Entering Transfer Work (Graduate Programs ONLY)

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

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

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

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