

# Frequently Asked Questions

## Entering Rejected Transfer Credits

### **Are there any courses from the student's institution of origin that do not need to be entered into PeopleSoft?**

- Credits that were not earned at the student's institution of origin do not need to be entered. This would include courses with a grade of W (Withdrawal), F (Failure), or I (Incomplete). In addition, if a student repeated a course, only the courses for which they are earning credit should be entered into PeopleSoft.

### **Do rejected courses need to be entered for students transferring internally from other University of Pittsburgh schools or regional campuses?**

- Rejected transfer courses do not need to be entered for internal transfer students, even if the student was at one time an external transfer. The university only needs to report the credit totals from the student's institution of origin at the time they are admitted.

### **Do rejected courses need to be entered for classes that students have been given permission to take at another institution, while still an active University of Pittsburgh student?**

- If a student has been given permission to complete courses at another institution and the courses are not transferrable, they do not need to be entered into PeopleSoft as rejected. These students are not external transfers. If the course is transferrable, then it must be entered into PeopleSoft with its equivalent University of Pittsburgh course.

### **Do descriptions (course titles) for the rejected courses need to be entered?**

- The Description field should be populated for incoming courses whenever possible regardless of whether they are accepted or rejected.

### **Do all of the courses that students earned credit for at their previous institution(s) need to be entered?**

- For schools that follow the guidelines of accepting a maximum of 60 transfer credits from accredited community colleges and two-year junior colleges and a maximum of 90 credits from accredited four-year institutions, credits do not need to be entered from a student's institution of origin once these limits have been met. The total number of accepted credits, plus the number of rejected credits does not need to exceed 60 or 90, respectively. You may enter rejected courses beyond these limits, if you choose to do so.

## Instructions for Entering Rejected Transfer Credits

- Navigate to Records and Enrollment > Transfer Credit Evaluation > Course Credits – Manual
- Enter student ID number to search for previously posted transfer credit models
- Click on the Course Credits by Term tab and unpost the transfer credit model (or models) that are currently posted.

Transfer Course Entry
Course Credits by Term

Test Student: [REDACTED]

Transfer Credit Model Find | View All | First 1 of 1 | Last

Academic Career:	UGRD	Undergraduate
Academic Institution:	UPITT	University of Pittsburgh
Model Nbr:	1	
Academic Program:	UCGS	College of General Studies
Admit Type/Term:	TransferIn	2006Fall

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Find | View All | First 1 of 1 | Last

Articulation Term:	2006Fall	Posted Date:	08/10/2011
Model Status:	Posted	User ID:	PeopleSoft User

Units Taken:	52.00
Units Transferred:	52.000

FA Weeks of Instruction Stats

Units Taken:	0.00
Units Transferred:	0.000

Course Credits Summary

Units Taken:	52.00
Units Transferred:	52.000

Transfer Course Entry | Course Credits by Term

- Return to the Transfer Course Entry page to begin adding rejected courses
- On the existing transfer credit model, go to the last course entry and add a new row

*Group* Seq# <input type="text" value="18"/> <input type="text" value="1"/>  Status: Accepted <a href="#">Details</a> <a href="#">Comments</a>	<div style="background-color: #003366; color: white; padding: 2px;">Incoming Course</div> Year: <input type="text" value="2005"/> Ext Term: <input type="text" value="FALL"/> Subject: <input type="text" value="POL"/> Course Nbr: <input type="text" value="103"/> Description: <input type="text" value="American Government"/> Units Taken: <input type="text" value="3.00"/> Grade Input: <input type="text" value="B"/>	<div style="background-color: #003366; color: white; padding: 2px;">Equivalent Course</div> Course ID: <input type="text" value="120412"/> <input type="text" value="PS"/> Offer Nbr: <input type="text" value="1"/> <input type="text" value="0200"/> Units Transferred: <input type="text" value="3.000"/> Grading Scheme: <input type="text" value="STD"/> Std Grade Grading Basis: <input type="text" value="LG"/> Letter Grade Official Grade: <input type="text" value="T"/> Transfer Repeat Code: <input type="text"/> Designation: <input type="text"/> <input type="checkbox"/> Include in FA WI Stats
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*Group* Seq# <input type="text" value="19"/> <input type="text" value="1"/>  Status: Accepted <a href="#">Details</a> <a href="#">Comments</a>	<div style="background-color: #003366; color: white; padding: 2px;">Incoming Course</div> Year: <input type="text"/> Ext Term: <input type="text"/> Subject: <input type="text"/> Course Nbr: <input type="text"/> Description: <input type="text"/> Units Taken: <input type="text" value="0.00"/>	<div style="background-color: #003366; color: white; padding: 2px;">Equivalent Course</div> Course ID: <input type="text"/> Offer Nbr: <input type="text"/> Units Transferred: <input type="text" value="0.000"/> Grading Scheme: <input type="text"/> Grading Basis: <input type="text"/>
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- Enter the course detail for the rejected course in the Incoming Course box
- To indicate that this course was rejected, do not type anything into the Equivalent Course box

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*Group* Seq# <input type="text" value="19"/> <input type="text" value="1"/>  Status:  <a href="#">Details</a> <a href="#">Comments</a>	<table border="1"> <thead> <tr> <th colspan="2">Incoming Course</th> </tr> </thead> <tbody> <tr> <td>Year:</td> <td><input type="text" value="2005"/> Ext Term: <input type="text" value="FALL"/></td> </tr> <tr> <td>Subject:</td> <td><input type="text" value="MUS"/></td> </tr> <tr> <td>Course Nbr:</td> <td><input type="text" value="101"/></td> </tr> <tr> <td>Description:</td> <td><input type="text" value="Introduction to Music"/></td> </tr> <tr> <td>Units Taken:</td> <td><input type="text" value="3.00"/></td> </tr> <tr> <td>Grade Input:</td> <td><input type="text" value="D"/></td> </tr> </tbody> </table>	Incoming Course		Year:	<input type="text" value="2005"/> Ext Term: <input type="text" value="FALL"/>	Subject:	<input type="text" value="MUS"/>	Course Nbr:	<input type="text" value="101"/>	Description:	<input type="text" value="Introduction to Music"/>	Units Taken:	<input type="text" value="3.00"/>	Grade Input:	<input type="text" value="D"/>	<table border="1"> <thead> <tr> <th colspan="2">Equivalent Course</th> </tr> </thead> <tbody> <tr> <td>Course ID:</td> <td><input type="text"/></td> </tr> <tr> <td>Offer Nbr:</td> <td><input type="text"/></td> </tr> <tr> <td>Units Transferred:</td> <td><input type="text" value="0.000"/></td> </tr> <tr> <td>Grading Scheme</td> <td><input type="text"/></td> </tr> <tr> <td>Grading Basis:</td> <td><input type="text"/></td> </tr> <tr> <td>Official Grade:</td> <td><input type="text"/></td> </tr> <tr> <td>Repeat Code:</td> <td><input type="text"/></td> </tr> <tr> <td>Designation:</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: right;"><input type="checkbox"/> Include in FA WI Stats</td> </tr> </tbody> </table>	Equivalent Course		Course ID:	<input type="text"/>	Offer Nbr:	<input type="text"/>	Units Transferred:	<input type="text" value="0.000"/>	Grading Scheme	<input type="text"/>	Grading Basis:	<input type="text"/>	Official Grade:	<input type="text"/>	Repeat Code:	<input type="text"/>	Designation:	<input type="text"/>	<input type="checkbox"/> Include in FA WI Stats	
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<a href="#">Add/View Comments</a>																																				

- Continue to add each rejected course in the same manner.
- Don't forget to return to the Course Credits by Term tab to Post the transfer credit model to the student's record
- If the student has transfer credits from multiple institutions, you will need to add the rejected courses to all of the transfer credit models