## 9.2 Create a Program/Test Equivalency for Test Transfer Rules

**Purpose:** To create a program/test equivalency for the test transfer rules.

Audience: Student Records Staff.

- You must have at least one of these local college managed security roles:
- ZC SR Transfer Credit Rules
- ZD SR Transfer Credit Rules
- ZZ SR Transfer Credit Rules

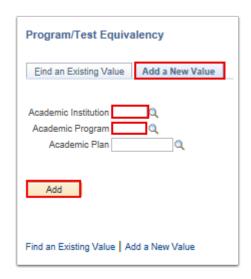
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Note: Creating one Test Transfer Rule set for your institution is required before adding a Program/Test equivalency.

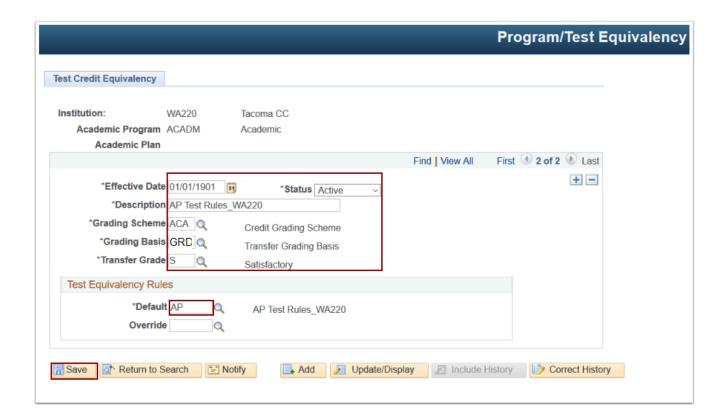
## Navigation: NavBar > Navigator > Records and Enrollment > Transfer Credit Rules > Program/Test Equivalency

The Program/Test Equivalency search page display.

- 1. From the search page, select the **Add a New Value** tab.
- 2. Enter the Academic Institution.
- 3. Enter the **Academic Program**.
- 4. Adding an Academic Plan is **not** required. Test rules will apply to all students at the program level.
- 5. Select the **Add** button. The Test Credit Equivalency page will display.



- 6. On the Test Credit Equivalency page, edit the **Effective Date** to 01/01/1901 to designate the first program/test equivalency entry.
- 7. Add a description of 30 characters beginning with your institution code (WA000).
- 8. Enter information into the following fields that will default when you articulate transfer credit:
  - Grading Scheme
  - Grading Basis: GRD, SUS or PNP
  - **Transfer Grade:** Enter "**S**" (Satisfactory) or "**P**" (Pass) based on the local transfer credit business process.
- 9. In the **Test Equivalency Rules** section, select your institution's test transfer rule set. There should be only one option.
- 10. Select the **Save** button.
- 11. Repeat this for each program for which transfer credit from test scores may be applied.



- 12. The process to create a program/test equivalency for test transfer rules is now complete.
- 13. End of procedure.