eSpecial Credit – Creating Templates

Overview

A template is a group of courses that are frequently awarded together. Templates are used when initiating an eSpecial Credit request and allow the user to bring in predefined sets of courses. If a new template or updates to an existing template are needed, please contact the Office of the Registrar.

To create and maintain templates, users will need the SR E Initiator 2 SPCT role.

Steps

Creating Templates

1. Log into one.iu.edu.
2. In the Search bar, type "special credit templates" and press ENTER.
3. Click on the eSpecial Credit- Create Templates (Administrative) task.

The Special Credit Template Creation page is displayed.

4. Enter a template name in the Template Name field. Template names are unique by institution.
Duplicate template names cannot exist at the same institution.

5. Select the appropriate **Institution**.

6. Select the appropriate **Career**. The career field is tied to the career of the student (not the career of the course). The template will only be available on the eSPC request document if the career of the student is the same career that was used to create the template.

7. Select the appropriate **Authorizing School**. The same authorizing school will need to be selected on the eSPC request document in order to use the template.

8. **Credit Type** and **Grade** are optional fields. If selections are made for these fields, all courses added to the template will default to the selections made but can be updated on each course if needed.

9. The **Template Description** field can be used to describe the purpose of the template. This field will display on the eSPC request document after the user selects the template.

10. The **Template Status** defaults to **Active** and cannot be changed.

11. The **Available as of** date defaults to the current date. The availability date can be future-dated if the user is creating a template that should not be used until a certain date. The template will not display on the eSPC request document until the availability date has been reached. If the availability date remains the current date, the template will be available immediately upon creation of the template.

12. After an **Authorizing School** is selected, the **Template Courses** section is displayed. Enter the **Course ID** or use the lookup to search by subject and/or catalog number. Courses will be returned if they have an Active offering in the course catalog (as of the availability date) and have the **Allow Course to be Scheduled** box selected. Courses unavailable for special credit will return the message, “**Course XXXXX is not available to award special credit. Please verify your search term and try again or use the lookup to find a course by subject or catalog #.**”

```
Template Courses
  * At least 2 courses must be added to create a template

  Course ID  Search
```

**NOTE:** If the template availability date is changed after a user has added courses to the template, the user must ensure that the courses added to the template prior to the date change are still valid offerings as of that date.

13. Once a course has been selected, the **Credit Type** and **Grade** fields for that course will display. See example below.

```
BUS 100
Title  INTRODUCTION TO BUSINESS
Subject  Business
Course ID  004701

Credit Type*  Life Eval  *
Grade*  Select  *
Units  0  *
```

**NOTE:** If the template availability date is changed after a user has added courses to the template, the user must ensure that the courses added to the template prior to the date change are still valid offerings as of that date.
14. Select the appropriate **Credit Type**.

- **Crse Eval** - Students who are enrolled in programs that allow students to earn credit through the successful completion of a higher-level course in a multi-course sequence, therefore validating that the student has mastery of the content and subject matter of the lower-level course, may be awarded Course Credit. The approval of Course Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Credential** - Students who are enrolled in programs that allow credit based on an earned credential may be awarded credential credit. This could include students who have an EMT license or a teaching license or other similar credential. The approval of Credential Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Life Eval** - Students who are enrolled in programs that award credit for verifiable life/work experience in degree requirement areas may be awarded Life Credit. The approval of Life Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Other** - Students who are enrolled in programs that allow students to earn credit through demonstrated prior learning experiences in degree requirement areas may be awarded Special Credit. This category should typically be used when neither Life Eval, Test Eval, Crse Eval, nor Credential credit is appropriate but there is an assessment that special credit should be awarded. The approval of Special Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Test Eval** - Students who are enrolled in programs that allow students to demonstrate competencies in subject areas through the completion of a test or equivalent learning assessment may be awarded Test Credit. The approval of Test Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

15. Select the appropriate **Grade**. The SPC grade basis is used. It contains the grades of ‘A’ and ‘S.’ ‘A’ grades will be included in the GPA.

16. If the course allows variable units in the course catalog, select the appropriate **Units**. If not, proceed to the next step.

17. If necessary, add a **Note** to the course. The note will be viewable to the initiator and all approvers including the student.

18. A minimum of two courses must be added to create a template. To add another course to the template repeat steps 12 through 17.

19. Click **Create Template** to finalize the template. You will receive a message that the template has been saved.
20. To create another template click **Create Another Template**. If you are finished, close the browser window.