ENCODING THE SEMESTER CONVERSION

Most MnSCU campuses encoded their DARS programs beginning with the first term of semesters. This decision established all encoding in semesters, but did not include quarter to semester conversions. The driver program in DARS converts quarter credits, allowing the original course identity, grade and title to appear on the audit.

```
F 95 PHAR0100      0.6 C       Intro to Pharmacy
F 95 PHAR0105      0.6 A       Medical Terminology
F 95 PHAR0111      2.0 B       Pharmac Calculations
F 95 PHAR0115      0.6 D       Intro to Chemistry
F 95 PHAR0120      0.6 B       Basic Hum Anatomy
F 95 PHAR0125      0.6 C       Interp Med Orders
F 95 PHAR0130      0.6 B       Prescrip Compounding
```

Individual course conversions, where quarter courses become semester courses (SPCH 100 converting to COMM 1111) only occurs with additional encoding. Using quarter courses to satisfy requirements can be done by using one of four following encoding processes:

1. **Convert Table**
2. **A lines**
3. **Convert Table and A lines together**
4. **Home to Home Articulation**
    (http://www.dars.mntransfer.org/updates/number26.pdf)

Each of these encoding methods has merit. Each has draw backs.   If/when, you decide to convert quarter courses for use in your audits, you will need to answer some basic questions about your institution's semester conversion:
- What percentage of your current student body still carries quarter courses?
- Can students use quarter courses for current programs?
- Can they use tech quarter courses in current programs?
- Can a student with a 4 credit quarter course (converting to 2.67 credits) fulfill a 3 credit semester requirement?
- Did all, or most, quarter courses convert to specific semester courses?
- Did a significant number of quarter courses convert as many-to-many; many-to-one?

1. Convert Table

Identify specific one-to-one quarter to semester conversions. Under the Globe icon, open the Convert table.
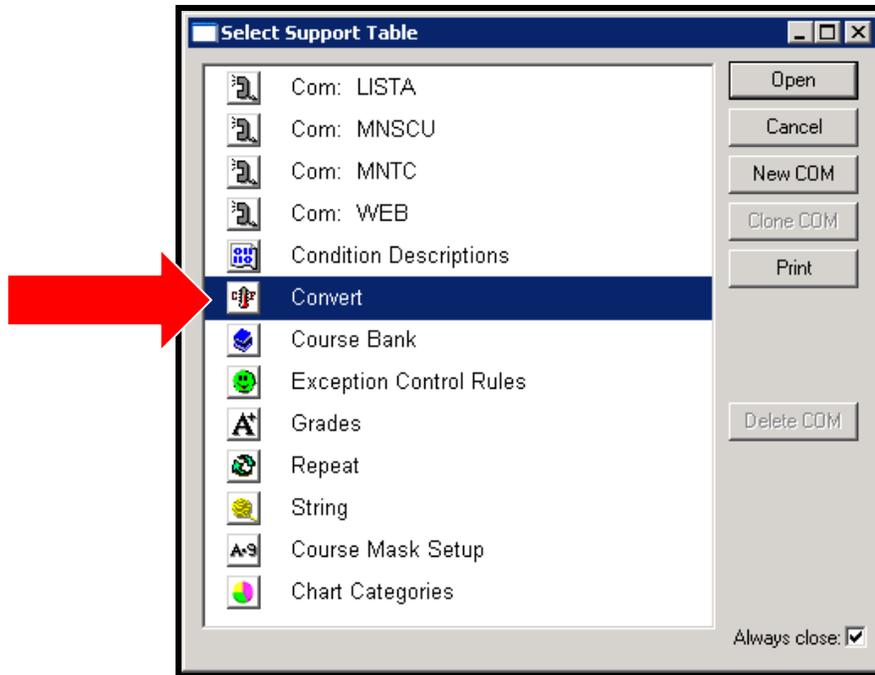
Enter the one-to-one quarter and semester course conversions. In this example, Interpersonal Communication, SPCH 100, converted to the semester course COMM 1111. Whenever COMM 1111 is used in a requirement or sub-requirement, a student who took SPCH 100 will be able to use the quarter course.

On the audit, the original quarter course, title, grade and converted credit is listed. The converted semester course appears as "**PROCESSED AS:**".

The Convert table method identifies both the quarter and semester course. Additionally, it supports duplicate checking of quarter to semester courses and transfer courses. A student having taken both SPCH 100 and COMM1111 will receive credit for only one course.

The Convert Table application is only looking at the course identity. It is not looking at credit count.   If your sub-requirement is looking for course credit, this process will not allow the SPCH 100 (4 quarter credits) course to fulfill the COMM 1111 (3 semester credits) requirement. To allow SPCH 100 to fulfill a COMM 1111 requirement you may need to encode the sub-requirement to be fulfilled with "1" course, or, 2.67 credits.

Using the Convert is effective but limited to one-to-one conversions.
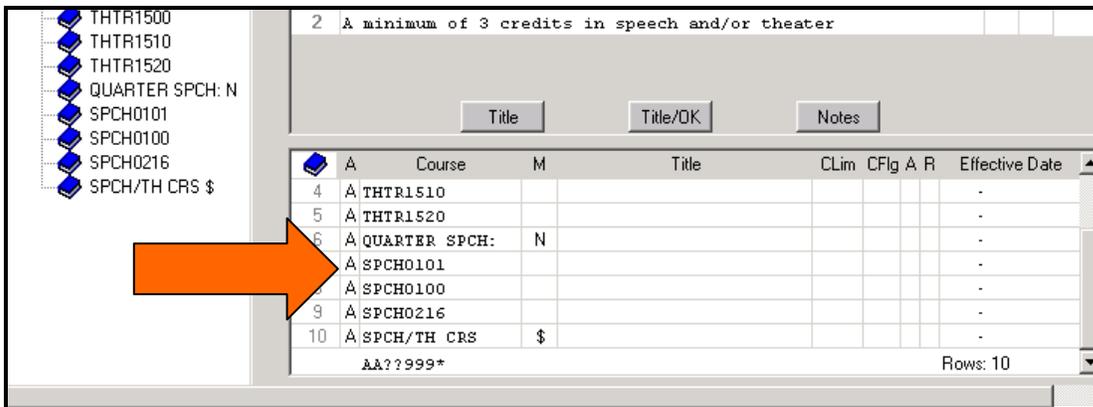
<div align="center">

Convert Table

</div>

Example:	• SPCH 100 converts to COMM 1111
Pluses:	• Supports duplicate checking • Identifies quarter & semester courses • Changes are all in one table • Identifies one-to-one equivalents
Minuses:	• Does not allow for many-to-one or many-to-many conversions • Does not identify every quarter course - only those courses listed on Convert Table
Encoding:	• Identify one-to-one conversions on Convert Table. • Encode program requirements to check for course rather then credits.

Converted courses not compatible with this one-to-one encoding process are:

- Many-to-one conversions (e.g., CHEM 109 and CHEM 110 converting to CHEM 1061)
- Many-to-many conversions (e.g., BIOL 141 and BIOL 142 and BIOL 143 converting to BIOL 1041 and BIOL 1042)
- Single courses within a many-to-one conversion (e.g., BIOL 141 only)
- Courses that did not convert but could still be used in a program (e.g., HIST 117, no longer offered, but Goal 5 under quarters)

2. A Lines

Complex course conversions (as above) may be accommodated with A lines. This can be done by using A lines exclusively, or by using A lines and the Convert Table.

List the quarter courses within the requirements and sub requirements. Quarter courses must be listed in all sub requirements along with the appropriate semester courses. The sub requirement above identifies the quarter SPCH courses with an in-stream note. The audit identifies the quarter SPCH courses taken, and the quarter courses on the SELECT FROM line.
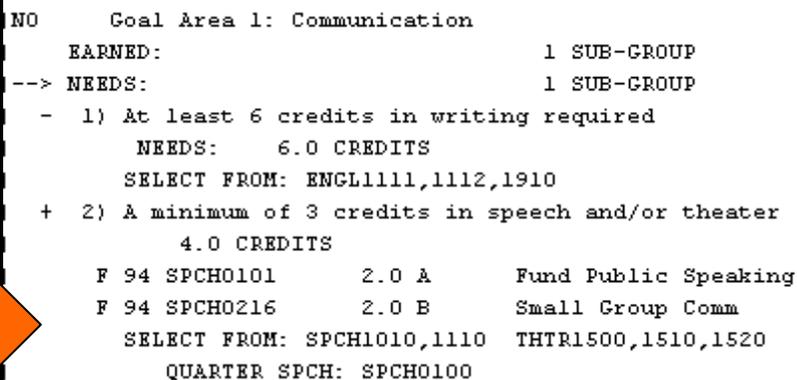
Every quarter course or discipline should be identified on the audit. These courses must be listed with the appropriate semester courses. This approach does not support duplicate checking of semester for quarter courses.   A student having taken SPCH 101, Fund Public Speaking, and SPCH 1010 Fundamentals of Public Speaking, may receive credit for both courses.

Listing quarter courses on A lines as acceptable courses **will** impact your requirement defining developmental work. List the quarter remedial course definition on the first A line and the semester definition, with an Effective Date, on the second A line.
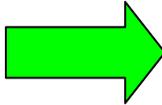
	A	Course	M	Title	T	CLim	CFlg	A	R	Effective Date
1	A	****00**			☐					0000 00 - 1999 2
2	A	****0***			☐					1999 2 - 9999 99
3	A	REMDT***			☐					-
4	A	DEVELOPMENTAL	$		☐					-

Additionally, students will need to distinguish between quarter and semester course numbers on the audit. Add a note to your INCLTOP to define quarter course appearance on the audit.

A Lines

Examples:	• BIOL 141 & 142 & 143 convert to BIOL 1041 & 1042 • BIOL 141 only • HIST 117, not converted, retains Goal 5 identify
Pluses:	• Credit conversion supported by driver
Minuses:	• Does not identify semester equivalents • Does not support duplicate checking
Encoding:	• List quarter courses in requirements • Must include quarter courses in future programs • Encode requirement defining developmental work

3. A Lines and Convert Table

Using a combination of A lines and Convert Table may be a way to accommodate **many-to-one** conversions.

Example: CHEM 109 and CHEM 110 converted to CHEM 1061. CHEM 109 was a prerequisite for CHEM 110.
Since CHEM 109 is a prerequisite to CHEM 110, use the Convert table to identify the conversion of the second course in the prerequisite sequence of CHEM 110 to CHEM 1010.

	Old Course	New Course	Effective Date	Memo
1	CHEM0110	CHEM1061	-	

To account for the first course in the prerequisite sequence, list it on an A line in all requirements and sub-requirements where CHEM 1061 is listed. In the example below, the quarter courses are listed after the $ pseudo, allowing the quarter course to be used, but not identified on the Select From list.
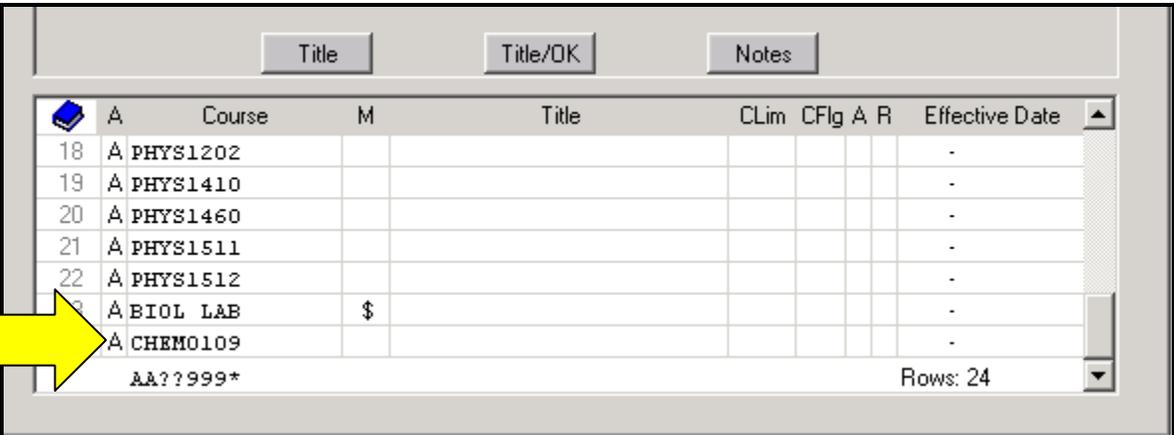
```
                    Title          Title/OK          Notes

   ◆   A    Course      M           Title          CLim CFlg A R  Effective Date  ▲
  18   A PHYS1202                                                      ·
  19   A PHYS1410                                                      ·
  20   A PHYS1460                                                      ·
  21   A PHYS1511                                                      ·
  22   A PHYS1512                                                      ·
       A BIOL LAB        $                                             ·
       A CHEM0109                                                      ·
       AA??999*                                                    Rows: 24    ▼
```

On the audit, the student reads that CHEM 109 is listed as an acceptable course, and CHEM 110 is PROCESSED AS: CHEM 1061.

```
+   1) Must complete one lab course
                              2 COURSES TAKEN
   F 94 CHEM0109      3.3 A      Prin of Chem
   W 95 CHEM0110      3.3 B      Prin of Chem
                                 PROCESSED AS: CHEM1061
      SELECT FROM: BIOL1000,1001,1002,1200,2020,2030
         CHEM1010,1020,1062  GEOL1110,1120,1130  PHYS1000,
         PHYS1120,1130,1201,1202,1410,1460,1511,1512
```

This method identifies the quarter courses taken, and supports duplicate checking *of courses listed on the Convert Table.*

Many-to-many conversion

Example: CHEM 109 and CHEM 110 and CHEM 111 converted to CHEM 1061 and CHEM 1062. All three courses are required to convert to CHEM 1061 and CHEM 1062.

Using the method above, establish a convert rule for CHEM 110 converting to CHEM 1061 and CHEM 111 converting to CHEM 1062.

Using this method for Many-to-one and Many-to-many conversions, requires that the quarter courses be listed either on the Convert table or the A line of requirements.

This method does not support discrete sequence courses. HIST 101, 102 and 103 converted to HIST 1110 and 1120, when the quarter courses can be taken in any order.

Discrete sequence courses must be encoded as single courses on A lines. This will not support duplicate checking of semester for quarter courses.

Single course within many-to-one conversion
or
Courses not converted by use in a program

Example: HIST 101, 102 and 103 converted to HIST 1110 and 1120. Since the Convert table method is only a one-to-one relationship, these quarter history courses can only be listed on A lines. This will not support duplicate checking of semester for quarter courses.

```
    EARNED:    6.0 CREDITS   3 COURSES
--> NEEDS:     3.0 CREDITS
 -  1) Behavioral Sciences
        SELECT FROM: ANTH1010  PSYC1150,1170,1210,1220,2320,
           PSYC2330  SOC 1110,1140,1210,1510,1710,1750,2110,
           SOC 2200,2210,2310,2410,2730  WOST1110
 +  2) Social Sciences
      F 95 HIST0101      2.0 C      Hist of World I
      W 96 HIST0102      2.0 B      Hist of World II
      S 96 HIST0103      2.0 B      Hist of World III
        SELECT FROM: ECON1060,1070  HIST1110,1120,1200,1210,
           HIST1390,1800,1900  HUM 1100,1200,1300  POLS1100,
           POLS1140,1600,1900,2130,2180
```

Similarly, when quarter courses are not converted, but have applicability within semester programs, they will need to be listed on A lines. What kinds of courses are these? Quarter Goal fulfilling courses, but not converted, will require an A line. All courses not directly identified on the Convert table will need to be listed on A lines OR given an identity to allow them to be identified and potentially used in a program. Example: ACCT 101 may not be converted, but if it can be used as an elective, it needs to be identified.

The use of A Lines and Convert Table is appropriate if you have few many-to-many or many-to-one conversions.

A Lines and Convert Table

Example:	• CHEM 109 & 110 converts to CHEM 1010
Pluses:	• Accommodates some complex conversions
Minuses:	• Does not identify many-to-many or many-to-one conversions • Does not support duplicate checking for A Line courses • Courses on Convert Table identified differently than courses on A Line
Encoding:	• Identify one-to-one conversions on Convert Table. • Identify all other quarter courses on A Lines. • Include quarter courses in future programs. • Must redefine developmental requirement to accept quarter courses.

4. Home to Home

The Home to Home Articulation allows a campus to convert home quarter courses and credits to semester courses and credits. DARS processing views the quarter work as if it were a transfer institution. In a Home to Home articulation, all quarter courses are accounted for. Home to home supports duplicate checking and complex conversions of Quarter courses.

Home to Home encoding is found at:
http://www.dars.mntransfer.org/updates/documents/pdf/number26.pdf

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