

## **BANNER TRANSCRIPTS - ITEMS FOR ADVISORS**

**Terminology: CAPP = Curriculum Advising and Program Planning**

**Degree Compliance = Degree Audit**

### **Handout for FAST II Seminars**

- 1) **Repeated courses are handled differently in Banner than in the AS 400.** In the AS 400 students could repeat up to five different courses as many times as necessary until earning a 'C' or better grade. The second grade earned completely replaced the first grade.  
In AS 400, once a student repeated their sixth different course, the first and second grades were averaged together. In Banner students may repeat as many different courses as they wish with the condition that after the third different course repeated they seek permission from their Dean's Office.  
Beginning Fall 2004 and forward, the most current grade will always be used as a replacement for the previous grade. Banner will not average repeated course grades no matter how many different courses a student is permitted to repeat.  
Due to conversion from the AS 400 to Banner, students who, under the AS 400, had repeated 6 or more different courses will have an '**A**' code to the right side of the excessive repeats. '**A**' codes indicate an excessive repeat has occurred, and grades are being averaged. This 'A' code will appear to the right side of the first grade earned. The second grade will have an '**I**' code out to the right side. '**I**' codes refer to grades that are being included in the student's GPA.  
In Banner, an '**E**' code appears to the right side of courses that are being excluded from the GPA. Each course that has been repeated will show an '**E**' code to the right side of the course the first time it was taken to indicate the grade has been excluded. When the course is repeated the '**I**' code will appear.  
When a student repeats a transfer course at Washburn, an '**RF**' or '**RD**' grade will appear for the transfer course grade. You will still see an '**E**' code to the right side of the transfer course, and the '**I**' code will appear to the right side of the repeated course at Washburn.
- 2) **Banner posts degrees** at the top left-hand side of the transcript rather than after the last semester completed, as in the AS 400.
- 3) **Banner will not post transfer degrees.** Only Washburn degrees are posted on Banner transcripts. However, if a student is classified as seeking an undergraduate degree at Washburn, all prior transfer work will be posted on the Banner transcript. For example, if a student has a prior undergraduate degree from KU, but has been admitted to Washburn as a Baccalaureate degree seeking student, all prior transfer coursework will be posted, just as in the AS 400. The only significant difference is the Banner transcripts will not show degrees earned at transfer institutions.
- 4) **Banner transcripts on the Web show all transfer work taken before any Washburn work.** Rather than posting a transfer course number, Banner will use either a **1XX**, **2XX**, **3XX**, or **4XX**. For example, if the transfer course is evaluated as an Art course, but we do not have an equivalent course offered at Washburn, an AR 1XX will be assigned. If a transfer course is lower division, a 1XX or 2XX will be assigned. If the transfer course is upper division, a 3XX or 4XX will be assigned. Transfer courses that are evaluated as exact equivalents to course specific general education courses at Washburn will appear on the Banner transcripts with the Washburn course prefixes and course numbers reflected.  
For example, if BS 120 from KU transfers to Washburn as our BI 100, then the Banner transcripts **will not** show KU's course number with a '<' sign to the side to signal it as a course specific general education, as in the AS 400. Instead, BI 100, Washburn's course, will be shown.
- 5) **GPA's in Banner may be one-hundredth lower than in the AS 400.** The AS 400 looks at the third place holder behind the decimal (thousandths) to determine the GPA. Banner only goes out to two places behind the decimal (hundredths) place holder. Grade point averages should either transfer to Banner exactly as they were in the AS 400, or the GPA's could be one-hundredth lower in Banner. The Banner transcripts will be printed on paper that includes an explanation of the difference in GPA calculation.
- 6) **If a requirement that is waived for a student is offered by the department as a choice between taking two different courses, then CAPP will not show the requirement as met.** For example, if HI 111 -or- HI 112 is required, but the requirement is waived, CAPP will show an 'N' to the far left-hand side of the degree compliance to signal it has not been met. To the right of the course title, the statement '**Waived**' indicates the requirement has been fulfilled.