Posting transfer credit takes significantly longer in SIS than in legacy. In legacy every course had to be hand entered and that required about 30 seconds. In SIS we have an automated version and a manual entry. The automated version requires about one minute and the manual version requires about three minutes. For the manual version every course description must be read to determine the articulation. These time estimates do not include research on course articulation. Each transcript requires a minimum of 30 to 45 seconds to research each course.

In addition the automated version has to be maintained and updated. Updating one course can take up to 3 minutes. Adding a course can take from five to ten minutes. The following time estimates are not reflecting maintenance.

The automated system includes all current freshman and sophomore courses for colleges in Indiana plus all courses at PUWL, PUNC, IPFW, and PUC. As you can imagine since course numbers change, new courses are added etc, this system will require significant maintenance.

We currently have 3 full time credit evaluators and one half time evaluator.

1. Transfer applications
   a. We admit approximately 5500 transfers in a calendar year. We estimate conservatively that the average transfer student brings in 20 courses. That means we are loading 110,000 courses. We also estimate that 40% of these courses will be on the automated system. The remaining will require manual entry. Total time estimate is 44,000 automated == 44,000 minutes or 733 hours. 66,000 courses manual entry =198,000 minutes or 3300 hours. Three staff members only loading credits will need 168 working days just to load credits. This does not count research time for manual entry, maintenance time for automated version updates and corrections. Our applications do not arrive in an equally distributive manner. They tend to arrive in larger volumes the closer the terms approach. For example 50 to 60% of our transfer applicants for the fall semester will not apply until April, May and June.
   b. We load transfer credit for the EDDP program, all credits for SCS external degree, some course work for SCS Indy, and all of Columbus transfer
credit. Almost all of the SCS credit will be manual. About 60% of the Columbus credits can be loaded using the automated system.

1. Last year we posted credits for 235 transfers to Columbus. This represents 4700 courses. 2820 on the automated process requiring 2820 minutes or 47 hours. 1880 courses on manual process requiring 5640 minutes or 94 hours
2. We evaluated and loaded approximately 200 transfers for SCS external degree. Almost all are manual and will require 12,000 minutes or 200 hours
3. We evaluated 200 students for EDDP (10 courses each). 90% will be automated. 2000 courses requiring 2000 minutes or 33 hours.
4. We evaluated 100 transfers for SCS Indianapolis. Almost all are manual and will require 6,000 minutes or 100 hours

2. Stray transcripts- approximately 300 students each year send us transcripts to be added to their records. These may be returning students, intercampus transfers, or continuing students who have earned credits during the summer. The average number of courses posted is 10. About half of these can be posted using the automated system. Estimate 3000 courses with 1500 being automated and requiring 1500 minutes or 25 hours. 1500 manual loading requiring 4500 minutes or 75 hours.

3. Credit by exam—Each year more students are sending us AP scores, CLEP, or DANTES scores. Approximately 300 students will send us AP scores. AP scores are automated and will require 300 minutes or 5 hours. We receive about 75 CLEP scores and 75 DANTES scores. Each will require two minutes to enter. This requires 300 minutes or 5 hours.

4. Military training---About 300 military personnel send us DD214 or 275 forms. This process is automated for basic training credits. It is manual for other postings. Seventy-five percent will be automated. Estimate 600 minutes or 10 hours.

Given the receipt of transfer applications, it will not be possible to evaluate and load transfer credits in a timely fashion. Eighty percent (80%) of the spring transfer applications are reviewed in October, November, and early December. We admit 1500 transfers for the Spring term. Eighty percent (80%) of the fall transfer applications are reviewed in June, July, and early August. We admit 2500 transfer students for the Fall term. It will be impossible to have credit evaluations done for the majority of admitted students before the term begins. This has very serious implications for yield (enrollment) and for advising.

Here are recommended solutions. This will be a two year trial period and we will then revisit these business practices.
1. Cease loading courses that do not transfer. This includes loading courses with C- or below grades. For Purdue transfers seeking Purdue majors, we would continue to load all Purdue courses regardless of grade. (F grades should be loaded since the final transcript created by PUWL will include those F grades and IUPUI advisers need to be aware of these grades. For Purdue transfers seeking Indiana University majors we will load all courses where D grades or higher are earned. F grades will not be loaded since they do not transfer. For all other transfer students, only courses with C grades or higher will be loaded. (C- grades and below do not transfer. This will eliminate an estimated 10% of the course loadings. The absence of non-transferable courses will limit the advisor’s knowledge of past performance on a transfer credit report; however, with imaging, advisors will now have access to transcripts. Advisors will now have a complete picture of all academic performance including withdrawals, incompletes, and grades below C.

2. For second degree applicants (bachelor degrees), we will cease loading all credits. All 100, 200, and 300 level courses would be loaded and any 400 level courses taken in the IUPUI school offering the new major. With imaging, advisors will have access to the transcripts and they can request that additional designated courses be added through an email or written memo. For second degree applicants (associate degrees), we will load only 100 and 200 level courses and other courses taken in the school relevant to the new major. With imaging, advisors will have access to the transcripts and they can request that additional designated courses be added through an email or written memo. Should we admit a second degree student to Business, no 400 level courses in Business will be loaded.

   We estimate that this will eliminate another 5 to 10% of our course loadings.

3. For all applicants with 90 hours or more of credit. We will load all 100, 200 and 300 level courses and any 400 level courses taken IUPUI school offering the new major. With imaging, advisors will have access to the transcripts and they can request that additional designated courses be added through an email or written memo. Should a student be admitted to a business major (UCOL or Business entry) no 400 level Business courses be listed.

   We estimate that this will eliminate about 5% of our course loadings.

4. For groups 2 and 3, Admissions will flag those transcripts where not all credits are posted. We know we can place a yellow post-it note on the electronic copy of the transcript. We are investigating additional methods but we may be limited by software design.

5. Academic advisers may notify admissions by memo (paper or electronic) if they wish additional course(s) added.

6. We will follow these business practices for two years and assess the impact.