

Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

Setting Up Academic Standing

To set up academic standing, use the Academic Standing Table component and the Academic Standing Rule component.

With academic standing action codes and rules, you can create sets of guidelines for every academic career within your institution. You can then use these codes and rules to assign academic standing to students, either by running the Acad Standing/Honors Awards process (SRPCEASD) through the Academic Standing/Honors and Awards page to evaluate students' academic standing, or by entering academic standing codes directly onto a student's term history record through the Academic Standing page.

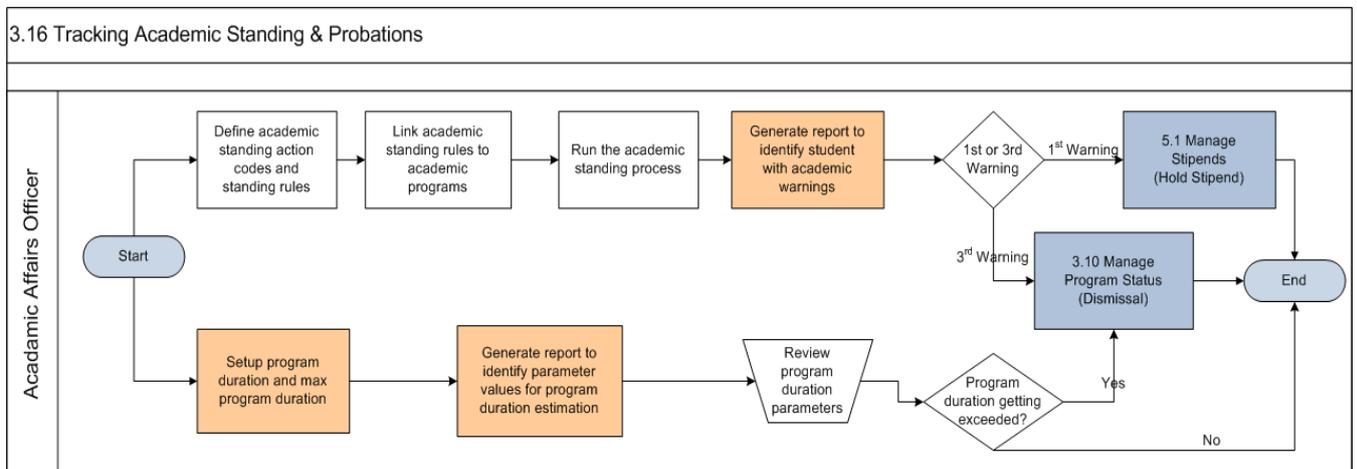
This section discusses how to:

- Generate report to identify parameter values for program duration estimation
- Define academic standing action codes.
- Create academic standing rules.
- Link academic standing, honors, and award rules to academic programs.
- Run the academic standing process

Pages Used to Set Up Academic Standing

Page Name	Definition Name	Navigation	Usage
Academic Standing Table	ACAD_STDNG_TBL	Set Up SACR, Product Related, Student Records, Student Standing and Awards, Academic Standing Table, Academic Standing Table	Define academic standing action codes for every academic career within your institution.
Academic Standing Rule	ACAD_STDNG_RULE	Set Up SACR, Product Related, Student Records, Student Standing and Awards, Academic Standing Rule, Academic Standing Rule	Create academic standing rules. Academic standing rules are keyed by academic career, so define a broad description for an academic standing rule (such as <i>Undergraduate Rules</i> or <i>Graduate Rules</i>). Within each rule, you create detail lines that correspond with academic standing action codes that you define.
Standing/Honors	ACAD_PROG_STDG_TBL	Set Up SACR, Foundation Tables, Academic Structure, Academic Program Table, Standing/Honors	Link academic standing rules to academic programs.

Business Process Map



Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

Defining Academic Standing Action Codes

Access the Academic Standing Table page (Set Up SACR, Product Related, Student Records, Student Standing and Awards, Academic Standing Table, Academic Standing Table).

Academic Standing Table

Academic Institution: KSAU KSA Univ. of Health Sciences
Academic Career: UGRD Undergraduate

The screenshot shows a web application interface for defining academic standing action codes. At the top, there are search and navigation options: 'Find | View All' and '1 of 1'. Below this, the form includes the following fields:

- *Effective Date: 01/01/2001
- *Status: Active
- *Academic Standing Action: W2CN
- *Description: Warning 2 - Subjected to Prob
- Short Description: Warning 2
- *Academic Standing Status: Subjected to Probation
- *Formal Description: Warning 2 - Subjected to Probation (CON-R)
- *Internal Description: Warning 2 - Subjected to Probation (CON-R)
- *Transcript Level: Not Print

At the bottom of the form, there are search and navigation options: 'Find | View All' and '8 of 13'.

Creating academic standing action codes is a precursor to defining academic standing rules. Therefore, to define academic standing action codes, you must think about how they can be used in the rule sets for the academic standing process. For example, suppose that students at your institution receive two warnings before being placed on probation and the warnings are of different degrees. That is, if students receive a second warning it is more severe. In this case you would define two different academic standing action codes for warnings because you want to distinguish them. Later, you define rule details for these codes, and for all other academic standing action codes defined on this page.

Note. If you want to inactivate an academic standing action code that is attached to an academic standing rule, delete the code where it is attached to the rule on the Academic Standing Rule page and enter a status of Inactive on the Academic Standing Table page.

Following are important terms used to add/update data that you should need to understand to fully utilize this component:

Academic Standing Action

Enter an academic standing action code.

Academic Standing Status

Select an academic standing status. Values for this field are delivered with your system as translate values. You can modify these values. The delivered values are Dismissed, Good Standing, Probation, and Subject to Dismissal.

You can have many academic standing action codes that contain the same academic standing status. For example, DIS1, DIS2, and DIS3 can all contain a status of Dismissed.

Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

Formal Description

Enter a formal description. If you choose to have the academic standing action appear on a student's transcript, the system displays the formal description.

Internal Description

Enter a description to be used for internal purposes only.

Transcript Level

Select the transcript level on which you want the academic standing to print. Values for this field are delivered with your system as translate values. These translate values can be modified. The delivered values are Deg Prog (degree progress), Not Print, Official, Stdnt Life (student life), and Unofficial.

Creating Academic Standing Rules

Access the Academic Standing Rule page (Set Up SACR, Product Related, Student Records, Student Standing and Awards, Academic Standing Rule, Academic Standing Rule).

Academic Standing Rule

Academic Career: UGRD Undergraduate KSA Univ. of Health Sciences

*Academic Standing Rule	*Effective	Term	Description	Short Description		
UGRD CON-R	1321	Semester Term Fall 2013	Undergraduate Nursing - Riyadh	UGRD CON-R		
UGRD GNRL	1321	Semester Term Fall 2013	Undergraduate General Rule	UGRD GNRL		
UGRD ME-PH	1321	Semester Term Fall 2013	Undergraduate ME&CPHHI	UGRD ME-PH		

Find | View All 1 of 3

Academic Standing Rule: UGRD CON-R Effective Term: 1321 Semester Term Fall 2013

Cumulative Units Passed:	<input type="text"/>
Current Units Passed:	<input type="text"/>
Cumulative Units Attempted:	<input type="text"/>
Current Units Attempted:	<input type="text"/>
Academic Year GPA:	<input type="text"/> <input type="checkbox"/> Exclude No GPA Attempted Units

Academic Standing Detail Find | View All First 1 of 7 Last

Seq. No: 10 Academic Standing Action: W1CN Warning 1

Any Academic Standing Set No Academic Standing Set

Prior Term Academic Standing:

<input type="text"/>	<input type="text"/>

Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

Academic Standing Rule

Enter an alphanumeric code that identifies this academic standing rule code.

Effective Term

Select the effective term of the rule. When the system uses the rules that you define here in the Academic Standing process, it verifies that the rule is effective within the term for which the process is running.

Seq No (sequence number)

Enter the sequence number order in which the system evaluates the rule. Sequence your rules from the most severe academic standing action to the least severe. After a student's academic standing matches one academic standing rule, the Academic Standing process applies the academic standing action code to the student's record and moves on to the next student.

Academic Standing Action

Enter the academic standing action code that you want the system to post to students' records if the rule is satisfied. The system populates the Academic Standing page with the appropriate code once you run the academic standing process.

Cumulative GPA, Current Term GPA, Cumulative Units Passed, Current Units Passed, Cumulative Units Attempted, Current Units Attempted, and Academic Year GPA

These criteria form your rules. For each criterion that you choose to use in this rule, select a qualifier: Greater Than, Greater Than or Equal To, Less Than, or Less Than or Equal To. Do not modify these values. Then, enter the numeric value for each criterion. In the preceding example, the cumulative grade point average must be less than 2.000 *and* the current grade point average must be less than 2.000.

Use the last prompt box to add the connector for the rule: And, Or, and blank for none.

You can skip any criteria and only enter information in the criteria pertinent for your rule. See the examples to understand the sequencing of rules.

Note:- For the Academic Year GPA field, the system looks at the term for which academic standing is being processed, determines the academic year in which the term falls based on the value in the Term/Session Table component, determines the student's statistics from all terms in that academic year, calculates the student's grade point average, then compares the student's grade point average against the value that you enter on this page.

Exclude No GPA Attempted Units

Select this check box in order to exclude from reporting all classes that were attempted, but are not included in the student's GPA (for example, Pass/No Pass courses, W grades, and so on). The grade's corresponding Include in GPA check box on the Grading Scheme Table page must be cleared (not selected) in order for the system to exclude it from processing. Clear this check box in order to include in your report all attempted coursework, regardless of the assigned grade.

Any Academic Standing Set

Select if it does not matter what academic standing action codes students can have on their records prior to this rule evaluation. The other fields on the page become unavailable for input.

No Academic Standing Set

Select if the student's record should possess no academic standing action code.

Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

Prior Term Academic Standing

Select any academic standing code that the student must possess in a prior term to satisfy the rule. For example, in the preceding page shot, the student must possess the PRB1 (probation 1) code in addition to meeting the grade point average requirements.

Note:- By selecting the No Academic Standing Set check box and selecting prior academic standing values, the academic standing rule reads as an OR statement. For this rule to apply, the student's record must either possess the academic standing values for the prior term that you select, possess no academic standing action code, or have no prior term for comparison.

Example of an Academic Standing Rule

Suppose that you defined seven different academic standing action codes for undergraduates. Because you want to use all of these codes in the Academic Standing process, you have eight rule detail lines in your academic standing rule, each line numbered from sequence number 10 (being the most severe academic standing action code) to sequence number 90 (being the least severe academic standing action code).

The following examples demonstrate some ways to set up academic standing rules.

The Sequencing of Rule Details

The Academic Standing Rule page looks like the following for the Dismissal 2 action

➤ **Academic Standing Action Codes**

Following are the brief summary of steps that you required to academic standing action codes:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

N/A

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Setup SACR > Product Related > Student Records > Student Standing and Awards > Academic Standing Table
3. Enter the Academic Institution and Academic Career for which to create academic standing codes
4. Provide the following information to create new academic standing cod:
5. Effective date: effective date for this standing code
6. Academic Standing Action: What action should be taken against this standing code (e.g. Dismissal)
7. Description: Description of the action
8. Academic Standing Status: Status of the standing code (e.g. dismissed, good)
9. Formal Description: Description of the standing status
10. Internal Description: Internal description for standing code
11. Transcript Level: Where this academic standing code should appear (e.g. Official)
12. Click "Save" button.

Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

➤ Define Academic Standing Rules

Following are the brief summary of steps that you required to define academic standing rules:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

1. Before creating "Academic Standing Rules" the values in "Academic Standing Table" should be defined

Summary of Steps

1. Login to system using your credentials (username & password)
2. **Go to page:** Main Menu -> Setup SACR > Product Related > Student Records > Student Standing and Awards > Academic Standing Rule
3. Enter the Academic Institution and Academic Career for which to create academic standing rules
4. Define all required criteria the academic standing rule under these sections (GPA and Unit Details & Academic Standing Details)
5. Following is the example scenario: (Apply Academic Standing Action = "Warning 2" If the student GPA is less than "2" and the Prior Academic standing is "Warning 1") [**Note:-** You can create multiple academic standing rules by providing different criteria]
6. Click "Save" button.

➤ Apply Academic Standing Rule on Academic Program

Following are the brief summary of steps that you required to apply academic standing rule on academic program:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

1. The specific standing rule should ne defined in the system before applying on academic program

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Setup SACR > Foundation Tables > Academic Structure > Academic Program Table
3. Enter search fields: Academic Institution, and Academic Program
4. Select second tab "Standing/Awards" and select the information from "Academic Standing" section
5. "Here you need to select the particular academic standing rule for this selected program"
6. After the selection of the Academic Standing Rule for the selected academic program click on "Save" button

Train the Trainer Modules: Term Processing

6.13 Tracking Academic Standing and Probations

➤ Run the academic standing process

Following are the brief summary of steps that you required to run the academic standing process:

(**Note:-** Click on "See It" button to view the interactive slideshow of the following steps)

Pre-Requisites

1. The academic standings and rules should be defined and applied to the programs

Summary of Steps

1. Login to system using your credentials (username & password)
2. Go to page: Records and Enrollment > Term Processing > End of Term Processing > Acad Standing/Honors & Awards
3. Click on "Add a new Value" to create new Run Control ID if exist before
4. Enter specific Run Control ID to configure this batch process
5. It will take you in main page. Enter information on this page as: (Institution: Name of institution, Career: Select academic career of the students, Term: Select term of the students for which these academic standings going apply, Acad Program: Select the specific program)
6. Click on "Save" button to save the configurations of this process
7. Click on "Run" button to make "Process Scheduler Request".
8. To check the process status click on "Process Monitor" link
9. After the successfully completion of this process the system calculate and apply the academic standings according to the configured standing rule