

## **Degree Navigator Transfer Credit Adjustment Instructions**

On the Transfer Credit Adjustment screen in ESAF, a student's TWV / WV transfer credits are displayed, with the default logic (described in detail below) applied to the transfer courses.

To modify the default business logic, enter the new credit value in the far right-hand column, labeled "New Credit Adjustment." After entering your changes, click on the button labeled "Submit Changes." Any changes entered will be displayed in Degree Navigator the following business day.

Any adjustments made cannot exceed the total number of TWV credits available for the Subject Code / Institution / Time Frame grouping. The Transfer Credit Adjustment screen will not allow you to save your changes if you have not accounted for all of the available TWV credits in some way.

### **Default Business Logic for Transfer Credit Handling in Degree Navigator**

In order to accurately represent the total number of credits earned by a student at another institution, Degree Navigator has been coded to interpret certain transfer credit situations, making adjustments to the way the credits are applied to MSU courses. Transfer credit information is only modified in Degree Navigator. The student's permanent record in SIS is not affected by any actions detailed here.

In certain circumstances detailed below, transfer credits can be adjusted using the Degree Navigator Transfer Credit Adjustment screen within the Electronic Student Academic Folder (ESAF).

### **Default Business Logic for Affected Transfer Credit in Degree Navigator**

- Courses with a TWV / WV pair will indicate actual credits earned, rather than MSU catalog credits in Degree Navigator. The grade type will be changed to WVA to indicate an adjustment has been made.
- Multiple WV transfer courses within the same subject code (for credits from the same institution during the same time frame) that do not correlate exactly with MSU course catalog values will be adjusted in DN. Credits will be loaded in Alpha-Numeric order from all available like-subject TWV credits. The grade type of WVA will be used to indicate that the credits have been adjusted. Any remaining credits will be applied as GCU.

### **Transfer Credit Not Affected**

- Transfer courses where the equivalent MSU course has the same number of credits have a grade code of T or T1 and are not adjusted in any way. The grade type of T1 is for a grade lower than 2.0, and is no longer accepted beginning FS06.
- Transfer courses where the equivalent MSU course has fewer credits than the student earned typically show up as a T/T1 for the MSU course and a GCU entry for the remaining credit. These courses are not adjusted in any way.

Please see the chart below for additional information with relevant examples.

<b>Transfer Credit Handling in Degree Navigator</b>			
<b>Transfer Course</b>	<b>Courses as loaded in SIS</b>	<b>DN Default Adjustment</b>	<b>Notes</b>
LCC 101 (3) 2.0	MSU 101 (3) T	N/A	<b>No DN Transfer Credit Adjustment.</b>
LCC 101 (3) 1.5	MSU 101 (3) T1	N/A	<b>No DN Transfer Credit Adjustment.</b> Note: T1 is for grades lower than 2.0. As of FS06, grades lower than 2.0 will not be accepted in transfer.
LCC 101 (4) 3.0	MSU 101 (3) T MSU GCU (1) T	MSU 101 (3) T MSU GCU (1) T	<b>No DN Transfer Credit Adjustment.</b> Equivalent MSU course has fewer credits than the student earned, break out by Catalog value and add GCU for the balance.
LCC 101 (2) 3.0	MSU 101 (3) WV MSU GCU (2) TWV	MSU 101 (2) WVA	<b>DN Transfer Credit Adjustment.</b> Equivalent MSU course has more credits than the student earned. MSU course displays actual earned credits, not the catalog value of the course. New grade type of "WVA" to indicate that the credits have been adjusted.
LCC 101 (3) 3.0 LCC 102 (4) 3.0	MSU 101 (4) WV MSU 102 (4) WV MSU GCU (7) TWV	MSU 101 (4) WVA MSU 102 (3) WVA	<b>DN Transfer Credit Adjustment.</b> Multiple transfer courses with the same subject that do not correlate exactly with MSU course catalog values. Credits loaded in Alpha-Numeric order from all available TWV Credits within the same Subject code. New grade type of "WVA" to indicate that the credits have been adjusted.
AP Exam	ATL, MTH, WRA (x)* 101 WVR	ATL, MTH, WRA (0) WVR	<b>No DN Transfer Credit Adjustment.</b> WVR courses will be listed as zero credits instead of the catalog value of the course. Grade type will be changed to WVRA.
	*Where (x) is the catalog value of the course in question		