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## INTRODUCTION

The TIS Course Equivalency Data Base was developed in phases. The first phase was the collection and maintenance of equivalencies for all UW Colleges' (formerly the UW Centers) courses and for the liberal arts (college parallel) courses from the Wisconsin Technical College System (WTCS). The second phase was an expansion to include course equivalency information for lower level (freshmen/sophomore) courses offered at the University of Wisconsin System (UWS) baccalaureate institutions, Independent Study (Learning) courses from UW-Extension, and Associate of Applied Arts and Associate of Applied Sciences courses from the WTCS (as defined in the UW System Undergraduate Transfer Policy). Most institutions completed this expansion by 1995. In addition, some institutions have added equivalencies, such as ones for UWS upper level (junior/senior) courses, to TIS.

The Transfer Information System (TIS) project staff has designed a standard reporting format for this data that may require institutions to "crosswalk" certain data elements in a manner similar to the Central Data Request (CDR), which is currently submitted to UW System Administration. Other sections of this document contain a detailed description of the "population" of course equivalencies, record formats, data definitions, and the submission schedule.

## PURPOSE

TIS provides transfer information to students and staff. One portion of this is transfer course equivalency information. The TIS Course Equivalency Data Base includes equivalencies for all UW Colleges and WTCS liberal arts (college parallel) courses. It also includes equivalencies for a portion of the UWS baccalaureate institution courses, UW-Extension Independent Study (Learning) courses, and other WTCS transferable courses.

The TIS Course Data Base includes all undergraduate courses offered at UWS institutions. While transfer equivalencies for only lower level (freshman/sophomore) courses are required, institutions have the option of including equivalencies for upper level courses.

The TIS Course Equivalency Data Base includes equivalencies of transferable courses from the WTCS. This includes liberal arts (college parallel) courses, Associate of Applied Arts and Associate of Applied Sciences general education ("Gen Ed Transferable") courses, and, in some cases, associate degree occupational/technical courses. In some cases, equivalencies of UWS courses to WTCS districts and course equivalencies from one WTCS district to another are included in TIS.

## DEFINITION OF THE POPULATION

The population for the first category of equivalencies collected for TIS includes all active and inactive courses available to be offered at the UW

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Colleges and the liberal arts (college parallel) courses available to be offered at the three WTCS districts (Madison Area, Milwaukee Area, and Nicolet Area Technical Colleges) in the fall term, 1989 or later. (Note: In more recent years, Chippewa Valley and Western Technical Colleges were approved to offer liberal arts courses and these course equivalencies began to be collected in TIS.)

The population for the second category of TIS equivalencies is a subset of all active and inactive courses available to be offered at each UWS baccalaureate institution in the fall term, 1990 or later. It includes all lower level (freshman/sophomore) courses at UWS baccalaureate institutions and Independent Study (Learning) university credit courses from UW-Extension. The population for the third category of TIS equivalencies is a subset of all Associate of Applied Arts and Associate of Applied Sciences courses available to be offered at each WTCS district in the fall term, 1991 or later. These populations are based on information provided by the institutions to the TIS Course Data Base. Institutions are provided with listings of courses in any designated population to assist in the development and maintenance of equivalencies.

A lower level course is defined as a course generally taken by students at the freshman or sophomore level at the institution that offers the course. Lower level courses include those designated as "preparatory/pre-collegiate/remedial". Institutions, which do not use the "lower"/"upper" coding scheme for level, have supplied TIS with the criteria to be used in identifying freshman/sophomore courses. Institutions may optionally submit equivalencies for any or all of the upper level courses at UWS institutions but, if these equivalencies are submitted, they will need to include them in the maintenance process with the lower level equivalencies. At least half of the equivalencies for an institution's lower level (freshman/sophomore) courses should be submitted before they will be made available for student use.

The university credit courses offered through UW-Extension's Independent Study (Learning) program are undergraduate courses whose credit may be applied toward associate or baccalaureate degrees at any of the UWS degree-granting institutions. Other Independent Study courses offered through UW-Extension, such as high school credit or continuing education courses, are not currently included in the TIS population.

The WTCS Associate of Applied Arts and Associate of Applied Sciences courses are defined as eligible for transfer in the UWS undergraduate transfer policy. One type of WTCS "transferable" courses includes associate degree general education courses. Initially, these courses were drawn from the areas of communications, behavioral science, and social science. In Fall 2000, the transfer policy was expanded to include mathematics and natural science courses taken since Fall 1995. The second type of WTCS associate degree "transferable" courses are occupational/technical courses that transfer as part of program-to-program articulation agreements. With the policy changes of 2004, in some cases, UW institutions may accept in transfer applied associate degree occupational/technical courses outside of an articulation agreement.

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#### CHARACTERISTICS OF THE RECORDS

There may be up to six types of records included in an equivalency submission. For a TIS file submission, the various records may be in any order. TIS submission processing includes an initial sort of the records. (Refer to the Data Element Definitions Section for more information.)

1. The HEADER RECORD (Type 00) contains the institution and submission identifiers, the submission due date and the total number of each type of record included in the submission.
2. The SPECIFIC EQUIVALENCY RECORD (Type 10) contains equivalency information for a specific course. One SPECIFIC EQUIVALENCY RECORD should be included in the submission for each unique equivalency. Refer to the Specific Equivalency Records Section for details on the use of this record type.
3. The DEPARTMENT EQUIVALENCY RECORD (Type 20) contains course equivalency information for all lower level (freshman/sophomore) courses in an entire department (curricular area). These records are optional. If used, there should be only one DEPARTMENT EQUIVALENCY RECORD in the submission for a given department at a FROM Institution. Refer to the Department Equivalency Records Section for details on the use of this record type.
4. The FOOTNOTE TEXT RECORD (Type 30) contains the text for a footnote associated with a course equivalency or group of equivalencies. Generally, one FOOTNOTE TEXT RECORD should be in the submission for each footnote but footnotes may be linked using the same footnote number with varying suffixes. Refer to the Footnote Text Records Section for details on the use of this record type.
5. The EQUIVALENCY DELETION RECORD (Type 90) contains the identifier (key) of a course equivalency that should be removed from the TIS Equivalency Data Base. One DELETION RECORD should be included in the submission for each equivalency that is to be deleted. Refer to the Data Base Keys Section for the TIS definition of a unique equivalency and to the Equivalency Coding Section for deletion examples.
6. The FOOTNOTE TEXT DELETION RECORD (Type 95) contains the identifier (key) of a footnote text record that should be removed from the TIS data base. One DELETION RECORD should be included in the submission for each footnote record that is to be deleted. Refer to the Data Base Keys Section for the TIS definition of a unique footnote and to the Equivalency Coding Section for deletion examples.

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#### DATA SUBMISSIONS

TIS course equivalency data is collected in a combined submission - including UW Colleges and WTCS liberal arts (college parallel) course equivalencies and UWS baccalaureate, UW-Extension Independent Study (Learning) university credit, and WTCS applied associate degree course equivalencies. Data from each submission updates the data from previous submissions.

The submissions are periodic batch submissions (currently, twice each term) for the purpose of updating and expanding the existing equivalency information. As TIS progresses, submissions may be more frequent. Institutions also can update the information using the TIS On-line Maintenance System.

Originally, TIS batch data was transmitted using magnetic tape. The Internet file transmission mode replaced the tape submissions in 1995.

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#### SUBMISSIONS VIA INTERNET

The following information is needed to submit information to the TIS UNIX computer via the Internet. Note: Lower case characters should be used.

Destination site: tis.uwsa.edu

Login ID: \*tisftp

\* = Unit/Div code for submitting institution (See TIS Institution Table in TIS Maintenance Manual for listing.) For example, the Login ID for UW-River Falls is jtisftp.

Password: (See note below)

Note: Each institution has been assigned a unique password associated with the login ID. To protect your institution's data, it is important to keep your password confidential.

Destination file name: tisXXXXX.YYYT\* or  
tisXXXXX.YYYT\*.SSS

XXXXX = 'cours' for Course file  
'equiv' for Equivalency file

\* = Unit/Div code for submitting institution

YYY = Academic year of submission (e.g. 112 for fall and spring 2011-2012 submissions; 112 for summer 2012 submissions)

T = Term of submission  
( '1' = Fall, '2' = Spring, '3' = 'Summer' )

SSS = Optional three-digit sequence number used when submitting multiple files for the same year-term. If the sequence number is not used, files with the same name will be overlaid.

#### Examples:

tiscours.1121j for the Fall 2011 UW-River Falls TIS Course file.

tisequiv.1122j for the Spring 2012 UW-River Falls TIS Equivalency file.

tisequiv.1123j.001 and tisequiv.1123j.002 for multiple Summer 2012 UW-River Falls TIS Equivalency files.

tisequiv.1122V01 for the Spring 2012 Chippewa Valley Technical College Equivalency file.

Transfer the file using the PUT command:

Format: PUT (Source file name) (Destination file name)

Example: PUT (Source file name) tisequiv.0121j

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#### CONTACTS

Contact the TIS Project Coordinator at (608) 262-6718 with any general questions about the submission process. Contact UW System Administration Help Desk at (608) 262-7653 for technical problems related to a TIS submission file.

#### DATA BASE KEYS

For SPECIFIC EQUIVALENCY RECORDS, the record key is a combination of the following data elements: FROM INSTITUTION ID, FROM DEPARTMENT ID, FROM COURSE NUMBER, FROM COURSE SUFFIX, TO INSTITUTION ID, TO CURRICULAR AREA CODE, TO COURSE NUMBER, TO COURSE SUFFIX, TO NON-COURSE EQUIVALENT, MANY-TO-MANY KEY, EQUIVALENT BEGIN YEAR, and EQUIVALENT BEGIN TERM. There should be only one submission record for each unique equivalency, i.e. for each unique combination of the key elements. Records with duplicate keys will be reported as errors and will not be updated on the TIS data base.

For DEPARTMENT EQUIVALENCY RECORDS, the record key is a combination of the following data elements: FROM INSTITUTION ID, FROM DEPARTMENT ID, TO INSTITUTION ID, EQUIVALENT BEGIN YEAR, and EQUIVALENT BEGIN TERM. There should be only one submission record for a given department. Records with duplicate keys will be reported as errors and will not be updated on the TIS data base.

For FOOTNOTE TEXT RECORDS, the submission record key is a combination of the following data elements: TO INSTITUTION ID, FOOTNOTE NUMBER, and FOOTNOTE SUFFIX. There should be only one submission record for each unique footnote. Records with duplicate keys will be reported as errors and will not be updated on the TIS data base.

#### EFFECTIVE DATES FOR EQUIVALENCIES

TIS uses EQUIVALENT BEGIN YEAR/TERM and END YEAR/TERM to delineate a time period during which a course equivalency is/was in effect. Course equivalencies, for which one or more TIS data elements have changed since the fall of 1989, may have multiple records on the Course Equivalency Data Base. The EQUIVALENT BEGIN YEAR/TERM defines the first academic year and term that a course equivalency is in effect. It is used in conjunction with the EQUIVALENT END YEAR/TERM to define a range of effective year-terms for a given equivalency. Since most institutions grant an equivalency based on their most current evaluation of the transfer course, there is usually only one equivalency for a given course where the begin year-term is the first term the course was offered by the FROM institution and the end year-term is blank, i.e. the equivalency has no end date. Thus, the student would receive the same transfer course equivalent regardless of when the course was taken. In cases where the student receives a different equivalent depending on when the course was taken, multiple equivalencies may be submitted for the course with different effective year-terms.

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Because the TIS equivalency information is being established and added to the data base in phases, different categories of equivalencies have varying begin year-terms. The following year-terms have been defined as the earliest term for TIS equivalency data for each category:

<u>Year/Term</u>	<u>Equivalency Category</u>	<u>Earliest Begin</u>
	UW Colleges and WTCS Liberal Arts	Fall 1989 (1989-90/1)
	UWS Baccalaureate and UW-Extension Independent Study	Fall 1990 (1990-91/1)
	WTCS General Education and Occupational/Technical	Fall 1991 (1991-92/1)

Since the most common transfer situation is to have one equivalency for a given course, the EQUIVALENT BEGIN YEAR/TERM may be defaulted in many situations. For courses that began prior to Fall 1989 (the beginning of the TIS data base), the EQUIVALENT BEGIN YEAR/TERM may be defaulted to the begin year-term of TIS course and equivalency data (e.g. Fall 1989 for equivalencies of UW Colleges' courses). For courses that began Fall 1989 or thereafter, the EQUIVALENT BEGIN YEAR/TERM may be defaulted to an appropriate begin year-term - either the begin year-term of the course or the earliest begin year-term for the equivalency category. If the submitted record specifies that the EQUIVALENT BEGIN YEAR/TERM should be defaulted, TIS processing will apply this default logic.

There are some cases where begin year-term defaulting cannot be used. One such case is when an institution uses the same number for a new course that was used for a previous course though the content of the courses is significantly different. In this situation, two equivalency records with different begin and end year-terms, defining the effective dates of the equivalencies, would be needed. Another case is when there is a change in an equivalency but you want to permit students who took the course prior to the change to use the old equivalency, i.e. "grandfathering" the equivalency. In such cases, multiple equivalencies, with different effective year-terms, also would be needed. TIS also retains a historical picture of the Equivalency Data Base to provide a view of a transfer equivalency at a given point in time. (Refer to Examples 1 through 3 in the Equivalency Coding Section.)

#### USE OF EQUIVALENCY DEFAULT FIELDS

The following equivalency default fields have been defined:

- Default Credits Granted
- Default TO Data Year-Term
- Default Level Granted
- Default GE Designation Granted

These default fields were defined to lessen the processing needed for

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maintaining equivalencies. They allow an equivalency to default to the most common transfer situations but also allow the institution to define equivalencies in exceptional situations. The advantage of using these fields is that when a TIS Course Record changes (e.g. credits, GE designation) the appropriate changes are applied automatically to all affected equivalencies. The update is done immediately, the files are consistent and there is no need for any human intervention.

While the Credits Granted Default field may be applied to any equivalency, the other three default fields have limited use. The Level Granted Default and GE Designation Default fields may only be activated when the course equivalent (TO Course) is an actual course. When the equivalent is not an actual course, such as an elective, these default fields may not be activated and any associated data must be entered in the value field. The TO Data Year-Term Default field may be activated in two cases: (1) When the course equivalent is an actual course and (2) when the NCE is department-related, such as a department elective or department confer.

Each default field has a corresponding value field where the associated data is stored, e.g. the Credits Granted Default field corresponds to the Credits Granted value field. In each case, you may either set the default field or specify a value in the associated field, but not both.

The "default fields" and their associated rules are described below. (Refer to Examples 4 and 5 in the Equivalency Coding Section or to "How to Use the Equivalency Default Fields" [Chpt. V, Sect. H] in the TIS Maintenance Manual for additional information about defaults.)

DEFAULT CREDITS GRANTED:

The Default Credits Granted field allows an equivalency to default the Credits Granted to the number of credits associated with the FROM Course (i.e. Sending Course) on the TIS Course Data Base. Since this is the most common transfer situation, the Credits Granted value only needs to be directly entered when there is an exception to this general rule. Note: When a course is offered for a variable number of credits and the Default Credits Granted is set to 'S' ('Sending'), the minimum number of credits is assigned.

DEFAULT TO DATA YEAR-TERM:

The Default TO Data Year-Term field allows an equivalency to default the TO Data Year/Term to the most recent version of the TO Department and/or Course (i.e. Receiving Department/Course) on the TIS data base. The TO Data Year/Term links the equivalency to a specific course record and/or to a department record in the TIS Department/Curricular Area Table. Since the most common situation is to link to the most recent version of a department or course, the TO Data Year and TO Data Term fields only need to be directly entered when there is an exception to this general rule.

DEFAULT LEVEL GRANTED:

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The Default Level Granted field allows an equivalency to default the Level Granted to the level associated with the TO Course on the TIS data base. This reflects the most common level granting policy. If an institution uses a different policy, such as using the level of the FROM Course in determining the Level Granted on the equivalency, the level should be specified directly in the Level Granted value field.

Institutions, which do not require students to earn a given number of credits from courses at a given level, may leave both the Default Level Granted and the Level Granted value fields blank.

#### DEFAULT GE DESIGNATION GRANTED:

The Default GE Designation Granted field allows an equivalency to default the General Education (Breadth) granted to the GE (BR) Designations associated with the TO Course on the TIS data base. This reflects the most common transfer situation for granting GE (BR). An institution can make an exception to this general rule by specifying the GE directly in the GE (BR) Granted value field(s).

#### SPECIFIC EQUIVALENCY RECORDS

Specific Equivalency Records (Type 10) are the main component of the equivalency submission. Each record defines how a course at the FROM Institution will transfer to the To Institution. Usually, there will be one submission record for each lower level (freshman/sophomore) course at the FROM Institution. In the some cases, there may be more than one record for a particular course, showing different equivalents for different year/terms. Institutions also may choose to submit multiple records for a particular course, showing different equivalents for the same year/terms. Once a set of these "group" equivalencies is submitted, it should continue to be submitted as a group for as long as the group situation continues. Another option that institutions may choose is to use DEPARTMENT EQUIVALENCY RECORDS to submit equivalencies where many courses in a department (curricular area) have the same transfer equivalent. (Refer to the following section for details on the use of this record type.)

#### DEPARTMENT EQUIVALENCY RECORDS

Institutions have the option of submitting DEPARTMENT EQUIVALENCY RECORDS (Type 20). These records may be used when all or most lower level (freshman/sophomore) courses in a department (curricular area) at a FROM Institution have the exact same course equivalency. In this case, the following equivalency data elements should be identical: FROM INSTITUTION ID, FROM DEPARTMENT ID, EQUIVALENT BEGIN YEAR/TERM, EQUIVALENT END YEAR/TERM, TO INSTITUTION ID, TO CURRICULAR AREA CODE, TO COURSE NUMBER, TO COURSE SUFFIX, TO NON-COURSE EQUIVALENT, DEFAULT TO DATA YEAR-TERM or TO DATA YEAR/TERM, DEFAULT CREDITS GRANTED or CREDITS GRANTED, DEFAULT LEVEL GRANTED or LEVEL GRANTED, DEFAULT GE DESIGNATION GRANTED or GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED (all occurrences), and EQUIVALENT FOOTNOTE NUMBER (all occurrences).

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The DEPARTMENT EQUIVALENCY RECORDS will be used to update specific equivalency records on the TIS Equivalency Data Base for all lower level (freshman/sophomore) courses in the specified department at the FROM Institution. In cases where most lower level courses in a department have the same equivalency but there are a few exceptions, the exceptions may be submitted on SPECIFIC EQUIVALENCY RECORDS and the department equivalency information will not be applied to these records. SPECIFIC EQUIVALENCY RECORDS should be used if the institution wishes to submit equivalencies for any upper level courses. (Refer to Example 6 in the Equivalency Coding Section.)

#### FOOTNOTE TEXT RECORDS

FOOTNOTE TEXT RECORDS (Type 30) are used to submit the text of the footnotes which the TO (Receiving) institution wishes to provide as additional, explanatory information about an equivalency. Institutional footnotes may have numbers in the 200 - 9999 range. Footnote numbers in the 1 - 199 range are reserved for systemwide footnotes and should not be included in the submission. Generally, there is one FOOTNOTE TEXT RECORD associated with a given FOOTNOTE NUMBER which is listed on an equivalency record (SPECIFIC and/or DEPARTMENT). However, in cases where the footnote text expands beyond the defined footnote text size (250 characters), the data element FOOTNOTE SUFFIX may be used in combination with the FOOTNOTE NUMBER to link multiple FOOTNOTE TEXT RECORDS. (Refer to examples of equivalencies using footnotes in the Equivalency Coding Section.)

#### EQUIVALENCY DELETION RECORDS

Institutions have the option of submitting EQUIVALENCY DELETION RECORDS (Type 90). This type of record may be used to remove totally a course equivalency from the TIS Equivalency Data Base. However, a record of its past existence will be retained on the TIS historical data base. The deletion will be reported as a part of the Equivalency Update Report. The EQUIVALENCY DELETION RECORDS in a submission will be processed before the SPECIFIC and DEPARTMENT EQUIVALENCY RECORDS. If there are both SPECIFIC EQUIVALENCY and EQUIVALENCY DELETION RECORDS in the submission for the same equivalency, the existing equivalency will be deleted and the SPECIFIC EQUIVALENCY RECORD will be processed as an equivalency addition. Similarly, DEPARTMENT EQUIVALENCY RECORDS will be processed after EQUIVALENCY DELETION RECORDS.

In cases where a "group" equivalency was submitted, one EQUIVALENCY DELETION RECORD may be submitted to delete the entire group. However, in situations where a DEPARTMENT EQUIVALENCY RECORD was used to add multiple records within a department/curricular area, individual EQUIVALENCY DELETION RECORDS must be used to delete the equivalencies.

EQUIVALENCY DELETION RECORDS should only be used to delete records that do not belong on the TIS Equivalency Data Base. This type of record was designed for use in error correction. If a course equivalency should not have been submitted, a deletion record may be used to remove it. Or, in some

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cases where data problems exist, it may be easier to delete previously submitted equivalencies and re-add the correct data. (Refer to examples 7 and 8 in the Equivalency Coding Section.)

#### FOOTNOTE TEXT DELETION RECORDS

Institutions have the option of submitting FOOTNOTE TEXT DELETION RECORDS (Type 95). This type of record may be used to remove a footnote text record from the TIS data base. However, a record of its past existence will be retained on the TIS historical data base. The deletion will be reported as a part of the Footnote Update Report. The FOOTNOTE TEXT DELETION RECORDS in a submission will be processed last - after FOOTNOTE TEXT RECORDS and SPECIFIC and DEPARTMENT EQUIVALENCY RECORDS. Thus, the footnote number can be removed from all associated equivalency records and then the footnote text record can be deleted.

FOOTNOTE TEXT DELETION RECORDS should be used to delete records that do not belong on the TIS Data Base. The deletion can only be processed in cases where a footnote record is no longer being used. (Refer to example 9 in the Equivalency Coding Section.)

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FILE FORMAT  
HEADER RECORD

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	INSTITUTION ID	9999	4
7-14	SUBMISSION DUE DATE	9(8)	8
15-20	TOTAL NUMBER OF SPECIFIC EQUIVALENCY RECORDS (Type 10)	9(6)	6
21-26	TOTAL NUMBER OF DEPARTMENT EQUIVALENCY RECORDS (Type 20)	9(6)	6
27-32	TOTAL NUMBER OF FOOTNOTE TEXT RECORDS (Type 30)	9(6)	6
33-38	TOTAL NUMBER OF EQUIVALENCY DELETION RECORDS (Type 90)	9(6)	6
39-44	TOTAL NUMBER OF FOOTNOTE TEXT DELETION RECORDS (Type 95)	9(6)	6
45-64	SUBMISSION TYPE IDENTIFIER	X(20)	20
65-300	Blank		

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FILE FORMAT  
 SPECIFIC EQUIVALENCY RECORD  
 (TYPE 10)

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
 data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	FROM INSTITUTION ID	9999	4
7-16	FROM DEPARTMENT ID	X(10)	10
17-20	FROM COURSE NUMBER	XXXX	4
21	FROM COURSE SUFFIX	X	1
22-27	EQUIVALENT BEGIN YEAR	X(6)	6
28	EQUIVALENT BEGIN TERM	X	1
29-34	EQUIVALENT END YEAR	X(6)	6
35	EQUIVALENT END TERM	X	1
36-39	TO INSTITUTION ID	9999	4
40-43	TO CURRICULAR AREA CODE	9999	4
44-53	Blank	X(10)	10
54-57	TO COURSE NUMBER	XXXX	4
58	TO COURSE SUFFIX	X	1
59-60	TO NON-COURSE EQUIVALENT	99	2
61	DEFAULT TO DATA YEAR-TERM	X	1
62-67	TO DATA YEAR	X(6)	6
68	TO DATA TERM	X	1

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<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
69	DEFAULT CREDITS GRANTED	X	1
70-73	CREDITS GRANTED	99V99	4
74	DEFAULT LEVEL GRANTED	X	1
75	LEVEL GRANTED	X	1
76	DEFAULT GE DESIGNATION GRANTED	X	1
77-82	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED First occurrence	X(6)	6
83-88	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Second occurrence	X(6)	6
89-94	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Third occurrence	X(6)	6
95-100	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Fourth occurrence	X(6)	6
101-106	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Fifth occurrence	X(6)	6
107-112	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Sixth occurrence	X(6)	6
113-116	EQUIVALENT FOOTNOTE NUMBER First occurrence	9999	4
117-120	EQUIVALENT FOOTNOTE NUMBER Second occurrence	9999	4
121-124	EQUIVALENT FOOTNOTE NUMBER Third occurrence	9999	4
125-128	EQUIVALENT FOOTNOTE NUMBER Fourth occurrence	9999	4
129-132	EQUIVALENT FOOTNOTE NUMBER Fifth occurrence	9999	4
133-136	EQUIVALENT FOOTNOTE NUMBER Sixth occurrence	9999	4
137-140	MANY-TO-MANY KEY	9999	4
141-300	Blank		

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FILE FORMAT  
 DEPARTMENT EQUIVALENCY RECORD  
 (TYPE 20)

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
 data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	FROM INSTITUTION ID	9999	4
7-16	FROM DEPARTMENT ID	X(10)	10
17-21	Blank	X(6)	5
22-27	EQUIVALENT BEGIN YEAR	X(6)	6
28	EQUIVALENT BEGIN TERM	X	1
29-34	EQUIVALENT END YEAR	X(6)	6
35	EQUIVALENT END TERM	X	1
36-39	TO INSTITUTION ID	9999	4
40-43	TO CURRICULAR AREA CODE	9999	4
44-53	Blank	X(10)	10
54-57	TO COURSE NUMBER	XXXX	4
58	TO COURSE SUFFIX	X	1
59-60	TO NON-COURSE EQUIVALENT	99	2
61	DEFAULT TO DATA YEAR-TERM	X	1
62-67	TO DATA YEAR	X(6)	6
68	TO DATA TERM	X	1
69	DEFAULT CREDITS GRANTED	X	1
70-73	CREDITS GRANTED	99V99	4

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<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
74	DEFAULT LEVEL GRANTED	X	1
75	LEVEL GRANTED	X	1
76	DEFAULT GE DESIGNATION GRANTED	X	1
77-82	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED First occurrence	X(6)	6
83-88	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Second occurrence	X(6)	6
89-94	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Third occurrence	X(6)	6
95-100	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Fourth occurrence	X(6)	6
101-106	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Fifth occurrence	X(6)	6
107-112	GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED Sixth occurrence	X(6)	6
113-116	EQUIVALENT FOOTNOTE NUMBER First occurrence	9999	4
117-120	EQUIVALENT FOOTNOTE NUMBER Second occurrence	9999	4
121-124	EQUIVALENT FOOTNOTE NUMBER Third occurrence	9999	4
125-128	EQUIVALENT FOOTNOTE NUMBER Fourth occurrence	9999	4
129-132	EQUIVALENT FOOTNOTE NUMBER Fifth occurrence	9999	4
133-136	EQUIVALENT FOOTNOTE NUMBER Sixth occurrence	9999	4
137-300	Blank		

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FILE FORMAT  
FOOTNOTE TEXT RECORD  
(TYPE 30)

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	TO INSTITUTION ID	9999	4
7-10	FOOTNOTE NUMBER	9999	4
11	FOOTNOTE SUFFIX	X	1
12-261	FOOTNOTE TEXT	X(250)	250
262-300	Blank		

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FILE FORMAT  
EQUIVALENCY DELETION RECORD  
(TYPE 90)

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	FROM INSTITUTION ID	9999	4
7-16	FROM DEPARTMENT ID	X(10)	10
17-20	FROM COURSE NUMBER	XXXX	4
21	FROM COURSE SUFFIX	X	1
22-27	EQUIVALENT BEGIN YEAR	X(6)	6
28	EQUIVALENT BEGIN TERM	X	1
29-35	Blank	X(7)	7
36-39	TO INSTITUTION ID	9999	4
40-300	Blank		

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FILE FORMAT  
FOOTNOTE TEXT DELETION RECORD  
(TYPE 95)

Refer to the Data Element Definitions Section for further information.

Note: Data elements with alphanumeric formats (X) should be left-justified;  
data elements with numeric formats (9) should be right-justified.

<u>COLUMN</u>	<u>DATA ELEMENT</u>	<u>FORMAT</u>	<u>LENGTH</u>
1-2	RECORD TYPE	99	2
3-6	TO INSTITUTION ID	9999	4
7-10	FOOTNOTE NUMBER	9999	4
11	FOOTNOTE SUFFIX	X	1
12-300	Blank		

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DATA ELEMENT DEFINITIONS  
HEADER RECORD

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between the different types of records that may be included in an equivalency submission: HEADER RECORD, SPECIFIC EQUIVALENCY RECORD, DEPARTMENT EQUIVALENCY RECORD, FOOTNOTE TEXT RECORD, EQUIVALENCY DELETION RECORD, and FOOTNOTE TEXT DELETION RECORD.

"00" = Header

INSTITUTION ID

A code that uniquely identifies the university or college that is submitting the course equivalency information. This data element corresponds with TO INSTITUTION ID on other Equivalency Submission Records. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges (formerly the UW Centers) as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district.

Note: This data element is used to access the INSTITUTION TABLE which contains the institutional names.

9999 = UW Colleges  
4670 = UW Eau Claire  
4688 = UW Green Bay  
4672 = UW La Crosse  
4656 = UW Madison  
4658 = UW Milwaukee  
4674 = UW Oshkosh  
4690 = UW Parkside  
4676 = UW Platteville  
4678 = UW River Falls  
4680 = UW Stevens Point  
4652 = UW Stout  
4682 = UW Superior  
4684 = UW Whitewater  
9901 = UW Extension  
4593 = Blackhawk Technical College  
4581 = Chippewa Valley Technical College  
4556 = Fox Valley Technical College  
4584 = Gateway Technical College  
4650 = Lakeshore Technical College  
4615 = Madison Area Technical College  
4683 = Mid-State Technical College  
4614 = Milwaukee Area Technical College  
4583 = Moraine Park Technical College

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4646 = Nicolet Area Technical College  
4663 = Northcentral Technical College  
4585 = Northeast Wisconsin Technical College  
4639 = Southwest Wisconsin Technical College  
4671 = Waukesha County Technical College  
4573 = Western Technical College  
4599 = Wisconsin Indianhead Technical College

SUBMISSION DUE DATE

The date (MMDDYYYY) that the submission is due.

TOTAL NUMBER OF SPECIFIC EQUIVALENCY RECORDS

The total number of specific course equivalency records (Type 10) included in the submission. This will be used for data verification.

TOTAL NUMBER OF DEPARTMENT EQUIVALENCY RECORDS

The total number of department equivalency records (Type 20) included in the submission. This will be used for data verification.

TOTAL NUMBER OF FOOTNOTE TEXT RECORDS

The total number of footnote text records (Type 30) included in the submission. This will be used for data verification.

TOTAL NUMBER OF EQUIVALENCY DELETION RECORDS

The total number of equivalency deletion records (Type 90) included in the submission. This will be used for data verification.

TOTAL NUMBER OF FOOTNOTE TEXT DELETION RECORDS

The total number of footnote text deletion records (Type 95) included in the submission. This will be used for data verification.

SUBMISSION TYPE IDENTIFIER

An identifier used to distinguish between the different types of TIS submissions - Equivalency or Course.

"EQUIVALENCY" = Equivalency Submission

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DATA ELEMENT DEFINITIONS  
SPECIFIC EQUIVALENCY RECORD  
(TYPE 10)

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between the different types of records that may be included in an equivalency submission: HEADER RECORD, SPECIFIC EQUIVALENCY RECORD, DEPARTMENT EQUIVALENCY RECORD, FOOTNOTE TEXT RECORD, EQUIVALENCY DELETION RECORD, and FOOTNOTE TEXT DELETION RECORD.

"10" = Specific course equivalency record

FROM INSTITUTION ID

A code that uniquely identifies the university or college that offers the course. It identifies the sending institution associated with the transfer course equivalency. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list within the HEADER RECORD Data Element Definition Section.)

FROM DEPARTMENT ID

The department ID that is used to identify the course on the FROM (Sending) Institution's transcript. This ID will be validated against the list of department ID's supplied by the FROM Institution. It is converted to the corresponding TIS Department/Curricular Area Code when it is stored on the TIS data base.

FROM COURSE NUMBER

A number that identifies the course within a department on the FROM (Sending) Institution's transcript. This number is similar to CDR Course Number (CDR element number 1060).

Note: The combination of FROM DEPARTMENT ID, FROM COURSE NUMBER and FROM COURSE SUFFIX should correspond to a course at the FROM institution which was available in the fall term of 1989 or thereafter and is recorded on the TIS Course Data Base.

Note: The leftmost three positions will contain the campus number used to identify the course. The rightmost position of the COURSE NUMBER should always be blank.

FROM COURSE SUFFIX

A character that is used in combination with FROM DEPARTMENT ID and FROM COURSE NUMBER to uniquely identify a course on the FROM (Sending) institution's transcript.

Note: This data element should be blank for all courses from

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institutions that do not use course suffixes and for courses that do not have an associated suffix. However, if a campus uses four-digit course numbers (such as UW-Platteville), the fourth digit of the course number should be submitted as the FROM COURSE SUFFIX.

#### EQUIVALENT BEGIN YEAR

The first academic year that the course equivalency is in effect. This element is used in combination with EQUIVALENT BEGIN TERM.

Note: The first category of course equivalencies to be included in TIS were the equivalencies established for UW Colleges and WTCS liberal arts (college parallel) courses which were effective starting in the fall term of 1989. The EQUIVALENT BEGIN YEAR for these equivalencies should be greater than or equal to "198990". The second category of TIS course equivalencies were those established for the UWS baccalaureate institution and the UW-Extension Independent Study courses which were effective starting in the fall term of 1990. The EQUIVALENT BEGIN YEAR for these equivalencies should be greater than or equal to "199091". The third category of TIS course equivalencies are those for the WTCS general education and occupational/technical courses which were effective starting in the fall term of 1991. The EQUIVALENT BEGIN YEAR for these equivalencies should be greater than or equal to "199192".

Note: If EQUIVALENT BEGIN YEAR and EQUIVALENT BEGIN TERM are submitted as blanks and there is an equivalency for the given FROM course on the TIS data base, TIS processing will default the EQUIVALENT BEGIN YEAR/TERM to the begin year-term of the most recent existing equivalency. If EQUIVALENT BEGIN YEAR and EQUIVALENT BEGIN TERM are submitted as blanks and an equivalency is being added, TIS processing will default the EQUIVALENT BEGIN YEAR/TERM to an appropriate begin year-term (either the begin year-term of the FROM course or the earliest begin year-term for the equivalency category). Otherwise, if EQUIVALENT BEGIN YEAR and EQUIVALENT BEGIN TERM are specified, they must satisfy the earliest begin year-term constraints and be greater than or equal to the begin year-term of the FROM course on the TIS data base.

Note: EQUIVALENT BEGIN YEAR/TERM and EQUIVALENT END YEAR/TERM will be compared to the year-term that the student completed or plans to complete the FROM institution's course to determine the TO institution's course equivalency.

Note: For TIS purposes, the academic year begins with the fall term and continues through the following summer term. For example, the academic year 1990-91 began in September of 1990 and continued through August of 1991.

"198990" = The 1989-1990 academic year, beginning in the fall of 1989 and extending through the summer of 1990

"199091" = The 1990-1991 academic year, beginning in the fall of 1990 and extending through the summer of 1991

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"199192" = The 1991-1992 academic year...  
 "199293" = The 1992-1993 academic year...  
 "199394" = The 1993-1994 academic year...  
 "199495" = The 1994-1995 academic year...  
 "199596" = The 1995-1996 academic year...  
 "199697" = The 1996-1997 academic year...  
 "199798" = The 1997-1998 academic year...  
 "199899" = The 1998-1999 academic year...  
 "199900" = The 1999-2000 academic year...  
 "200001" = The 2000-2001 academic year...  
 "200102" = The 2001-2002 academic year...  
 "200203" = The 2002-2003 academic year...  
 "200304" = The 2003-2004 academic year...  
 "200405" = The 2004-2005 academic year...  
 "200506" = The 2005-2006 academic year...  
 "200607" = The 2006-2007 academic year...  
 "200708" = The 2007-2008 academic year...  
 "200809" = The 2008-2009 academic year...  
 "200910" = The 2009-2010 academic year, beginning in the fall of 2009 and extending through the summer of 2010  
 "201011" = The 2010-2011 academic year, beginning in the fall of 2010 and extending through the summer of 2011  
 "201112" = The 2011-2012 academic year, beginning in the fall of 2011 and extending through the summer of 2012

**EQUIVALENT BEGIN TERM**

The first term that the course equivalency is in effect. This element is used in combination with EQUIVALENT BEGIN YEAR.

Note: Refer to note above regarding defaulting of EQUIVALENT END YEAR/TERM.

<u>Semester calendar</u>	<u>Quarter calendar</u>
"1" = Fall semester	"1" = Fall (First) quarter
"2" = Spring semester	"2" = Winter (Second) quarter
"3" = Summer	"3" = Spring (Third) quarter
	"4" = Summer (Fourth) quarter

**EQUIVALENT END YEAR**

The last academic year that the course equivalency is in effect. This data element has similar values to EQUIVALENT BEGIN YEAR. It is used in combination with EQUIVALENT END TERM.

Note: If EQUIVALENT END YEAR and EQUIVALENT END TERM are submitted as blanks and there is an equivalency for the given FROM course on the TIS data base, TIS processing will default the EQUIVALENT END YEAR/TERM to the end year-term of the most recent existing equivalency. If EQUIVALENT END YEAR and EQUIVALENT END TERM are submitted as "0000000" and there is an equivalency for the given FROM course, TIS processing will remove the EQUIVALENT END YEAR/TERM from the most recent existing equivalency. If EQUIVALENT END YEAR and EQUIVALENT END TERM are submitted as blanks and an equivalency is being added, TIS processing will add the equivalency with no end date.

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#### EQUIVALENT END TERM

The last term that the course equivalency is in effect. This data element has similar values to EQUIVALENT BEGIN TERM. It is used in combination with EQUIVALENT END YEAR.

Note: Refer to note above regarding defaulting of EQUIVALENT END YEAR/TERM.

#### TO INSTITUTION ID

A code that uniquely identifies the university or college that has established the course equivalency. It identifies the receiving institution associated with the transfer course equivalency. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list within the HEADER RECORD Data Element Definition Section.)

#### TO CURRICULAR AREA CODE

A code that identifies the department (curricular area) at the TO (Receiving) institution that has been deemed equivalent to the FROM (Sending) institution's course.

Note: This data element will be validated against the TO institution's TIS Department/Curricular Area Table. The table will include UWS CDR curricular areas, which have been approved for the TO institution, as well as other appropriate curricular areas available at the institution and approved for TIS purposes. The TIS Department/Curricular Area Table was expanded to include codes for WTCS instructional areas.

Note: This element is used in combination with TO COURSE NUMBER and/or TO COURSE SUFFIX to identify an actual course as the transfer equivalent. It also may be used in combination with TO NON-COURSE EQUIVALENT in cases where departmental elective or departmental activity credit is granted or where a departmental decision is made for each transferring student.

Note: This element should equal "0000" whenever TO NON-COURSE EQUIVALENT is "01", "02", "03", "04", "21", or "23".

#### TO COURSE NUMBER

A number identifying the course within a department (curricular area) at the TO (Receiving) institution that has been deemed equivalent to the FROM (Sending) institution's course. This number is similar to CDR Course Number (CDR element number 1060).

Note: This data element may be used in combination with TO CURRICULAR AREA CODE and/or TO COURSE SUFFIX to identify an actual course as the transfer equivalent. It should be a valid course at the TO institution which is included in the TIS Course Data Base.

Note: The leftmost three positions will contain the campus number used to identify the course. The rightmost position of the COURSE NUMBER should always be blank.

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Note: In most cases, this element will equal "0000" when the course equivalent is not an actual course, i.e. whenever TO NON-COURSE EQUIVALENT does not equal "00". However, this element may contain a specific course identifier (e.g. 'pseudo-course' or 'dummy course') in cases where the course equivalent is not an actual course and the TIS batch submission is also being used as input to the u.select transfer equivalency and degree audit system.

#### TO COURSE SUFFIX

A character that is used in combination with TO CURRICULAR AREA CODE and TO COURSE NUMBER to uniquely identify the equivalent course at the TO (Receiving) institution.

Note: This data element should be blank for all courses at institutions that do not use course suffixes and for courses that do not have an associated suffix. However, if a campus uses four-digit course numbers (such as UW-Platteville), the fourth digit of the course number should be submitted as the TO COURSE SUFFIX.

Note: In most cases, this element will also be blank when the course equivalent is not an actual course, i.e. whenever TO NON-COURSE EQUIVALENT does not equal "00". However, this element may contain a course suffix, which is associated with a specific course identifier (e.g. 'pseudo-course' or 'dummy course') in cases where the course equivalent is not an actual course and the TIS batch submission is also being used as input to the u.select transfer equivalency and degree audit system.

#### TO NON-COURSE EQUIVALENT

A code that is used to designate a course equivalent which is not an actual course at the TO (Receiving) institution.

Note: This data element should be "00" whenever TO COURSE NUMBER and/or TO COURSE SUFFIX are used to designate an actual course as the equivalent.

Note: In certain cases ("01", "02", "04", "21", "23"), this element should be used alone to indicate an equivalent which is not an actual course.

Note: In cases where departmental elective ("11") or departmental activity ("13") credit is granted or where a departmental decision is made for each transferring student ("12"), this element should be used in combination with TO CURRICULAR AREA CODE which indicates the associated department (curricular area).

Note: In cases where general education (breadth) elective credit ("03") is granted, this element should be used in combination with the first occurrence of GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED which indicates the specific GE (BR) category.

"01" = Designates an equivalency for which general elective credit is granted, e.g. equivalent course = GEN EL

"02" = Designates an equivalency for which the TO institution's Admissions Office determines the course equivalent on a case-by-case basis, e.g. equivalent course = ADM OFF

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- "03" = Designates an equivalency for which elective credit is granted within a specified General Education (Breadth) area, e.g. equivalent course = BIOSCI EL
- "04" = Designates an equivalency for which students must confer with an appropriate department, which is not specified, at the TO institution to determine whether or not degree credit will be granted, e.g. equivalent course = GEN CONF
- "11" = Designates an equivalency for which departmental elective credit is granted, e.g. equivalent course = MATH EL
- "12" = Designates an equivalency for which each student must confer with the department at the TO institution to determine whether or not degree credit will be granted, e.g. equivalent course = MATH DPT
- "13" = Designates an equivalency for which departmental activity credit, such as physical education or music, is granted, e.g. equivalent course = PE ACT
- "21" = Designates an equivalency for which no credit toward a degree is granted, e.g. equivalent course = NDC
- "23" = Designates an equivalency for which the associated FROM COURSE does not transfer to the associated TO institution, e.g. equivalent course = DNT (Does Not Transfer)

#### DEFAULT TO DATA YEAR-TERM

A code indicating that the equivalency should be associated with the most recent course information (title, level, and GE (Breadth) designations) and/or department (curricular area) information at the TO (Receiving) institution.

Note: This data element should be blank when the equivalency should not be associated with the most recent TO institution department and/or course information. In these cases, the associated year/term should be designated in TO DATA YEAR and TO DATA TERM.

Note: This element also should be blank in cases where the course equivalent is neither an actual course nor a department-related non-course equivalent, i.e. whenever TO NON-COURSE EQUIVALENT does not equal "00", "11", "12", or "13".

"R" = Default to most recent TO (Receiving) institution department/course information

#### TO DATA YEAR

The academic year of the TO (Receiving) institution course with which the equivalency should be associated. This data element should be used in cases where the equivalency is associated with a TO institution course other than the most recent one, i.e. when Default TO Data Year-Term cannot be used. It also may be used in cases where the equivalency is associated with a TO institution department (curricular area) other than the most recent one, e.g. when a department name change has occurred and department elective credit is granted under the previous department name. It has similar values to EQUIVALENT BEGIN YEAR. This element is used in combination with TO DATA TERM.

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Note: This data element should be blank when DEFAULT TO DATA YEAR-TERM equals "R".

Note: This element also should be blank whenever TO NON-COURSE EQUIVALENT is "01", "02", "03", "04", "21", or "23". It may contain an academic year when the equivalent is an actual course (TO NON-COURSE EQUIVALENT is "00") or when TO NON-COURSE EQUIVALENT is "11", "12", or "13" and the TO CURRICULAR AREA CODE identifies a department (curricular area) within which credit may be granted.

#### TO DATA TERM

The term of the TO (Receiving) institution course with which the equivalency should be associated. This data element should be used in cases where the equivalency is associated with a TO institution course other than the most recent one, i.e. when the Default TO Data Year-Term cannot be used. It also may be used in cases where the equivalency is associated with a TO institution department (curricular area) other than the most recent one, e.g. when a department name change has occurred and departmental elective credit is granted under the previous department name. It has similar values to EQUIVALENT BEGIN TERM. This element is used in combination with TO DATA YEAR.

Note: This data element should be blank when DEFAULT TO DATA YEAR-TERM equals "R".

Note: This element also should be blank whenever TO NON-COURSE EQUIVALENT is "01", "02", "03", "04", "21", or "23". It may contain an academic term when the equivalent is an actual course (TO NON-COURSE EQUIVALENT is "00") or when TO NON-COURSE EQUIVALENT is "11", "12", or "13" and the TO CURRICULAR AREA CODE identifies a department (curricular area) within which credit may be granted.

#### DEFAULT CREDITS GRANTED

A code indicating that the CREDITS GRANTED for the equivalency should default to the number of credits associated with the FROM (Sending) institution's course. For variable credit courses, the minimum credits associated with the course on the TIS Course Data Base will be used.

Note: This data element should be blank when CREDITS GRANTED should not default to the number of credits associated with the FROM institution's course. In these cases, the CREDITS GRANTED for the equivalency should be designated in the CREDITS GRANTED field

"S" = Default to the FROM (Sending) institution's course credits

#### CREDITS GRANTED

The number of credits that will be granted by the TO (Receiving) institution upon transfer of the FROM (Sending) institution's course.

Note: In cases where the credits granted are not degree credits, the TO institution has the option of listing CREDITS GRANTED as zero or as the "non-degree" credit value. If "non-degree" credits are listed, it is recommended that systemwide footnote number 5 or a similar institutional footnote be used to clarify the usage of the credits.

Note: This data element should equal zero when DEFAULT CREDITS GRANTED

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equals "S". This data element should also equal zero when the TO NON-COURSE EQUIVALENT is "23".

#### DEFAULT LEVEL GRANTED

A code indicating that the LEVEL GRANTED for the equivalency should default to the level associated with the TO (Receiving) institution's course.

Note: This data element should be blank when LEVEL GRANTED should not default to the level associated with the TO institution's course. In such cases, the LEVEL GRANTED for the equivalency should be designated in the LEVEL GRANTED field.

Note: This element also should be blank in cases where the course equivalent is not an actual course, i.e. whenever TO NON-COURSE EQUIVALENT does not equal "00".

"R" = Default to the TO (Receiving) institution's course level

#### LEVEL GRANTED

A code indicating the level at the TO (Receiving) institution for which credit will be granted. Course level provides an indication of the degree of complexity or difficulty of a course.

Note: LEVEL GRANTED is being identified within TIS because institutions may require that students earn a given number of credits within a level, such as 60 credits of upper level courses. This element may be blank in cases where the TO institution has no level requirements or where level requirements do not apply to the course equivalent.

Note: This data element should be blank when DEFAULT LEVEL GRANTED equals "R". This data element should also be blank when the TO NON-COURSE EQUIVALENT is "23".

Note: Level is only required when TO NON-COURSE EQUIVALENT = "00", "01", "11", or "13". In addition, it may be blank for equivalencies that are exempt from the institutional definition of level.

Note: The following codes are designed to accommodate the two different coding schemes used by institutions. UWS institutions use one of the following coding schemes:

"P" = Preparatory/Pre-collegiate/Remedial	
"L" = Lower	"E" = Elementary
"U" = Upper	"I" = Intermediate
	"A" = Advanced
	"D" = Intermediate or Advanced

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#### DEFAULT GE DESIGNATION GRANTED

A code indicating that the GENERAL EDUCATION (BREADTH) DESIGNATION(S) GRANTED for the equivalency should default to those associated with the TO (Receiving) institution's course.

Note: This data element should be blank when GENERAL EDUCATION (BREADTH) DESIGNATION(S) GRANTED should not default to the GE (BR) designation(s) associated with the TO institution's course. In these cases, the GENERAL EDUCATION (BREADTH) DESIGNATION(S) GRANTED for the equivalency should be designated in the GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED field(s).

Note: This element also should be blank in cases where the course equivalent is not an actual course, i.e. whenever TO NON-COURSE EQUIVALENT does not equal "00".

"R" = Default to the TO (Receiving) institution's course GE (BR) designations(s)

#### GENERAL EDUCATION (BREADTH) DESIGNATION GRANTED

An abbreviation indicating how the course equivalency may be applied to the General Education (Breadth) requirements at the TO (Receiving) institution. For example, an institution might use "HU" as a GE (BR) designation for courses that may be used to satisfy the Humanities category of its General Education (Breadth) requirements.

Note: Values for this data element should correspond to the table of GE (BR) categories and designations which is maintained by the institution as a part of the TIS Course Data Submission.

Note: This data element should be blank for a course equivalency that does not satisfy a GE (BR) requirement at an institution.

Note: This element also should be blank when DEFAULT GE DESIGNATION GRANTED equals "R".

Note: This element will contain a "PS" for courses at institutions where only program specific GE (BR) requirements are used.

Note: Multiple occurrences of this element will be used for courses that may satisfy more than one GE (BR) requirement.

Note: The first occurrence of this element is used in cases where General Education (Breadth) elective credit (TO NON-COURSE EQUIVALENT = "03") is granted.

#### EQUIVALENT FOOTNOTE NUMBER

A number that links a course equivalency to a related footnote. Footnote number(s) are submitted as a part of the equivalency record but the actual footnote text is submitted and maintained on a separate FOOTNOTE TEXT RECORD.

Note: A range of footnote numbers (between 1 and 199) is reserved for systemwide footnotes. A range of footnote numbers (between 200 and 499) is reserved for footnotes that are commonly used by the TO institution. Footnotes associated with one or more specific equivalencies at the TO institution are numbered in the 500 - 9999 range. Within each of these ranges, institutions are free to assign footnote numbers using their own assignment method or continue to assign numbers sequentially.

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Note: This data element will not be zero when an equivalency is designated as "No Degree Credit" (NDC), i.e. whenever TO NON-COURSE EQUIVALENT equals "21". In such cases, systemwide footnote number 5 or a similar institutional footnote will be used to clarify the credit status of this equivalency.

Note: This data element will not be zero when an equivalency is designated as "Does Not Transfer" (DNT), i.e. whenever TO NON-COURSE EQUIVALENT equals "23". In such cases, systemwide footnote number 20 or a similar institutional footnote will be used to clarify the status of this equivalency.

Note: This data element should be zero whenever an equivalency has no footnotes associated with it.

Note: Multiple occurrences of this element will be used when multiple footnotes are needed.

#### MANY-TO-MANY KEY

A code that is used to link multiple equivalencies together in a many to many relationship. This optional field is currently only included in TIS batch submissions. It is used to feed the u.select transfer equivalency and degree audit system but may also be used to report many-to-many equivalencies to the TIS database.

Note: Institutions may submit a many-to-many key for equivalencies not involved in a many-to-many relationship. In this case, TIS processing will default this data element to '0000'.

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DATA ELEMENT DEFINITIONS  
DEPARTMENT EQUIVALENCY RECORD  
(TYPE 20)

The definitions of data elements on DEPARTMENT EQUIVALENCY RECORDS are the same as those on SPECIFIC EQUIVALENCY RECORDS, except the former record does not contain the data elements FROM COURSE NUMBER and FROM COURSE SUFFIX. Refer to the SPECIFIC EQUIVALENCY RECORD Data Element Definition Section for details.

RECORD TYPE

A code distinguishing between the different types of records that may be included in an equivalency submission: HEADER RECORD, SPECIFIC EQUIVALENCY RECORD, DEPARTMENT EQUIVALENCY RECORD, FOOTNOTE TEXT RECORD, EQUIVALENCY DELETION RECORD, and FOOTNOTE TEXT DELETION RECORD.

"20" = Department equivalency record

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DATA ELEMENT DEFINITIONS  
FOOTNOTE TEXT RECORD  
(TYPE 30)

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between the different types of records that may be included in an equivalency submission: HEADER RECORD, SPECIFIC EQUIVALENCY RECORD, DEPARTMENT EQUIVALENCY RECORD, FOOTNOTE TEXT RECORD, EQUIVALENCY DELETION RECORD, and FOOTNOTE TEXT DELETION RECORD.

"30" = Footnote text record

FOOTNOTE INSTITUTION ID

A code that uniquely identifies the university or college that has established the footnote. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list within the HEADER RECORD Data Element Definition Section.)

FOOTNOTE NUMBER

A number that links a course equivalency to a related footnote. Footnote number(s) are submitted as a part of the equivalency record but the actual footnote text is in the FOOTNOTE TEXT data element.

Note: A range of footnote numbers (between 1 and 199) is reserved for systemwide footnotes. A range of footnote numbers (between 200 and 499) is reserved for footnotes that are commonly used by the TO institution. Footnotes associated with one or more specific equivalencies at the TO institution are numbered in the 500 - 9999 range. Within each range, institutions are free to assign footnote numbers using their own assignment method or continue to assign numbers sequentially.

Note: Only FOOTNOTE TEXT RECORDS for institutional footnotes (200 - 9999) should be included in the submission. Update to systemwide footnotes (1 - 199) is limited to System Administration personnel.

FOOTNOTE SUFFIX

A character that is used in combination with FOOTNOTE NUMBER to uniquely identify a portion of the text associated with a footnote.

Note: This data element should be used when the text for a particular footnote expands beyond the defined footnote text size (250 characters). When it is used, the text associated with a given footnote number will be displayed consecutively, based on the alphabetic order of the FOOTNOTE SUFFIXES.

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Note: This element will be blank whenever the footnote number has only one associated text area.

FOOTNOTE TEXT

Textual material that provides additional information about a transfer equivalency, e.g. exceptions to an equivalent course depending on major or credits earned or an explanation of equivalencies which involve combinations of courses.

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DATA ELEMENT DEFINITIONS  
EQUIVALENCY DELETION RECORD  
(TYPE 90)

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between the different types of records that may be included in an equivalency submission: HEADER RECORD, SPECIFIC EQUIVALENCY RECORD, DEPARTMENT EQUIVALENCY RECORD, FOOTNOTE TEXT RECORD, EQUIVALENCY DELETION RECORD, and FOOTNOTE TEXT DELETION RECORD.

"90" = Equivalency deletion record

FROM INSTITUTION ID

A code that uniquely identifies the university or college that offers the course. It identifies the sending institution associated with the transfer course equivalency that is being deleted. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list within the HEADER RECORD Data Element Definition Section.)

FROM DEPARTMENT ID

The department ID that is used to identify the FROM Course which is specified in the transfer equivalency to be deleted. This ID will be validated against the list of department ID's supplied by the FROM Institution. It is converted to the corresponding TIS Department/Curricular Area Code when it is stored on the TIS data base.

FROM COURSE NUMBER

A number that identifies the course within a FROM Department which is specified in the transfer equivalency to be deleted. This number is similar to CDR Course Number (CDR element number 1060).

Note: The leftmost three positions will contain the campus number used to identify the course. For TIS purposes, the rightmost position of the COURSE NUMBER should always be blank.

FROM COURSE SUFFIX

A character that is used in combination with FROM DEPARTMENT ID and FROM COURSE NUMBER to uniquely identify the FROM Course which is specified in the transfer equivalency to be deleted.

Note: This data element should be blank for all courses from institutions that do not use course suffixes and for courses that do not have an associated suffix. However, if a campus uses four-

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digit course numbers (such as UW-Platteville), the fourth digit of the course number should be submitted as the FROM COURSE SUFFIX.

#### EQUIVALENT BEGIN YEAR

The first academic year that the course equivalency, which is being deleted, was in effect. This element is used in combination with EQUIVALENT BEGIN TERM.

Note: The first category of course equivalencies to be included in TIS were the equivalencies established for UW Colleges and WTCS liberal arts (college parallel) courses which were effective starting in the fall term of 1989. The EQUIVALENT BEGIN YEAR for these equivalencies should be greater than or equal to "198990". The second category of TIS course equivalencies were those established for the UWS baccalaureate institution and the UW-Extension Independent Study courses which were effective starting in the fall term of 1990. The EQUIVALENT BEGIN YEAR for these equivalencies should be greater than or equal to "199091". The third category of TIS course equivalencies are those for the WTCS general education and occupational/technical courses which were effective starting in the fall term of 1991. The EQUIVALENT BEGIN YEAR for these equivalencies should be greater than or equal to "199192".

Note: If EQUIVALENT BEGIN YEAR and EQUIVALENT BEGIN TERM are submitted as blanks on an EQUIVALENCY DELETION RECORD, TIS processing will delete all equivalencies with the specified FROM INSTITUTION ID, FROM DEPARTMENT ID, FROM COURSE NUMBER, FROM COURSE SUFFIX, and TO INSTITUTION ID.

"198990" = The 1989-1990 academic year, beginning in the fall of 1989 and extending through the summer of 1990

"199091" = The 1990-1991 academic year, beginning in the fall of 1990 and extending through the summer of 1991

"199192" = The 1991-1992 academic year...

"199293" = The 1992-1993 academic year...

"199394" = The 1993-1994 academic year...

"199495" = The 1994-1995 academic year...

"199596" = The 1995-1996 academic year...

"199697" = The 1996-1997 academic year...

"199798" = The 1997-1998 academic year...

"199899" = The 1998-1999 academic year...

"199900" = The 1999-2000 academic year...

"200001" = The 2000-2001 academic year...

"200102" = The 2001-2002 academic year...

"200203" = The 2002-2003 academic year...

"200304" = The 2003-2004 academic year...

"200405" = The 2004-2005 academic year...

"200506" = The 2005-2006 academic year...

"200607" = The 2006-2007 academic year...

"200708" = The 2007-2008 academic year...

"200809" = The 2008-2009 academic year...

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"200910" = The 2009-2010 academic year, beginning in the fall of 2009 and extending through the summer of 2010  
"201011" = The 2010-2011 academic year, beginning in the fall of 2010 and extending through the summer of 2011  
"201112" = The 2011-2012 academic year, beginning in the fall of 2011 and extending through the summer of 2012

#### EQUIVALENT BEGIN TERM

The first term that the course equivalency, which is being deleted, was in effect. This element is used in combination with EQUIVALENT BEGIN YEAR.

Note: If EQUIVALENT BEGIN YEAR and EQUIVALENT BEGIN TERM are submitted as blanks on an EQUIVALENCY DELETION RECORD, TIS processing will delete all equivalencies with the specified FROM INSTITUTION ID, FROM DEPARTMENT ID, FROM COURSE NUMBER, FROM COURSE SUFFIX, and TO INSTITUTION ID.

#### Semester calendar

"1" = Fall semester  
"2" = Spring semester  
"3" = Summer

#### Quarter calendar

"1" = Fall (First) quarter  
"2" = Winter (Second) quarter  
"3" = Spring (Third) quarter  
"4" = Summer (Fourth) quarter

#### TO INSTITUTION ID

A code that uniquely identifies the university or college that has established the course equivalency. It identifies the receiving institution associated with the transfer course equivalency that is being deleted. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme which is used to identify a student's Institution Last Attended (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list within the HEADER RECORD Data Element Definition Section.)

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DATA ELEMENT DEFINITIONS  
FOOTNOTE TEXT DELETION RECORD  
(TYPE 95)

Data Element Definitions are listed in order as they appear in the File Format.

RECORD TYPE

A code distinguishing between the different types of records that may be included in an equivalency submission: HEADER RECORD, SPECIFIC EQUIVALENCY RECORD, DEPARTMENT EQUIVALENCY RECORD, FOOTNOTE TEXT RECORD, EQUIVALENCY DELETION RECORD, and FOOTNOTE TEXT DELETION RECORD.

"95" = Footnote text deletion record

FOOTNOTE INSTITUTION ID

A code that uniquely identifies the university or college that established the footnote which is being deleted. The coding structure is based on the UWS Central Data Request (CDR) Transfer Institution (College) coding scheme (CDR element number 2130). For purposes of TIS, a code has been added to the CDR coding scheme to identify UW Colleges as one institution. In addition, for any technical college in the WTCS that has multiple codes representing various campuses, the code associated with the principal campus will be used to identify the overall college/district. (Refer to the INSTITUTION ID list within the HEADER RECORD Data Element Definition Section.)

FOOTNOTE NUMBER

The number of the FOOTNOTE TEXT RECORD that is being deleted. Footnote number(s) are submitted as a part of the equivalency record but the actual footnote text is in the FOOTNOTE TEXT data element.

Note: Deletions may be done FOOTNOTE TEXT RECORDS by the associated To Institution. Only footnotes records numbered in the range 200 - 9999 may be deleted by the institution. Footnotes numbered in the range 1 - 199 are systemwide footnotes and may be deleted by System Administration staff only.

Note: Before a footnote text record can be deleted, the footnote number must be removed from all associated equivalency records.

FOOTNOTE SUFFIX

The character that may be used in combination with FOOTNOTE NUMBER to identify the FOOTNOTE TEXT RECORD which is being deleted.

Note: FOOTNOTE SUFFIX is used when the text for a particular footnote expands beyond the defined footnote text size (250 characters). When it is used, each text record must be deleted separately.

Note: This element will be blank whenever the footnote number has only one associated text area.

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EQUIVALENCY CODING

A transfer course equivalency may take a variety of forms. The following examples provide models for formatting different types of equivalencies and footnote records.

Example 1: Course Equivalency - Using only current course equivalent

FROM				BEGIN	END	TO			
INST	DEPT ID	NUM	SFX	YR/TERM	YR/TERM	INST	CAC	NUM	SFX
4670	MATH	114		199091/1	(Blank)	4684	1701	253	

Example 2: Course Equivalencies - Varying equivalent depending on course year-term

FROM				BEGIN	END	TO			
INST	DEPT ID	NUM	SFX	YR/TERM	YR/TERM	INST	CAC	NUM	SFX
4670	MATH	114		199091/1	199091/3	4684	1701	253	
4670	MATH	114		199192/1	(Blank)	4684	1701	153	

Example 3: Course Equivalency - Defaulting Begin Year/Term

FROM				BEGIN	END	TO			
INST	DEPT ID	NUM	SFX	YR/TERM	YR/TERM	INST	CAC	NUM	SFX
4670	MATH	114		(Blank)	(Blank)	4684	1701	253	

Example 4: Direct Course Equivalency - Using multiple default data elements

FROM			TO			DEF	DEF	DEF	DEF
INST	DEPT ID	NUM	INST	CAC	NUM	YR/TERM	CRED	LVL	GE(BR)
4670	MATH	114	4684	1701	253	R	S	R	R

Example 5: Direct Course Equivalency - Using no default data elements

FROM			TO						
INST	DEPT ID	NUM	INST	CAC	NUM	YR/TERM	CRED	LVL	GE(BR)
4670	MATH	114	4684	1701	253	198990/1	5.00	L	GM

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Example 6: Department Equivalency Record

Note: This may be used when all or most lower level (freshman/sophomore) courses in a department (curricular area) at a FROM institution have the same course equivalency at the TO institution. Specific equivalency records may be used to submit course equivalencies that are exceptions and to submit equivalencies for any upper level courses.

Department Equivalency:

FROM			TO			DEF	LVL	GE(BR)
INST	DEPT ID	NUM SFX	INST	CAC	NON-CRS EQUIV	CRED		
4678	AGEN	(Blank)	4670	0000	01	S	L	

Specific Equivalency for an exception:

FROM			TO			DEF	LVL	GE(BR)
INST	DEPT ID	NUM SFX	INST	CAC	NON-CRS EQUIV	CRED		
4678	AGEN	230	4670	2204	11	S	L	

Example 7: Equivalency Deletion Record - Deleting an equivalency with a specific BEGIN YEAR/TERM

RECORD TYPE	FROM			BEGIN	TO		
	INST	DEPT ID	NUM SFX	YR/TERM	INST	CAC	NUM SFX
90	4670	MATH	114	199091/1	4684	1701	253

Example 8: Equivalency Deletion Record - Deleting all versions of a course equivalency regardless of BEGIN YEAR/TERM

RECORD TYPE	FROM			BEGIN	TO		
	INST	DEPT ID	NUM SFX	YR/TERM	INST	CAC	NUM SFX
90	4670	MATH	114	(Blank)	4684	(Blank)	

Example 9: Footnote Text Deletion Record - Deleting a footnote text record with a specific footnote number and suffix.

RECORD TYPE	INST	FN	SFX
95	4670	0601	

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Example 10: Departmental Elective Equivalency - Defaulting to the most recent TO department information

Note: This is often used when the TO institution does not have a direct course equivalency but has a comparable department (curricular area).

FROM			TO			DEF	DEF		
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS EQUIV</u>	<u>YR/TERM</u>	<u>CRED</u>	<u>LVL</u>	<u>GE(BR)</u>
9999	COM	298	4680	1107	11	R	S	L	

Example 11: Departmental Elective Equivalency - Associating with previous department information

Note: This is an example of the TO institution granting elective in a previous department, which was effective in 1989-90/1.

FROM			TO			DEF			
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS EQUIV</u>	<u>YR/TERM</u>	<u>CRED</u>	<u>LVL</u>	<u>GE(BR)</u>
9999	COM	298	4680	1107	11	198990/1	S	L	

Example 12: General Elective Equivalency

Note: This is often used when the TO institution has neither a direct course equivalency nor a comparable department (curricular area) but will grant transfer credit.

FROM				TO			DEF		
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS EQUIV</u>	<u>CRED</u>	<u>LVL</u>	<u>GE(BR)</u>
4656	E ASIAN	101		4670	0000	01	S	L	

Example 13: General Education (Breadth) Elective Equivalency

Note: This is used when the TO institution has neither a direct course equivalency nor a comparable department (curricular area) but will grant transfer credit within a specified general education (breadth) area.

FROM				TO			DEF		
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS EQUIV</u>	<u>CRED</u>	<u>LVL</u>	<u>GE(BR)</u>
4680	BIOL	101		4656	0000	03	S	E	B

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Example 14: No Degree Credit

Note: In cases where no degree credit will be granted for the transferring course and for which there is no equivalent course at the TO institution, the equivalency may be coded to indicate NDC ("No Degree Credit") and an associated footnote should be used to explain the situation.

FROM				TO						
INST	DEPT ID	NUM	SFX	INST	CAC	NON-CRS	EQUIV	CRED	LVL	FN
4688	SSS ENG	092		4670	0000	21		0.00		0005
<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>							
SYST- WIDE	0005		NO CREDIT TOWARD A DEGREE WILL BE GRANTED FOR THE COURSE.							

Example 15: Departmental Decision (Confer)

Note: When the student needs to confer with the department at the TO institution to determine whether or not degree credit will be granted, the equivalency may be coded to indicate the curricular area code and this type of NON-COURSE EQUIVALENT.

FROM				TO						
INST	DEPT ID	NUM	SFX	INST	CAC	NON-CRS	EQUIV	CRED	LVL	FN
4680	MIL	101		4656	1801	12		0.00		0256
<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>							
4656	0256		AFTER YOU HAVE REGISTERED AT UW-MADISON, IT MAY BE POSSIBLE FOR YOU TO ESTABLISH CREDIT FOR THIS COURSE BY SEEKING DEPARTMENT RECOMMENDATION.							

Example 16: General Confer

Note: When the student needs to confer with the appropriate department, which is not specified, at the TO institution to determine whether or not degree credit will be granted, the equivalency may be coded to indicate this type of NON-COURSE EQUIVALENT.

FROM				TO						
INST	DEPT ID	NUM	SFX	INST	CAC	NON-CRS	EQUIV	CRED	LVL	FN
4672	INS	225		4670	0000	04		0.00	L	0002 0011

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<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>
SYST- WIDE	0002		STUDENTS SHOULD CONSULT WITH THE ACADEMIC DEPARTMENT AT THE INSTITUTION TO WHICH THEY ARE TRANSFERRING TO DETERMINE WHETHER OR NOT DEGREE CREDIT WILL BE GRANTED FOR THE COURSE AND HOW ANY CREDIT MAY BE APPLIED.
SYST- WIDE	0011		IF THERE IS NOT A COMPARABLE DEPARTMENT AT THE RECEIVING INSTITUTION, STUDENTS SHOULD CONSULT WITH THE INSTITUTION'S REGISTRAR'S OFFICE TO DETERMINE THE APPROPRIATE ACADEMIC DEPARTMENT.

Example 17: Admissions Office Decision

Note: In cases, where the Admissions Office at the TO institution determines the course equivalent on a case-by-case basis, the equivalency may be coded to indicate this type of NON-COURSE EQUIVALENT and an associated footnote may be used to explain the situation.

----- FROM -----				----- TO -----						
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS</u>	<u>EQUIV</u>	<u>CRED</u>	<u>LVL</u>	<u>FN</u>
4688	ENGLISH	105		4670	0000	02		0.00		0004

<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>
SYST- WIDE	0004		THE ADMISSIONS OFFICE AT THE INSTITUTION TO WHICH THE STUDENT IS TRANSFERRING WILL DETERMINE THE COURSE EQUIVALENT AND WHETHER OR NOT DEGREE CREDIT WILL BE GRANTED FOR THE COURSE.

Example 18: Departmental Activity

Note: When the TO institution may not have a direct course equivalency but grants departmental activity credit, such as physical education or music, the equivalency may be coded to indicate the curricular area code and this type of NON-COURSE EQUIVALENT.

----- FROM -----				----- TO -----				<u>DEF</u>	
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS</u>	<u>EQUIV</u>	<u>CRED</u>	<u>LVL</u>
4672	P-E	212		4670	0870	13		S	L

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Example 19: Major-Specific Equivalency

Note: In cases where a course transfers differently for students in a particular field of study, a footnote is used to explain the exceptional situation. This example also shows that a numeric DEPARTMENT ID is used when this is the format appearing on the FROM institution's transcript.

FROM				TO				DEF	DEF	
INST	DEPT ID	NUM	SFX	INST	CAC	NUM	SFX	CRED	LVL	FN
4652	PSYC	130		4656	1702	201		S	R	0522
INST	FN	SFX	TEXT							
4656	0522		PSYCHOLOGY MAJORS MAY RECEIVE CREDIT FOR PSYCHOLOGY 210 AT UW-MADISON.							

Example 20: Group Equivalency (1 to 2)(Without Many-to-Many Key)

Note: In cases where one course transfers as a combination of courses, one equivalency with a footnote explaining the situation is preferred.

FROM				TO				DEF	DEF	
INST	DEPT ID	NUM	SFX	INST	CAC	NUM	SFX	CRED	LVL	FN
4670	PHYS	211		4684	1902	160		S	L	0600
INST	FN	SFX	TEXT							
4684	0600		PHYS 211 AT UW-EAU CLAIRE IS EQUIVALENT TO THE COMBINATION OF PHYS 160 (GL) AND PHYS 161 (GL) AT UW-WHITEWATER.							

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Example 21: Group Equivalency (1 to 2)(With Many-to-Many Key)

Note: In cases where one course transfers as a combination of courses, either one or two equivalencies with a footnote explaining the situation may be submitted.

Note: A many-to-many key must be submitted for many-to-many equivalencies to be displayed appropriately in u.select. Otherwise the many-to-many key is optional.

----- FROM -----				----- TO -----				DEF		
<u>INST</u>	<u>DEPT</u>	<u>ID</u>	<u>NUM</u> <u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>CRED</u>	<u>LVL</u>	<u>FN</u>
4670	PHYS		211	4684	1902	160		S	L	0600
4670	PHYS		211	4684	1902	161		S	L	0600

M-to-M KEY

0001  
0001

<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>
4684	0600		PHYS 211 AT UW-EAU CLAIRE IS EQUIVALENT TO THE COMBINATION OF PHYS 160 (GL) AND PHYS 161 (GL) AT UW-WHITEWATER.

Example 22: Group Equivalency (2 to 1)(With Many-to-Many Key)

Note: In cases where a combination of courses transfers as one or more courses, one equivalency for each individual course is preferred. However, submitting multiple unique equivalencies is also an option. A footnote should be used to explain the combined situation.

Note: A many-to-many key must be submitted for many-to-many equivalencies to be displayed appropriately in u.select. Otherwise the many-to-many key is optional.

----- FROM -----				----- TO -----				DEF			M-TO-M		
<u>INST</u>	<u>DEPT</u>	<u>ID</u>	<u>NUM</u> <u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NUM</u>	<u>SFX</u>	<u>NON-CRS</u>	<u>EQV</u>	<u>CRED</u>	<u>LVL</u>	<u>FN</u>	<u>KEY</u>
4684	PHYS	CS	160	4670	1902			11		S	L	0601	
4684	PHYS	CS	161	4670	1902			11		S	L	0601	
4684	PHYS	CS	160	4670	1902	211		00		S	L	0601	0001
4684	PHYS	CS	161	4670	1902	211		00		S	L	0601	0001

Date	Title	Chapter	Page
8-12	COURSE EQUIVALENCY SPECIFICATIONS	IV	B.46

<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>
4670	0601		THE COMBINATION OF PHYSICS 160 AND PHYSICS 161 AT UW-WHITEWATER IS EQUIVALENT TO PHYS 211 AT UW-EAU CLAIRE.

Example 23: Does Not Transfer

Note: In cases where the transferring course does not transfer to the TO institution, the equivalency may be coded to indicate DNT ("Does Not Transfer") and an associated footnote should be used to explain the situation.

----- FROM -----				----- TO -----						
<u>INST</u>	<u>DEPT ID</u>	<u>NUM</u>	<u>SFX</u>	<u>INST</u>	<u>CAC</u>	<u>NON-CRS</u>	<u>EQUIV</u>	<u>CRED</u>	<u>LVL</u>	<u>FN</u>
4639	442	101		4670	0000	23				0020

<u>INST</u>	<u>FN</u>	<u>SFX</u>	<u>TEXT</u>
SYST- WIDE	0020		THIS COURSE DOES NOT TRANSFER TO THE SPECIFIED RECEIVING INSTITUTION.