

## **DISPLAYING EARNED VS. ATTEMPTED CREDITS PERCENT (successfully completed home and accepted transfer courses) AS A REQUIREMENT IN A DARS AUDIT**

The original Minnesota State policy, effective fall 2007, required institutions to monitor percent completion as part of Satisfactory Academic Progress. We created documentation to show how to create a u.achieve (DARS) requirement that would compute and display the percent completion of home courses. For example, if a student had attempted 100 credits (not including in-progress) and successfully completed 60 credits, then the percent completion rate for home courses would be 60%.

A change in Satisfactory Progress policy/procedure took place effective December 2011 and this documentation is intended to show how to create (or amend) a Satisfactory Academic Progress requirement to reflect the new policy, which now must compute and display both the successful completion rate of home courses and also courses accepted in transfer. Only successful transfer credits transfer in and apply to a program after transfer. When a student has a number of transfer credits and if the student has some unsuccessful home courses, the percent completion is often higher than it would be than if only home courses are considered.

The current policy can be found at: <http://www.minnstate.edu/board/procedure/209p1.html> [Part 3, Subpart A. Required Completion Percentage].

The documentation here reflects the encoding suggested to make this work for both home and successful transfer courses.

### **Grade Table**

An assessment must be made about how and if you already collect transfer courses that are acceptable and whether you put any limits on the number of transfer credits accepted.

Many schools have a limit to the number of transfer credits accepted ~ like a maximum of 16 technical credits, 60 credits of lower division, or perhaps 4 credits of religion courses. Some schools do the limiting manually at the time the transfer credits are processed.

*Please consider consulting the DARS/Transferology Help Desk for assistance in making this work with your school's DARS encoding.*

#### **Step 1: Assign a condition code to specific transfer credits**

- If you limit the number of transfer credits within the degree audit, you must first assign a course condition code to acceptable transfer credits in a sub-requirement or a requirement. If you do not already do that in your current encoding, please consult the DARS/Transferology Team for assistance if needed.
- If you do not have any limiting going on in the degree audit, you can assign a condition code in your audit (globe) Grade Table to all transfer grades that do not transfer (examples: NTD, NTF, and TW). In the grade table shown below, the TW grade is assigned a condition code of '9'. The other No Transfer types of grades are assigned a different condition code of 'x'.

A*	Grade	Report Grade	GPA Pt	GPA Calc	Add Credit	Add Count	IP	Condg	Ac tion	Pseu do	Force	Delig	Re place	C K	
32	NTD		.000			0		Tx				X	R	<input type="checkbox"/>	more
33	NTF		.000			0		TFx				X	R	<input type="checkbox"/>	more
34	NTR		.000			0		Tx				X	R	<input type="checkbox"/>	more
90	TW		.000			0		TW9				X	R	<input type="checkbox"/>	more

**Step 2: Assign a course condition code to in-progress grades in grade table**

In order to keep Z – in-progress courses from counting as attempted courses, you must also assign a condition code to the Z grade. In our example here, we have assigned a ‘g’ condition code to the Z and the TZ and PL, which are all considered in-progress grades.

92	Z		.000	Y	1		I	gCk			X	G	<input type="checkbox"/>	more
93	PL		.000	Y	1		W	gCk			X	G	<input type="checkbox"/>	more

*[Condition code reminder - - make sure you are not using these condition codes as a course condition code anywhere else in DARS processing. Check your XXMNS (unique 2 character school code followed by MNS) Condition Descriptions table and the verify with the Utilities > Find Condition Code search in u.achieve]*

**Requirement and Sub-requirement Encoding**

Create a new requirement that can be inserted into any of your programs in DARS. We called ours SAP TRAN%.

**Requirement: SAP TRAN% 19993**

Requirement Name: SAP TRAN%    FYT: 1999 3    LYT: 9999 99

Title: \_\_\_\_\_

Web Title: \_\_\_\_\_

Pseudo Name: SAP %    Requirement Type: \_\_\_\_\_

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Common    Reporting    Reference/Other    Text    Limits (X-line)    Used By

**Completion Rules**

Required Sub-req's:  X - Suppress all

Required Hours: 0.0  X - Suppress all

Required GPA: 0.0  X - Suppress all

Required Count: 0  X - Suppress all

Maximum Hours: 999.9

**Condition Code Assignment**

Assignment Control: \_\_\_\_\_

Assign Condition Codes:

**Matching Rules**

Course Condition Codes

Accept 1/2:

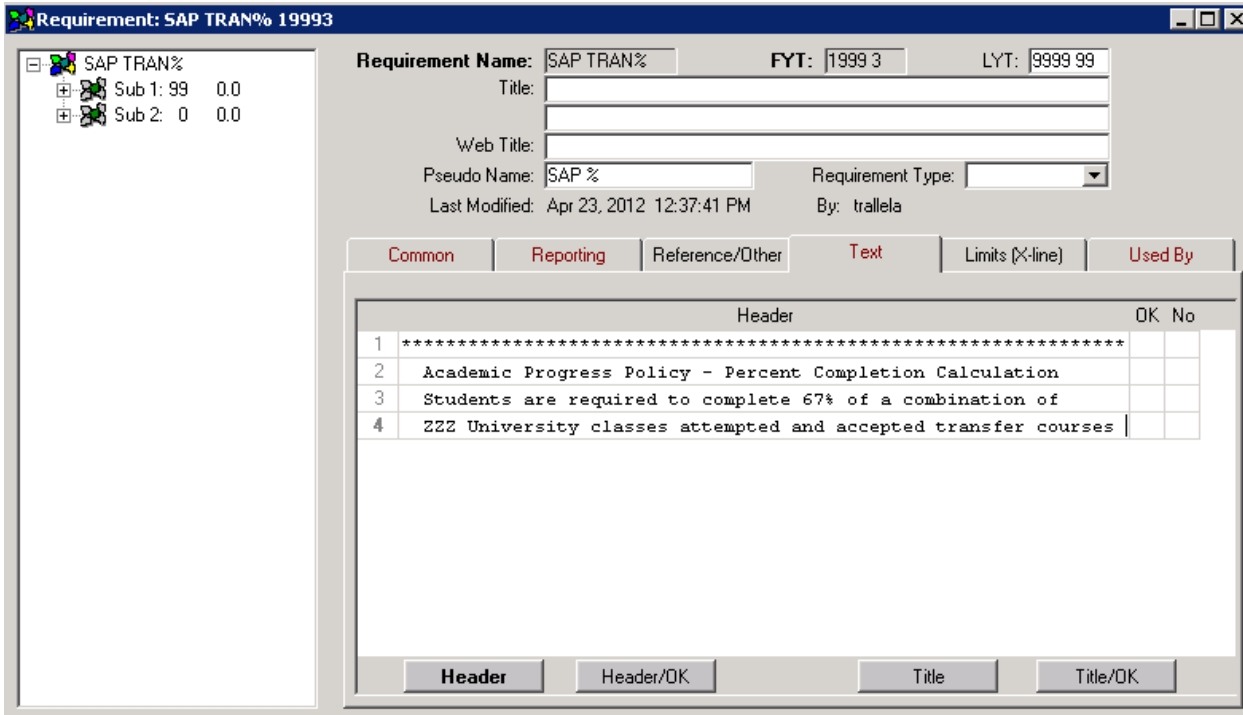
Reject 1/2:

Conditional Requirement

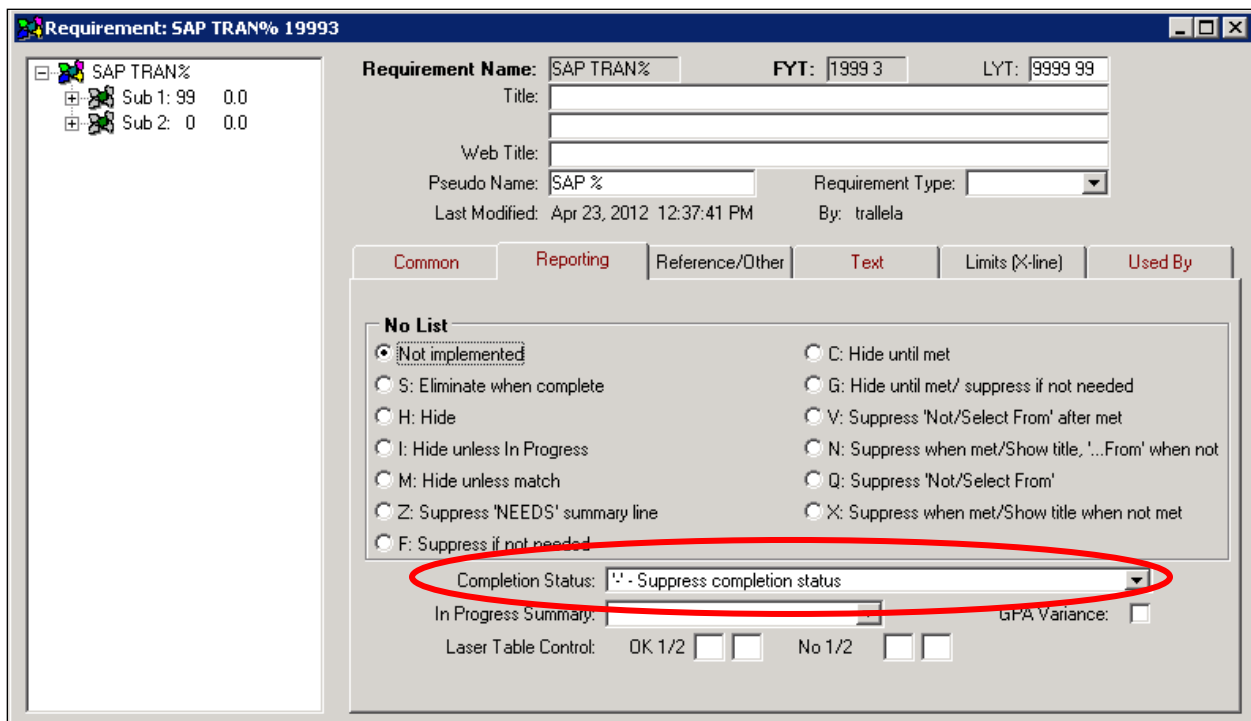
Accept System CC:

Reject System CC:

An example of header text for this requirement:

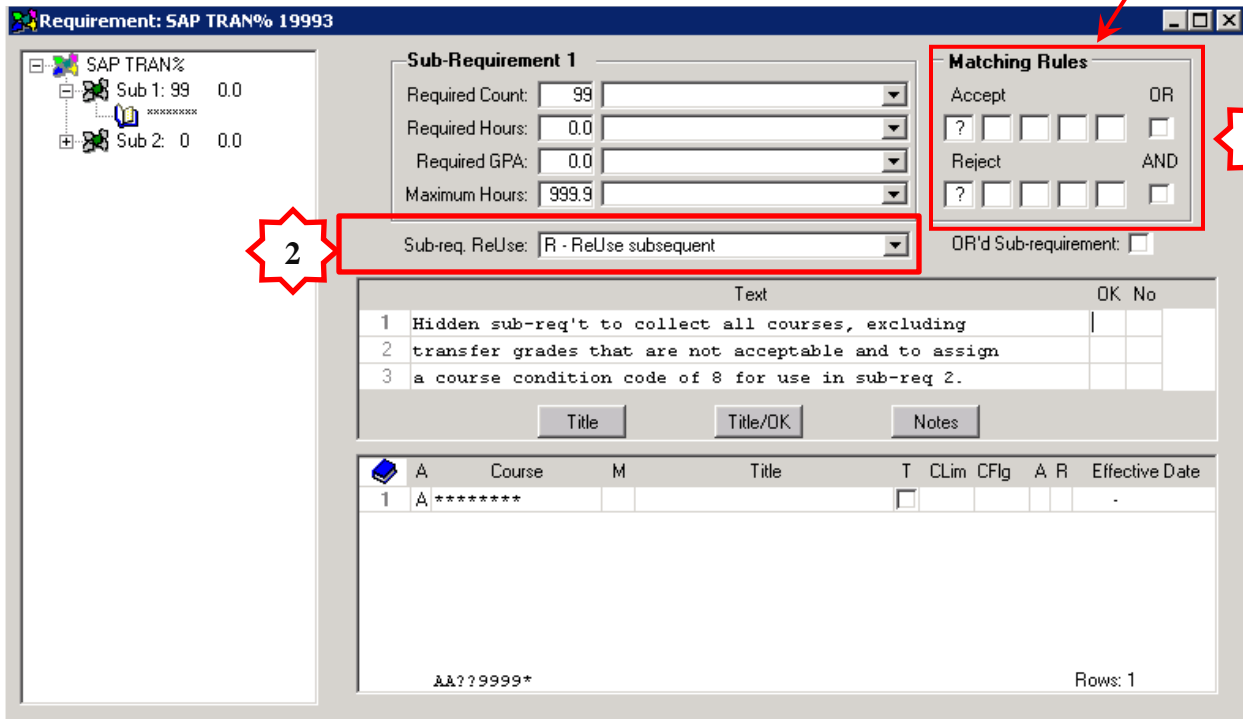


In the Reporting tab of the requirement, if you don't want to show an OK or NO next to this requirement (Red **X** or Green **✓** in the Interactive Audit) you may choose to set the Completion status to "Suppress completion status" as shown here. Otherwise, leave this field at the default value.



Unlike the former SAP% requirement, there must be two sub-requirements, because the percentage calculating sub-requirement can only filter by a single course condition code.

The first sub-requirement must collect all courses that you wish to consider, all home and accepted transfer, and then assigns the single course condition code, which is needed for the percentage sub-requirement filtering in sub-requirement 2. *We show question marks (?) in the Accept & Reject Matching Rule fields, because the codes used here will be determined by how the courses you need to collect here are filtered, either in the Grade table or in audit processing or both.*



There are four critical elements in the encoding of sub-requirement 1:

1. Under Matching Rules, the combination of Accept & Reject condition codes should collect all home courses and acceptable transfer courses.
2. Sub-req ReUse must be set to R – ReUse subsequent, so that the courses can go into sub-requirement 2 for the actual percentage calculation.
3. In the Alternate View – General tab, a course condition code is assigned to the courses that go in here. Our example assigns an '8'.

General Processing Reporting Reference/Other

**Sub-Requirement 1**

Required Count: 99  
 Required Hours: 0.0  
 Required GPA: 0.0  
 Maximum Hours: 999.9

Sub-req. ReUse: R - ReUse subsequent

**Condition Code Assignment**

Control: ' - <Normal Processing> Assign Code: 8  
 Control: Assign Code:  
 Assign After Limit: Assign Due to Max:

**Matching Rules**

Accept OR  
 Reject AND

OR'd Sub-requirement:  
 Accept System CC:  
 Reject System CC:

**3 Additional Sub-Req**

- In the Alternate View – Reporting tab, set the List Sub-requirement to H – Hide the sub-requirement.

General Processing Reporting Reference/Other

**Sub-Requirement Reporting Options (NoList)**

Not implemented  
 V: Hide 'Not/Select From' after met  
 W: Print 'Not/Select From until met  
 N: Hide all when met; courses when not met  
 Q: Hide 'Not/Select From'  
 X: Hide when met; show title when not met  
 R: Hide title, 'Not/Select From'  
 L: Always report title, 'Not/select From'  
 C: Always report title  
 T: Only report title

**Sub-Requirement 1**

M: Always report all  
 U: Only report title; suppress summary when met  
 P: Multiple criteria (see Help)  
 J: Print all when not met; 'C' option when met  
 A: Multiple criteria (see Help)  
 B: Only title when met; hide '...From' when not  
 D: Hide all when met; hide '...From' when not  
 E: Hide all when met; Print all when not  
 O: Multiple criteria (see Help)  
 K: Multiple criteria (see Help)

Print Description:  
 In Progress List:  
 No Sequence Number:  
 List Sub-requirement: H - Hide the subrequirement  
 Accept/Reject Control:

Skip Lines: Courses in Alpha Order: Sort Order:  
 Estimated Hours: 0.0 Force Estimated Hours:

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There are four critical elements in the encoding of the 2nd sub-requirement:

- The Sub-req ReUse field must be set to P – Percentage
- The Matching Rules condition code to collect courses as determined in sub-requirement 1 must be entered in the second field, which is the AC2 field. Note the description at the bottom of the screen for AC2: Accept condition code **or condition code scan where ReUse = U, V, or P.**

- If not in sub-requirement 1, the Reject condition code must be in the RC2 field to keep in-progress grades from factoring in as attempted credits (we used 'g' in our example).

**Requirement: SAP TRAN% 19993**

SAP TRAN%  
 Sub 1: 99 0.0  
 Sub 2: 0 0.0

**Sub-Requirement 2**

Required Count: 0  Suppress all  
 Required Hours: 0.0  Suppress all  
 Required GPA: 0.0  
 Maximum Hours: 999.9

Sub-req. ReUse: **P - Percentage**

**Matching Rules**

Accept:  8 OR  
 Reject:  g

OR'd Sub-requirement:

Text OK No  
 1 Your cumulative completion percentage is: [ ] [ ] [ ]

	A	Course	M	Title	CLim	CFlg	A	R	Effective Date
1	A	*****							

AA??9999\* Rows: 1

AC2: Accept condition code, or condition code scan where ReUse = U, V, or P.

- In the alternate view of the sub-requirement there is a setting required in the Processing tab. Credit Scan (AllRes) must be set to '+' – Bottom Up/Registered:

**General Processing Reporting Reference/Other**

**Course Matching Control** Sub-Requirement 2

Credit Scan (AllRes): **+ - Bottom Up/Registered**

Ignore Cross-listed/Ignored: [ ]  
 Sequence Check: [ ]  
 From 'Accept' Course List Only: [ ]

**Course Grouping**

Group Control: '' - <Use Default> Group Min: 0  
 Hours/Count Minimum: 0 Maximum: 99 Group Max: 99  
 Grouping Limit: [ ] Ref. Group Number: 0

If you have chosen to hide completion status at the requirement level, in the General Tab of the sub-requirement Alternate View, you should also set the Required field (REQFLG) to X - Optional – Will not count toward REQSRQ.

The screenshot shows the 'General' tab of a sub-requirement configuration window. The 'Sub-Requirement 2' section includes fields for Required Count (0), Required Hours (0.0), Required GPA (0.0), and Maximum Hours (999.9). The 'Required' dropdown menu is highlighted with a red circle and set to 'X - Optional - Will not count toward REQSRQ'. Other sections include 'Matching Rules', 'Condition Code Assignment', and 'Conditional Sub-Req'.

If you want to show completion status, leave this Required field set to the default value.

Additionally, in the Reporting Tab of the sub-requirement, Alternate View, you may wish to choose a NoList of T: Only report title and set the No Sequence Number (NOSEQNO) field to '-' Suppress sequence number.

The screenshot shows the 'Reporting' tab of the sub-requirement configuration window. The 'Sub-Requirement Reporting Options (NoList)' section contains a list of radio button options. The option 'T: Only report title' is selected and highlighted with a red arrow. The 'No Sequence Number' dropdown menu is also highlighted with a red arrow and set to '-' Suppress sequence number. Other sections include 'Sub-Requirement 2' options and various control fields.

## Degree Audit results

Here is what this requirement looks like on the Southwest Minnesota State University Degree Audit:

```
*      SAP Completion Rate Standards:

      SMSU Requires at least a 66.67% completion rate in
      order to maintain satisfactory academic progress

      Completion rate is calculated on the following:
      attempted SMSU courses , total transferred credits, and
      courses taken by Consortium or Common Market.

      Your cumulative completion rate is:

                                             70.4 %
```

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