

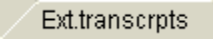
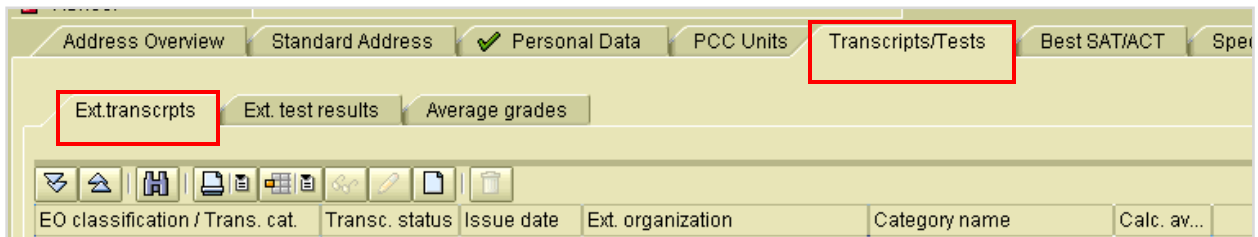


External Work and Equivalency Determination (PIQST00)

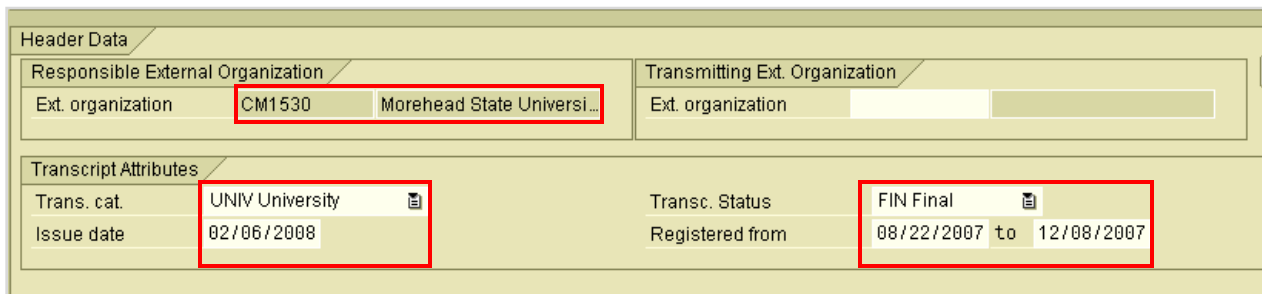
TRANSCRIPTS/TESTS Tab

Advisors and other college personnel can view transfer student information in Student Master Data, **Transcript/Test** tab. Data related to external work that a student has completed is recorded here.

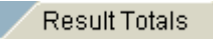
To see information about external work, use T code **PIQST00** to pull up the Student File. Click the  to display Student Master Data. Then click the  tab. Then choose the  tab, if it is not already displayed.

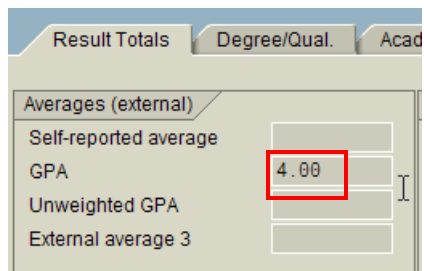


The Header Data includes the institutional code and name. The transcript category, issue date, transcript status (partial or final), and the student's start and end dates are listed in the Transcript Attributes section.



The screenshot displays the 'Header Data' and 'Transcript Attributes' sections. In the 'Header Data' section, the 'Responsible External Organization' is 'CM1530 Morehead State Universi...' and the 'Transmitting Ext. Organization' is empty. In the 'Transcript Attributes' section, the 'Trans. cat.' is 'UNIV University', the 'Issue date' is '02/06/2008', the 'Transc. Status' is 'FIN Final', and the 'Registered from' dates are '08/22/2007 to 12/08/2007'. Red boxes highlight the 'CM1530 Morehead State Universi...', 'UNIV University', 'FIN Final', and the date range.

The  tab displays the grade-point average from the external organization.



The screenshot shows the 'Result Totals' section with the 'Degree/Qual.' and 'Acad' tabs. Under the 'Averages (external)' section, the 'GPA' is displayed as '4.00', which is highlighted with a red box. Other fields include 'Self-reported average', 'Unweighted GPA', and 'External average 3'.

Any previously earned degree (qualification) is recorded on the **Degree/Qual.** tab.

The **Subjects Taken** tab displays the course detail from the external transcript.

Subject	Name	Start date	End date	Withdrawal	Session	Year	Orig. grade	Orig. gr.
ARH 376	PERUVIAN ART, HIST & ...				FALL Fa11 Semester	2007	A	
SOC 400	ISSUES IN DEVELOPME...				FALL Fa11 Semester	2007	A	
POL 375	HIST OF SOUTH AMERI...				FALL Fa11 Semester	2007	A	
SH 201	INTENSIVE SPANISH				FALL Fa11 Semester	2007	A	
SH 202	INTERMED SPANISH II				FALL Fa11 Semester	2007	A	


Credit information displays when the end-user scrolls to the right.

EQUIVALENCY DETERMINATION

Equivalency determination is the process used in Campus Management to evaluate transfer (external) work and equate to UK courses as appropriate. Equivalency is based upon Transfer Regulations that are created and stored in Campus Management.

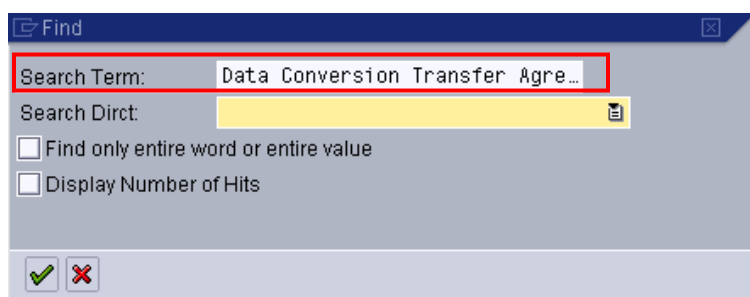
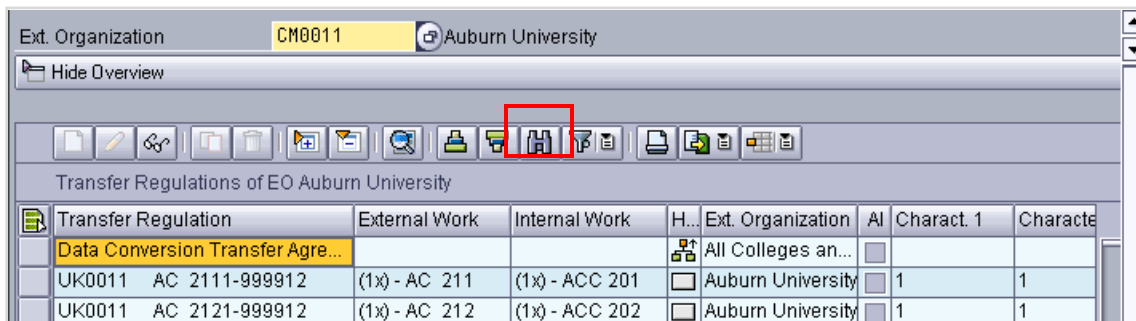
The Office of the Registrar manages the Transfer Regulation information. The process involves working with colleges and departments to get external course evaluations completed. Course evaluation results determine the basis of new regulations and changes in existing ones.

Transfer Regulations Display

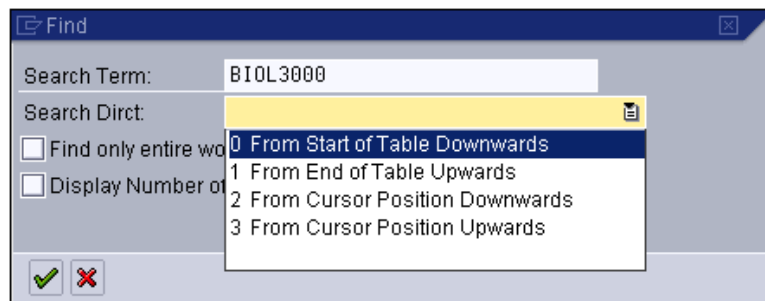
Authorized college personnel can display transfer regulations, using T code **PIQAGM**. On the Display Transfer Regulations screen, enter the code for the external organization. To find a code, use the Possible Entries **Ext. Organization**  icon to search for the college or university code needed. When the code is in the field, press Enter. The Transfer Regulations for the institution will appear.


Transfer Regulation	External Work	Internal Work	H...	Ext. Organization	AI	Charact. 1	Characte
Data Conversion Transfer Agre...				All Colleges an...	<input type="checkbox"/>		
UK0011 AC 2111-999912	(1x) - AC 211	(1x) - ACC 201	<input type="checkbox"/>	Auburn University	<input type="checkbox"/>	1	1
UK0011 AC 2121-999912	(1x) - AC 212	(1x) - ACC 202	<input type="checkbox"/>	Auburn University	<input type="checkbox"/>	1	1
UK0011 AC 2151-999912	(1x) - AC 215	(1x) - ACC 2---	<input type="checkbox"/>	Auburn University	<input type="checkbox"/>	1	1
UK0011 ADS 2001-999912	(1x) - ADS 200	(1x) - ASC 106	<input type="checkbox"/>	Auburn University	<input type="checkbox"/>	1	1
UK0011 AERO02011-999912	(1x) - AERO0201	(1x) - GEED	<input type="checkbox"/>	Auburn University	<input type="checkbox"/>	1	1


To find a specific regulation, click on the  icon.

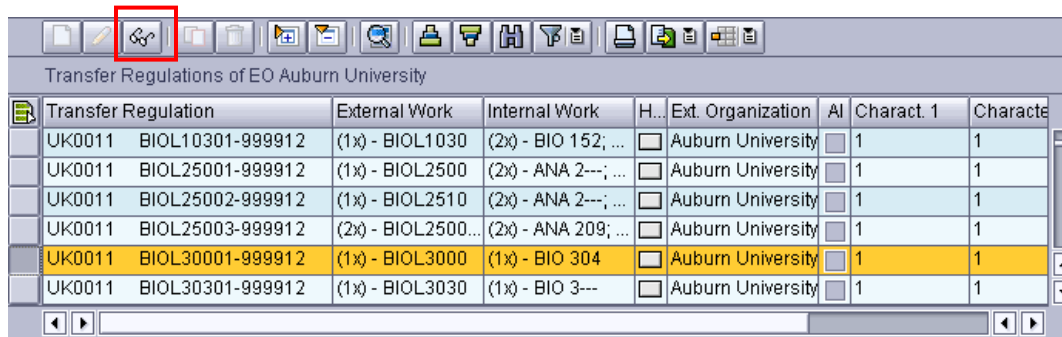


When the Find box appears, enter the external course name in the Search Term field. If text appears, select and key over it.



Use the **Search Dirct** field to specify how you want to search the regulations: From Start of Table, From End of Table, etc. Then .

When search results are returned, highlight the line to be viewed, and click on the  icon.



The transfer regulation information displays in the **Transfer Regulation**, **External Acad Work**, and **Internal Acad. Work** portions of the screen. The regulation below shows that BIOL3000 taken at Auburn University has been equated to UK's BIO 304.

The screenshot displays a software interface with three main sections:

- Transfer Regulation:**
 - Ext. Organization: Auburn University
 - Regulation: UK0011 BIOL30001-999912
 - Priority: 1
 - Characteristic 1: 1, Characteristic 2: 1
 - Regulation From: 01/01/1950, Regulation To: 12/31/9999
 - Completion From: 05/01/1980, Completion To: 12/31/9999
- External Acad. Work:**

Object Type	Ext. Achievement	Name	Scale ID	Minim
SU Subject	BIOL3000	GENETICS	TR01 Master ...	
- Internal Acad. Work:**

Object Type	Int. Achievement	Name	Program Type	Credit Alloc...	Graded Cr
SM Int. ...	BIO 304	PRINCIPLES OF GENETICS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Summary of Equivalency Determination Process

Admissions personnel are responsible for carrying out the steps for Equivalency Determination. The process begins by displaying the detailed listing of subjects taken. Then transfer regulations are applied. Based on the regulations defined for external courses, the system will populate the screen with UK equivalent course information.

Once equivalencies are determined by the application of the regulations, the final step involves releasing the information to the student's **Academic Work** as transferred credit.

College personnel can view awarded external work on the unofficial transcript available through [myUK](#). Some users also have authorization to view the student's Academic Work in the Student File in Campus Management.

Credit-by-Examination Programs

Equivalency determination also is used for equating Advanced Placement (AP) examination, International Baccalaureate examination, and College Level Examination Program (CLEP) results to courses. The regulations are built on UK's policies.

REMINDERS

- Both college and high school transcript records are recorded in Student Master Data. Certain features and fields may be used for high school records only.
- The Equivalency Determination process is used for add-to-record courses. Following the release of the work to the student's Academic Work, Admission staff must execute Program Type Progression.
- Multiple versions of a transfer regulation may exist, if the course has been changed over time.
- Campus Management allows regulations to be built that involve groupings of courses (e.g., a biology sequence).

QUESTIONS?

- Advisors and others who have questions about External Work and Equivalency Determination should contact these individuals in Undergraduate Admission:

Barbara Palmquist	A-H	257-9532
Tasha Pedigo	I-Q	257-6309
Andrew Iten	R-Z	257-0570

- Questions about the Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP) should be directed to:

[Jacquie Hager](#), Student Records, 257-7157

QUICK STEPS

EXTERNAL WORK DISPLAY

Use the Transcripts/Tests tab in Student Master Data to display information about a student's external work. Within the tab, click on other tabs for specifics:

Ext. Transcripts displays information about the external organization, transcript status, and dates of attendance.

Result Totals displays grade-point average.


Subjects taken lists external courses.


TRANSFER REGULATION DISPLAY

Display transfer regulations, using T code **PIQAGM**.

On the Display Transfer Regulations screen, enter the code for the external organization.

When the code is in the field, press Enter. The Transfer Regulations for the institution will appear.

To find a specific regulation, use the  icon.

When search results are returned, highlight the line to be viewed, and click on the  icon.