

## Entering Transfer Work (Graduate Programs ONLY)

Since SPU does not use transfer articulation for graduate and doctoral level coursework, notating the coursework in CAPP is the best way to track transfer coursework. Entering transfer work is essentially the same process as entering a substitution, but the comments would vary slightly. In this example, let's assume that this student is transferring a course that will fill the "Human Development & Principles of Learning" requirement. We will start by clicking the green "plus" sign to the left of the requirement.

Foundations and Research Core				
Course	Grade	Credits Required	credits remaining	
✓ EDU 6085 <a href="#">Moral Issues in Education - Credits: 3 - (DONE)</a>	A	3	0	
✓ EDU 6120 <a href="#">American Educatn Past &amp; Present - Credits: 3 - (DONE)</a>	A-	3	0	
⊕ EDU 6655 <a href="#">Human Devlpmnt&amp;Princpl of Lrng</a>		3	3	
✓ EDU 6975 <a href="#">Interprtng&amp;Apply Ed Research I - Credits: 3 - (DONE)</a>	A	3	0	
✓ EDU 6976 <a href="#">Interprtng&amp;Apply Ed Research II - Credits: 3 - (DONE)</a>	C+	3	0	
SECTION CREDITS REQUIRED		15	3	

The substitution box will appear. At this point, we need to enter the number of credits for the course. Remember, you must enter the number of credits that it was at the transfer institution. Not the number of credits that the SPU course is. If it is a semester course, remember to multiply by 1.5. Let's say that this course is a 3 semester credit class, therefore 4.5 quarter credits. Next, we will need to enter the grade. Remember, this can only be done once the student has completed the course, and you have received an official transcript verifying it's completion. Make sure your comment includes the transfer institution, the subject code and course number for the course, as well as the title. Feel free to include who approved the transfer, if its someone other than yourself.

Add Substitution for EDU 6655

Subject	Course Number	Title
EDU	6655	Human Devlpmnt&Princpl of Lrng

Credits: 4.5

Grade: A-  Active

Comment: Transfer from Northwest University: ED 6132 Students as Learners.


Add Substitute Close

When finished, click the "add substitute" button. Once CAPP refreshes, you will now see the transfer course in two spots. The first, you will see the course is now marked as complete in that section of CAPP, but with an asterisk directing you to the "substitutions/comments" section. The title of the course now lists "substitution" as well as the correct number of credits.

Foundations and Research Core				
Course	Grade	Credits Required	credits remaining	
✓ EDU 6085 <a href="#">Moral Issues in Education - Credits: 3 - (DONE)</a>	A	3	0	
✓ EDU 6120 <a href="#">American Educatn Past &amp; Present - Credits: 3 - (DONE)</a>	A-	3	0	
✱ EDU 6655 <a href="#">Human Devlpmnt&amp;Princpl of Lrng - Credits: 4.5 - Substitution - (DONE)</a>	A-	3	0	
✓ EDU 6975 <a href="#">Interprtng&amp;Apply Ed Research I - Credits: 3 - (DONE)</a>	A	3	0	
✓ EDU 6976 <a href="#">Interprtng&amp;Apply Ed Research II - Credits: 3 - (DONE)</a>	C+	3	0	
SECTION CREDITS REQUIRED		15	0	

Second, you will see the notation listed at the bottom of CAPP in the “substitutions/comments” section.

Substitutions/General Comments 

Program Group	Subject	Course	Credits	Grade	Comment	User	Remove
Foundations and Research Core	EDU	6655	4.5	A-	Transfer from Northwest University: ED 6132 Students as Learners.	Megan Hamshar	

To modify this transfer course, simply click on the orange asterisk, to the left of the course title in the program requirements section. To remove it, click the red minus button, to the right of the comment in the substitutions/comments field.