and they have the same grading scheme. The transfer institution code from the Source Background Institution Validation Form (STVSBGI) for default institution plus/minus would be entered as the default institution when creating the grades for University of ABC. Then any adjustments, deletions, or additions that may need to be made can be done on the form.

Count in

The **Count in** fields provided on SHATGRD is used to define each grade for the transfer institution. The **Institution Grade** and (Grading) **Mode** fields are used for performing an automatic grade code conversion when articulating the transfer work.

<u>Example</u>: Some schools convert all grades during the articulation process to a standard transfer grade such as **TR** with a grade mode of T, regardless of what grade the student received at the sending school. The **Numeric Value** field is used to determine and calculate the minimum grade criteria when articulating courses.



Banner form

Institution: 10866 🛡 Carpe Diem University				Default Institution:									
ransfer Grade	Effective Term	Level	Abbreviation	Status Ind	Quality Points	Attempted Pa	-Count assed	In Earned	GPA	Numeric Value	Institution Grade	Mode	

Procedure

Follow these steps to define grades that will be transferred from the other institution.

Step	Action			
1	Access the Transfer Grade Code Maintenance Form (SHATGRD).			
2	Enter the institution in the Institution field.			
3	Enter in a transfer grade code in the Transfer Grade field.			
4	Select the term this transfer grade became effective in the Effective Term field.			
	Note: You can select a specific term or use the beginning of time (000000).			
5	Enter a level code in the Level field.			
6	Enter a grade abbreviation in the Abbreviation field.			
7	Enter A for active or I for inactive in the Status Indicator field.			



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Job Aid: Defining Transfer Grades (Continued)

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Procedure, continued

Step	Action						
8	Enter a number in the Quality Points field.						
	<u>Note</u> : If your institution will not compute transfer GPAs, you will not enter quality						
	points or GPA fields.						
9	Enter an N for no or Y for yes in the Count In Attempted field.						
10	Enter an <i>N</i> for no or <i>Y</i> for yes in the Count In Passed field.						
11	Enter an N for no or Y for yes in the Count In Earned field.						
12	Enter an N for no or Y for yes in the Count In GPA field.						
13	Enter a numeric value associated with this grade in the Numeric Value field.						
14	Enter your institution's grade in the Institution Grade field.						
	IF	THEN					
	actual grades are to be viewed for the	enter the actual grades.					
	transfer courses						
	all grades will be TR for transfer grade	enter TR.					
15	Enter a grade mode of <i>T</i> in the Grade Mode field.						
16	Click the Save icon.						
	Note: Repeat this process until all of the ne	Note: Repeat this process until all of the necessary transfer grades have been entered					
	nto the Banner system.						
17	Click the Exit icon.						