

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.

Program/Test Equivalency

Find an Existing Value | **Add a New Value**

Academic Institution

Academic Program

Academic Plan

Add

Find an Existing Value | Add a New Value

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.

Test Credit Equivalency

Institution: WA220 Tacoma CC
 Academic Program ACADM Academic
 Academic Plan

Find | View All First 2 of 2 Last

*Effective Date 01/01/1901 *Status Active
 *Description AP Test Rules_WA220
 *Grading Scheme ACA Credit Grading Scheme
 *Grading Basis GRD Transfer Grading Basis
 *Transfer Grade S Satisfactory

Test Equivalency Rules

*Default AP AP Test Rules_WA220
 Override

Save Return to Search Notify Add Update/Display Include History Correct History

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