

AWARDING CREDIT FOR HIGH SCHOOL WORLD LANGUAGE CERTIFICATES AND SEALS

The following table identifies the credit equivalencies for certificates and seals and the corresponding proficiency levels set by the American Council on the Teaching of Foreign Languages (ACTFL).

| Seal or Certificate | ACTFL Proficiency level | Credits to be Awarded |
|---|-------------------------|---|
| World Language Proficiency Certificate | Intermediate-Low | 2 semester course sequence |
| Bilingual or Multilingual Gold Seal | Intermediate-High | 3 semester per language course sequence |
| Bilingual or Multilingual Platinum Seal | Advanced-Low | 4 semester per language course sequence |

To process these seals and certificates in u.achieve, encoding happens in three places:

- Source Institutional Reference Table
- Source Transfer Evaluation Table
- Student Academic Record

Source Institutional Reference Table

Clone a Generic Semester Institutional Reference table, and enter the following Information:

Source ID: HSLANG

FYT: 20095

Report InstID: HSLANG

Name: High School Language- ACTFL Proficiency

The screenshot shows a software window titled "Institutional Reference: HSLANG 20095 - 999999 High School Language- ACTFL Proficiency". The window contains a tree view on the left with "HSLANG 20095 - 999999" and "Grade Definition". The main area has input fields for "Source ID: HSLANG", "Source CD:", "FYT: 20095", "Name: High School Language- ACTFL Proficiency", and "Lyt: 999999". Below these are tabs for "General", "Course", "Credit", and "GPA". The "General" tab is active, showing "Report InstID: HSLANG", "Reference Only: ", "Grade Case: Upper", "Grade Required: ", "Status: '1' - Normal Processing", and "SPEEDE".

On the Course tab, make sure the course mask is set to: AAAA?????

Display Format:

| | |
|---------------------|-------------|
| Mask: AAAA????? | Case: Upper |
| Department Begin: 1 | End: 4 |
| Course Begin: 5 | End: 8 |

Source Transfer Evaluation Table

Clone a Generic Semester Transfer Articulation table, and enter the following Information:

Source ID: HSLANG

FYT: 20095

Name: High School Language- ACTFL Proficiency

20095 High School Language- ACTFL Proficiency

| | | | |
|---|-----|---|--------------------------------|
| Source ID: HSLANG | CD: | DP Mask: | FYT: 2009 5 |
| Name: High School Language- ACTFL Proficiency | | | Lyt: 9999 99 |
| Default InstID: | CD: | Universal DP Mask: <input type="checkbox"/> | Hide: <input type="checkbox"/> |

On the Articulation table you should enter three segments: CERT, GOLD and PLAT.

Transfer Articulation: HSLANG 20095 High School Language- ACTFL Proficiency

| | | | |
|---|-----|---|--------------------------------|
| Source ID: HSLANG | CD: | DP Mask: | FYT: 2009 5 |
| Name: High School Language- ACTFL Proficiency | | | Lyt: 9999 99 |
| Default InstID: | CD: | Universal DP Mask: <input type="checkbox"/> | Hide: <input type="checkbox"/> |
| Memo: Generic remedial and unknown rules. | | | |
| Last Modified: 12/13/2016 09:55:33 | | By: EVANSMIDA | |

| DP Mask | FYT | Segment |
|---------|--------|---------|
| 1 | 2009 5 | CERT |
| 2 | 2009 5 | GOLD |
| 3 | 2009 5 | PLAT |
| 4 | 2009 5 | ZZZZZ |

Example of CERT Rule:

Certificates earn two semesters of courses in that language.

On the Source the course identity will be CERT, and the title will be the language. The Title Check box is checked, so that when a student is articulated, the course will match to title:

| | Source | P | Title | T | Hours | A | R | Effective Date |
|---|--------|---|---------|-------------------------------------|-------|---|---|----------------|
| 1 | CERT | | Spanish | <input checked="" type="checkbox"/> | 0.00 | | | - |

On the Target, the course identity will be your course sequence for two semesters, along with the number of credits your institution awards for those courses. The Force box is checked, so DARS will force the number of credits entered.

| | Target | P | Title | Hours | F | Status | Alternate | Flags |
|---|----------|---|-------|-------|-------------------------------------|--------|-----------|-------|
| 1 | SPAN1101 | | | 3.00 | <input checked="" type="checkbox"/> | | | |
| 2 | SPAN1102 | | | 3.00 | <input checked="" type="checkbox"/> | | | |

SPAN1102 P Hide

Example of GOLD Rule:

Goal Seals earn three semesters of courses in *each* language.

On the Source the course identity will be GOLDSEAL, and the title will be the language. The Title Check box is checked, so that when a student is articulated, the course will match to title when a student is articulated:

| | Source | P | Title | T | Hours | A | R | Effective Date |
|---|----------|---|---------|-------------------------------------|-------|---|---|----------------|
| 1 | GOLDSEAL | | Spanish | <input checked="" type="checkbox"/> | 0.00 | | | - |

On the Target, the course identity will be your course sequence for three semesters, along with the number of credits your institution awards for those courses. The Force box is checked, so DARS will force the number of credits entered.

| | Target | P | Title | Hours | F | Status | Alternate | Flags |
|---|----------|---|-------|-------|-------------------------------------|--------|-----------|--------------------------|
| 1 | SPAN1101 | | | 3.00 | <input checked="" type="checkbox"/> | | SPAN1101 | P Hide |
| 2 | SPAN1102 | | | 3.00 | <input checked="" type="checkbox"/> | | | <input type="checkbox"/> |
| 3 | SPAN2201 | | | 3.00 | <input checked="" type="checkbox"/> | | | <input type="checkbox"/> |

Example of PLAT Rule:

Platinum Seals earn four semesters of courses in *each* language.

On the Source the course identity will be PLATSEAL, and the title will be the language. The Title Check box is checked, so that when a student is articulated, the course will match to title when a student is articulated:

| | Source | P | Title | T | Hours | A | R | Effective Date |
|---|----------|---|---------|-------------------------------------|-------|---|---|----------------|
| 1 | PLATSEAL | | Spanish | <input checked="" type="checkbox"/> | 0.00 | | | - |

On the Target, the course identity will be your course sequence for four semesters, along with the number of credits your institution awards for those courses. The Force box is checked, so DARS will force the number of credits entered.

| | Target | P | Title | Hours | F | Status | Alternate | Flags |
|---|----------|---|-------|-------|-------------------------------------|--------|-----------|--------------------------|
| 1 | SPAN1101 | | | 3.00 | <input checked="" type="checkbox"/> | | SPAN1101 | P Hide |
| 2 | SPAN1102 | | | 3.00 | <input checked="" type="checkbox"/> | | | <input type="checkbox"/> |
| 3 | SPAN2201 | | | 3.00 | <input checked="" type="checkbox"/> | | | <input type="checkbox"/> |
| 4 | SPAN2202 | | | 3.00 | <input checked="" type="checkbox"/> | | | <input type="checkbox"/> |

NOTE: If you have no direct equivalents for a language, please assign the appropriate amounts of elective credit. For instance, if your institution's language courses are normally 4 credits, assign 8 credits for a certificate, 12 for a Gold Seal, or 16 for a Platinum Seal.

Student Academic Record

On the student's Academic Record, enter the certificate or seal as shown. All courses should be entered with a grade of P. For Multilingual Seals, one 'course' should be entered for each language.

Certificate:

The screenshot shows the 'Student: 87654321 - Stu Pendous' window. The left sidebar lists courses including SPAN1101, SPAN1102, SPAN2201, SPAN2202, UNKNT004, 003669, ANTH2321, and BIOL1411. The main area shows 'Source Id: HSLANG' and 'Source Cd: ' with the description 'High School Language- ACTFL Proficiency'. Below this are tabs for 'Course List', 'Course Detail', and 'Alternate IDs and Misc.'. The 'Course List' tab is active, displaying a table with the following data:

| YR/TM | Course | RCredit | Grade | Title | P | I | flg1 | Condc | Seq |
|----------|--------|---------|-------|---------|--------------------------|---|------|-------|-----|
| 1 2017 3 | CERT | 0.00 | P | Spanish | <input type="checkbox"/> | | | | 001 |

Gold Seal:

The screenshot shows the 'Student: 87654321 - Stu Pendous' window. The left sidebar lists courses including GOLDSEAL, GOLDSEAL, 002370, GOAL 1 OK, ANTH1010, ELECT001, ELECT002, ELECT003, and ENGL1201. The main area shows 'Source Id: HSLANG' and 'Source Cd: ' with the description 'High School Language- ACTFL Proficiency'. Below this are tabs for 'Course List', 'Course Detail', and 'Alternate IDs and Misc.'. The 'Course List' tab is active, displaying a table with the following data:

| YR/TM | Course | RCredit | Grade | Title | P | I | flg1 | Condc | Seq |
|----------|----------|---------|-------|---------|--------------------------|---|------|-------|-----|
| 1 2017 3 | GOLDSEAL | 0.00 | P | German | <input type="checkbox"/> | | | | 001 |
| 2 2017 3 | GOLDSEAL | 0.00 | P | Italian | <input type="checkbox"/> | | | | 002 |

Platinum Seal:

The screenshot shows the 'Student: 87654321 - Stu Pendous' window. The left sidebar lists courses including HSLANG, PLATSEAL, PLATSEAL, 002370, GOAL 1 OK, ANTH1010, ELECT001, ELECT002, and ELECT003. The main area shows 'Source Id: HSLANG' and 'Source Cd: ' with the description 'High School Language- ACTFL Proficiency'. Below this are tabs for 'Course List', 'Course Detail', and 'Alternate IDs and Misc.'. The 'Course List' tab is active, displaying a table with the following data:

| YR/TM | Course | RCredit | Grade | Title | P | I | flg1 | Condc | Seq |
|----------|----------|---------|-------|---------|--------------------------|---|------|-------|-----|
| 1 2017 3 | PLATSEAL | 0.00 | P | Spanish | <input type="checkbox"/> | | | | 001 |
| 2 2017 3 | PLATSEAL | 0.00 | P | Hmong | <input type="checkbox"/> | | | | 002 |

Articulate the student as normal.

If you have any questions, or need any assistance with this process, please contact the DARS/Transferology Team at darsinfo@so.mnscu.edu.

Posted: 12/13/2016