



## Transfer Articulation Using Banner 7

### Job Aid: Defining Transfer Grades

◀ Jump to TOC

#### **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.

Example: 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.

Example: 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.





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### Job Aid: Defining Transfer Grades (Continued)

◀ Jump to TOC

#### Procedure, continued

Step	Action						
8	Enter a number in the <b>Quality Points</b> field.  <u>Note:</u> If your institution will not compute transfer GPAs, you will not enter quality points or GPA fields.						
9	Enter an <i>N</i> for no or <i>Y</i> for yes in the <b>Count In Attempted</b> field.						
10	Enter an <i>N</i> for no or <i>Y</i> for yes in the <b>Count In Passed</b> field.						
11	Enter an <i>N</i> for no or <i>Y</i> for yes in the <b>Count In Earned</b> field.						
12	Enter an <i>N</i> for no or <i>Y</i> for yes in the <b>Count In GPA</b> field.						
13	Enter a numeric value associated with this grade in the <b>Numeric Value</b> field.						
14	Enter your institution's grade in the <b>Institution Grade</b> field.						
	<table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>actual grades are to be viewed for the transfer courses</td> <td>enter the actual grades.</td> </tr> <tr> <td>all grades will be TR for transfer grade</td> <td>enter TR.</td> </tr> </tbody> </table>	IF	THEN	actual grades are to be viewed for the transfer courses	enter the actual grades.	all grades will be TR for transfer grade	enter TR.
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15	Enter a grade mode of <i>T</i> in the <b>Grade Mode</b> field.						
16	Click the <b>Save</b> icon.  <u>Note:</u> Repeat this process until all of the necessary transfer grades have been entered into the Banner system.						
17	Click the <b>Exit</b> icon.						