



### 1. Create Test Transfer Equivalency Rules:

Use the Test Credit Rule/Component page to predefine sets of test transfer equivalency rules.

Navigation: Manage Student Records, Process Transfer Credit, Setup, Test Transfer Rules, Test Credit Rule/Component

Home > Manage Student Records > Process Transfer Credit > Setup > Test Transfer Rules

Test Credit Rule/Component

**Institution:** CICMP Channel Islands  
**Test Equivalency Rule:** SAT

View All First 1 of 1 Last

**\*Effective Date:** 01/01/1901 **\*Status:** Active

**\*Description:** SAT Test Rules

View All First 1 of 1 Last

**\*Test ID:** SAT Scholastic Aptitude Test  
**Test Component:** MATH Math  
**\*Equiv Component:** 0001

---

**\*Description:** Math **Priority:** 1  
**Min / Max Score:** 400.00 800.00 **Min Percentile:**  
**Begin / End Date:** 01/01/1900 12/31/9999 **Maximum Age:** 99

View All First 1 of 1 Last

**\*Course ID:** 000392 COLLEGE ALGEBRA  
**\*Course Offering Nbr:** 1 MATH 101  
**Units Taken:** 3.00

Setting up test transfer equivalency rules is similar to setting up course credit transfer equivalency rules. For each test equivalency rule that you define, describe the rule, select the test and test component for the rule, and specify course equivalencies for the test component.

**Test ID** Select the identification number of the test for which you are defining this test equivalency rule. Define test ID values on the Test Table page.

**Test Component** Select the component of the test for which you are defining this test equivalency rule. Define test component values on the Test Component Table page.

**Equiv. Component** The equivalency component number is the numeric counter that

(equivalent component)	distinguishes each row of the test equivalency rule apart from other rows. By default, the system displays the first equivalency component of the test equivalency rule to 0001 and increases the number by one as you add rows.
<b>Description</b> (lower)	This field describes the row of the equivalency test rule. By default, the system displays the description of the test component according to the description on the Test Component Table page. You can override this default value.
<b>Transfer Priority</b>	Enter the transfer priority number for this row of the test equivalency rule. The Transfer Credit process evaluates the rows within the test equivalency rule according to the transfer priority of each row. The test component within the row that has the highest value takes priority. If an individual's transfer test meets all conditions of the test equivalency rule, then the Transfer Credit process uses the equivalent course as defined on the row with the highest transfer priority. However, if the individual's transfer test does not meet the conditions of the test equivalency rule, then the Transfer Credit process evaluates the row with the next highest transfer priority.
<b>Min/Max Score</b> (minimum and maximum score)	Enter the minimum and maximum score of applicable transfer tests for this row of the test equivalency rule, or enter the minimum percentile.
<b>Minimum Percentile</b>	Enter the minimum percentile of the applicable transfer tests for this row of the test equivalency rule, or enter the minimum and maximum score.
<b>Begin/End Date</b>	By default, the system sets the begin and end date of the transfer test to 01/01/1900 and 12/31/9999. You can override these default values. These dates inform the Transfer Credit process when the applicable transfer test must be taken for this row of the test equivalency rule.
<b>Maximum Age</b>	This field defines, in years, the maximum age of the transfer tests for this row of the test equivalency rule. This prevents an individual from transferring test credit into your academic institution if the individual took the test more years ago than the number of years that you specify here. By default, the system sets the maximum age of a transfer test to 99, but you can override this default value. For instance, you might want restrict an individual from receiving transfer credit for a test if the individual took the test more than 4 years prior to the date that your institution processes the individual's transfer credit.
<b>Course ID</b>	Select the course to which the given test component is equivalent. The system prompts you with courses from your academic institution's course catalog. You can add rows to create a one-to-many test equivalency rule.  You're prompted from your course catalog. The system automatically populates the <b>Course Offering Number</b> and <b>Units Taken</b> fields with values from the course catalog definition. You can select a different offering number and enter different units.
<b>Course Offering Number</b>	By default, the system displays the course offering number of

the specified course according to the value in your academic institution's course catalog. You can override this default value.

**Units Taken**

By default, the system displays the units taken value of the specified course according to the value in your academic institution's course catalog. You can override this default value.

**2. Define Test Equivalencies for Academic Programs and Plans**

Use the Test Credit Equivalency page to set the test transfer equivalency rules that the Transfer Credit process uses to evaluate transfer test credit for specific academic programs and academic plans.

**Navigation: Manage Student Records, Process Transfer Credit, Setup, Program/Test Equivalency, Test Credit Equivalency**

Home > [Manage Student Records](#) > [Process Transfer Credit](#) > [Setup](#) > **Program/Test Equivalency**

Test Credit Equivalency

**Institution:** CICMP Channel Islands  
**Academic Program:** UGRD Undergraduate  
**Academic Plan:**

View All First 1 of 1 Last

**\*Effective Date:** 01/01/1901 **\*Status:** Active

**\*Description:** Test Credit Rules

**\*Grading Scheme:** UGS University Grading Scheme

**\*Grading Basis:** TRN Transfer Grading Basis

**\*Transfer Grade:** T Transfer

**Test Equivalency Rules**

**\*Default:** TESTCR Test Credit

**Override:**

**Grading Scheme**

By default, the system displays the grading scheme of the specified academic program. Define grading schemes for academic programs on the Program 1 page of the Academic Program Table component. Define grading schemes for academic careers on the Academic Career Table page. You can override this default value now, and you can later override this value for individual transfer tests that you process. This grading scheme defines all of the valid grading bases from which you can select a default transfer grade for this academic program or academic plan.

**Grading Basis**

By default, the system displays the grading basis default for transfer credit according to the specified academic program. Define grading-basis default for transfer-credit values for academic programs on the Program 1 page of the Academic Program Table component. Define grading-basis default for transfer-credit values for academic careers on the Academic

Career Table page. You can override this default value now, and you can later override this value for individual transfer tests that you process. This grading basis defines all of the valid grades from which you can select a default transfer grade for this academic program or academic plan.

### Transfer Grade

By default, the system displays the default transfer grade of the specified academic program. Define default transfer grades for academic programs on the Program 1 page of the Academic Program Table component. Define default transfer grades for academic careers on the Academic Career Table page. You can override this default value now, and you can later override this value for individual transfer tests that you process. This transfer grade defines the grade an individual will receive for tests that articulate into the specified academic program or academic plan.

### Test Equivalency Rule

Use the fields in this group box to select the specific test transfer equivalency rules for this academic program or academic plan. As the Transfer Credit process evaluates test credit, it will use the rules in the following order: **Override**, **Default**.

#### Default

The Transfer Credit process uses the test equivalency rule that you specify on this row last. If the transfer test meets the criteria of the rule specified on this row, the process applies the rule to the transfer test and evaluates the test no further. If you have not specified a rule for this row, or if the transfer test does not meet the criteria of the rule, the process will not articulate the test. In this case, the transfer test displays on the on the Test Credit Details page with a status of *no rule*.

#### Override

The Transfer Credit process uses the test equivalency rule that you specify on this row first. If the transfer test meets the criteria of the rule specified on this row, the process applies the rule to the transfer test and evaluates the test no further. If you have not specified a rule for this row, or if the transfer test does not meet the criteria of the rule, the process then evaluates the test equivalency rule that you specify on the **Default** row.

**Note.** If you only have one rule for this academic program or academic plan, you must enter it in the **Default** field. The **Default** field is the only required field on the page.

For instance, you might have a general test equivalency rule for the Undergraduate Liberal Arts program but have a different rule for the English plan within this academic program. You would create two test transfer equivalency rules, then enter the Liberal Arts program equivalency rule in the **Default** field, and the English plan equivalency rule in the **Override** field.

### 3. File Loading:

AP files will be loaded through the delivered AP Load functionality. For the run control page, navigate to: Home, Develop Enrollment, Process External Data, Proc A-D, AP Load External Data.

Setting Up Test Credit

Home > Develop Enrollment > Process External Data > Proc A-D > **AP Load External Data**

AP Load/Edit Parms   **AP Subject Test Code Parms**

Run Control ID: 1

[Report Manager](#)   [Process Monitor](#)

Test Score Input File Name
<input type="text"/>

Test Parameters
Test ID: <input type="text"/> <input type="button" value="🔍"/>

Other Parameters
'Test Day: <input type="text" value="01"/>
'Test Month: <input type="text" value="01"/>
<b>Name Prefix</b>
Male: <input type="text"/> <input type="button" value="▼"/>
Female: <input type="text"/> <input type="button" value="▼"/>
Unknown: <input type="text"/> <input type="button" value="▼"/>