



UNIVERSITY OF
CALGARY

Academic Review

Training Guide

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Academic Review

This document describes the overall process for Academic Review. This includes the set up of Academic Review and associated processes. Also included are the process descriptions for rulings of Required to Withdraw and Academic Review Appeals.

Academic Standing Action Codes

Academic standing action codes define the academic standing actions that result from the academic review process (e.g., required to withdraw, placed on probation, etc.). A common set of codes – some of which are configured to print on the transcript and some of which are not – are available to faculties to use in defining the outcomes of their automated rules, or in adding rulings manually to a student's record.

Academic Standing Table

Navigation: Setup SACR > Product Related > Student Records > Student Standing and Awards > Academic Standing Table

Academic Standing Table

Academic Institution: UCALG University of Calgary

Academic Career: UGRD Undergraduate Programs

*Effective Date: 2007/01/01 *Status: Active

*Academic Standing Action: APLA

*Description: RTW Acad-on Prob due to Appeal Short Description: APLA

*Academic Standing Status: Probation

*Formal Description: RTW (Academic) Readmit on Probation on Appeal

*Internal Description: RTW (Academic) Readmit on Probation on Appeal

*Transcript Level: Official

Long Description: Required to Withdraw for Academic Reasons. Subsequently Readmitted on Probation on the Basis of an Appeal.

Save Return to Search Notify Update/Display Include History Correct History

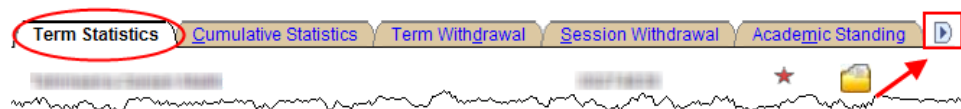
- **Academic Standing Status** indicates the resulting "Status" based on the assigned Academic Standing Action.
- **Transcript Level** indicates whether or not this Standing should be printed on the transcript.
- Refer to Appendix B, for a list of what the Standing Action Codes are and what action they result in.

Assign GPAs – Manual

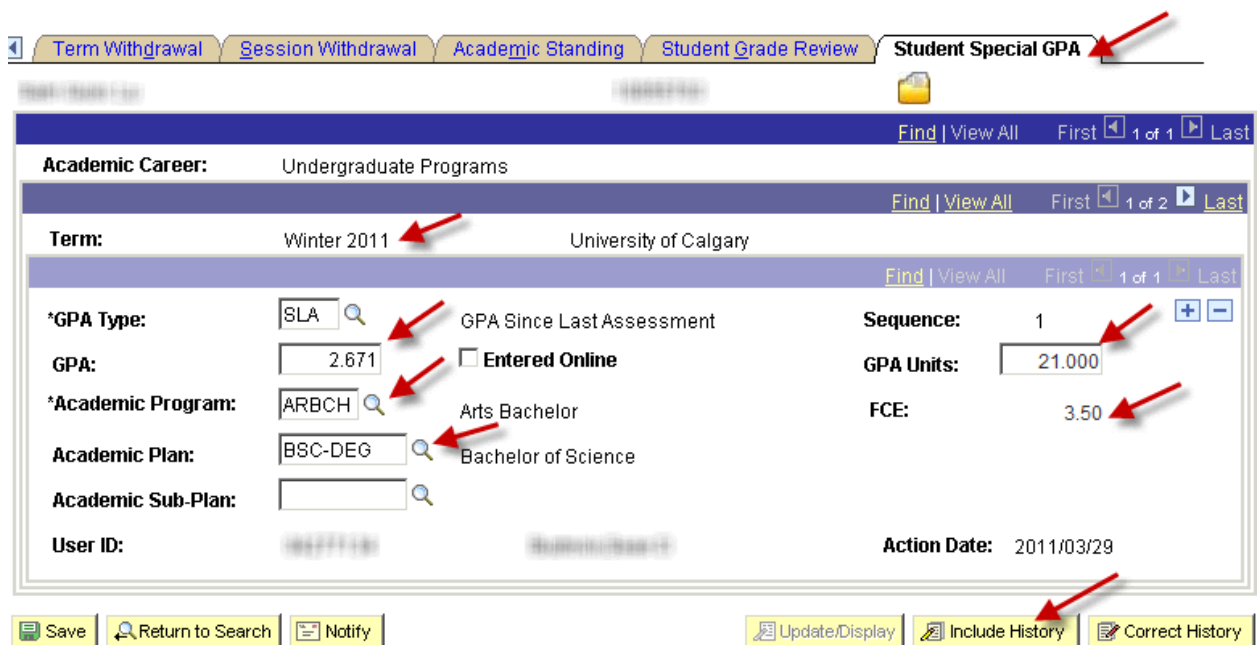
The Student Special GPA page displays the GPAs calculated and stored by the 'Calculate Special GPA' batch process. It can also be used to manually record a GPA value for an individual student.

Student Special GPA

Navigation: [Records and Enrollment](#) > [Student Term Information](#) > [Term History](#) > [Student Special GPA](#) tab



- Click the **expand button** to show the additional tabs for this component.



Academic Career: Undergraduate Programs

Term: Winter 2011 University of Calgary

*GPA Type: SLA GPA Since Last Assessment

GPA: 2.671 ☐ Entered Online

*Academic Program: ARBCH Arts Bachelor

Academic Plan: BSC-DEG Bachelor of Science

Academic Sub-Plan:

User ID:

Sequence: 1

GPA Units: 21.000

FCE: 3.50

Action Date: 2011/03/29

Save Return to Search Notify Update/Display Include History Correct History

- The **Term History** component includes a row for every term the student is active at the U of C. The term therefore never needs to be added and should never be deleted. Find the term you are working with and view the GPA records (there may be multiple) attached to it.
- The **GPA Units** field shows the number of units the **GPA** is calculated on. For your convenience, these units are translated into **FCEs** as well.
- Academic Plan** is not required for Academic Review but is important for the Dean's List.
- When adding another row, this adds for the term you are on. You must ensure you are on the correct Term.

Note: 3 Units is equivalent to a Half Course; 6 Units is the equivalent to a Full Course.

Assign Academic Standing – Manual

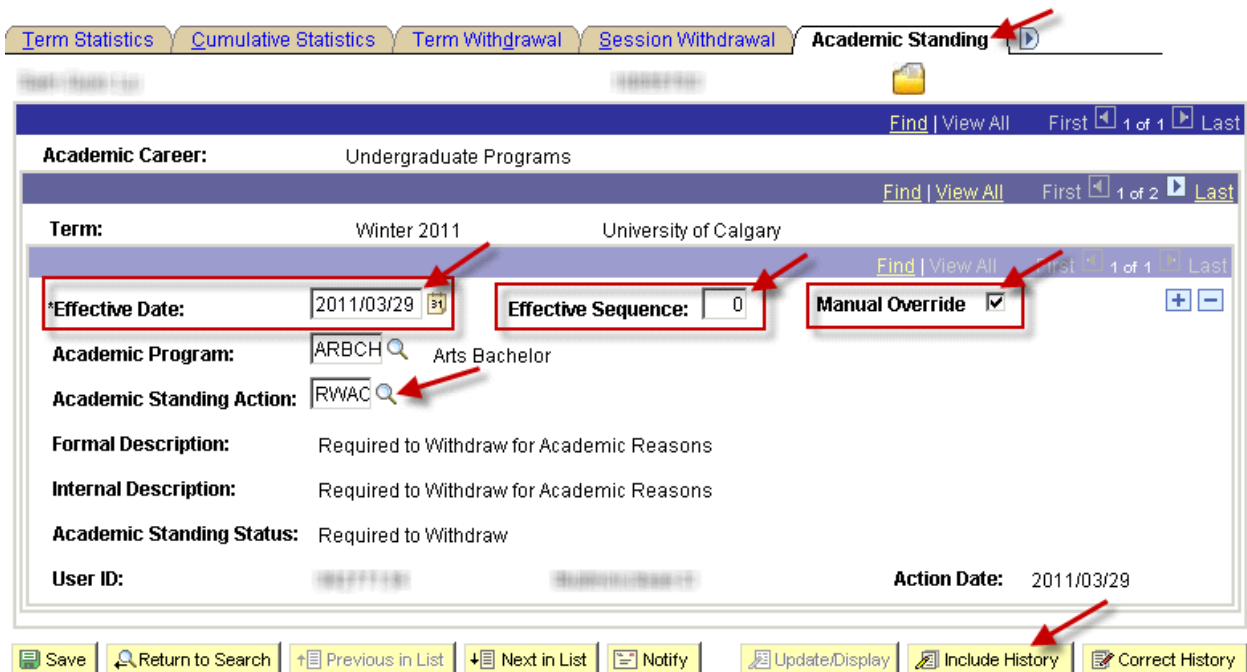
There are many cases where a students' Academic Standing will have to be updated manually. Some examples are:

- Students who have been identified by the automated review process as potential RTW candidates who must be reviewed manually and have their Standings updated to reflect the final review decision.
- Grade changes that occur after the automated Academic Standing process has been run and result in a change in a student's standing.
- Faculties with complex rules who may wish to review the output of the batch process for all students prior to entering a final ruling. (Ruling that will appear on the transcript).
- Students who have been marked for 'special review' (e.g. to be reviewed manually for various reasons)
- Students who are being re-admitted on the basis of an appeal after being RTW.

Term History

Academic Standing

Navigation: [Records & Enrollment](#) > [Student Term Information](#) > [Term History](#) > [Academic Standing](#) tab



The screenshot shows the 'Academic Standing' form. At the top, there are tabs: Term Statistics, Cumulative Statistics, Term Withdrawal, Session Withdrawal, and Academic Standing (selected). Below the tabs, the form displays the following information:

- Academic Career:** Undergraduate Programs
- Term:** Winter 2011
- University of Calgary**
- *Effective Date:** 2011/03/29
- Effective Sequence:** 0
- Manual Override:** ☒
- Academic Program:** ARBCH (Arts Bachelor)
- Academic Standing Action:** RWAC
- Formal Description:** Required to Withdraw for Academic Reasons
- Internal Description:** Required to Withdraw for Academic Reasons
- Academic Standing Status:** Required to Withdraw
- User ID:** [Redacted]
- Action Date:** 2011/03/29

At the bottom of the form, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History, and Correct History. Red arrows in the original image point to the 'Academic Standing' tab, the 'Effective Date' field, the 'Effective Sequence' field, the 'Manual Override' checkbox, the 'Academic Program' dropdown, the 'Academic Standing Action' dropdown, and the 'Include History' button.

- Remember that the Term History component includes a row for each term. You do not need to add a row for the term, only for the standing you are assigning to that term.
- The Academic Standing records are effective dated. The system knows that the standing with the most recent date and sequence number is the one in effect for that term. To change the standing you therefore add a new row rather than deleting or changing the existing row.

NOTE: The first record for any given effective date will have a sequence number of 0. The next record for that SAME date will have a sequence number of 1, etc. For example, if the student has a record dated May 1, 2010, that record will be sequence 0. If they have another record dated May 2, 2010, that record will also be sequence 0. If they have a third record put up May 2, 2010, that record will be sequence 1.

- Click the **Manual Override checkbox** to manually assign the Academic Standing to the students' record for the term. **If the effective date is the same as an existing record for the same term, you will have to manually increment the sequence number, as the page does not do this automatically. You will get an error message if you forget to do this, stating that there is some sort of problem with the data. At that point, simply note the previous sequence number for the same date and add one to the record you are creating.**

Define Academic Standing Rules

Academic Standing Rules are set up in the Student Administration System to determine under what circumstances a Standing Action will be placed on a student's record. These rules are applied only to the courses taken since each student's last assessment - which is defined as the last time an academic standing action was placed on their record, or when they were admitted to the faculty (or, in the case of the Faculty of Arts and the Faculty of Science, when first admitted to one of these faculties), whichever comes first (working backward from today's date).

Parameters can include the number of units taken SLA (since last assessment), the minimum and/or maximum GPA (SLA GPA) on those units, the GPA on a sub-set of courses taken SLA as defined in a course list (CRSE GPA), the number of units with a particular grade SLA, or with a particular grade point value, the student's prior academic standing, their prior standing in the last X number of years, and various combinations of these. Students with blank grades can be assigned a specific standing for later review once the grades are received. It is also possible to mark a student for 'special review' they can be reviewed manually before a decision is made. The CRSE GPA can be defined as a specific list of courses or can be used to simply exclude XTRA to degree and/or repeats from the SLA GPA.

Once defined, the rules are used by the automated academic review process in sequence order – the sequencing can therefore be used to influence the results.

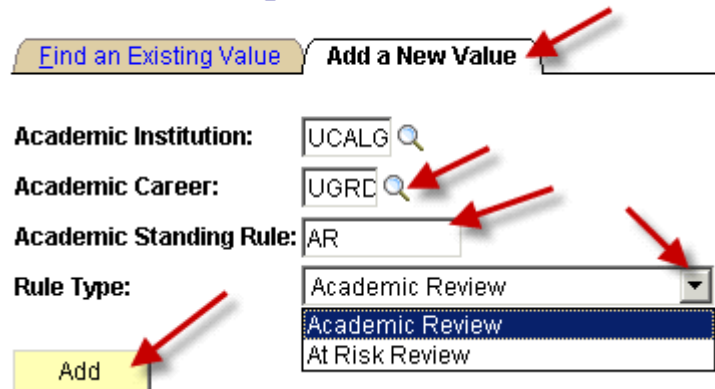
Prior to beginning the Academic Review process Academic Standing rules should be reviewed to ensure the rules are accurate and up-to-date. A separate set of rules for identifying students "at risk" of being required to withdraw (to be run at 'off-cycle' from the official academic review) can be maintained if desired.

Academic Standing Rules

Academic Standing Rules

Navigation: **Setup SACR > Product Related > Student Records > Student Standing and Awards > Academic Standing Rules**

Academic Standing Rules



The screenshot shows the 'Academic Standing Rules' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. A red arrow points to the 'Add a New Value' tab. Below the tabs, there are four input fields: 'Academic Institution' (containing 'UCALG'), 'Academic Career' (containing 'UGRD'), 'Academic Standing Rule' (containing 'AR'), and 'Rule Type' (a dropdown menu with 'Academic Review' selected). A red arrow points to the 'Add' button at the bottom left. Another red arrow points to the 'Academic Standing Rule' field. A third red arrow points to the 'Rule Type' dropdown menu. A fourth red arrow points to the 'Academic Career' field.

- The **Add a New Value** tab is used to create a new **Academic Standing Rule**.*
- **Academic Review** is the complete set of Academic Standing Rules.
- **At Risk Review** are rules set up to enable staff to do an academic review 'preview' to identify students "at risk" of being RTW.**
- Rules are effective dated and can have multiple sequences. The **Rule Details** display the **Sequence**, the **Academic Standing Code** (this is the Action code previously discussed) and the results of the Academic Standing Code. Refer to examples 1, 2 and 3 pages 9, 10 and 11.
- ** For more information, please contact Lesley Gerein, Student Success Centre, 220-7767 lgerein@ucalgary.ca



Example 1

Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 1 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01

*Description: AR Standing Rules

☐ At Risk Rule ☒ Academic Review Rule

Rule Details

Find | View All First 1 of 8 Last

*Seq. No: 10 *Academic Standing: BLNK Blank Grade

Since Last Assessment

Units Taken: And/Or:

GPA: And And/Or:

Course GPA: And And/Or:

Plan And/Or:

on Repeated Courses ☐

Units with Grade Point Value: And/Or:

Units with Grade Point Value: in Course List: And/Or:

Units with Grade: And/Or:

Incomplete Grades ☒ Special Review ☐

Prior Academic Standing

Find | View All First 1 of 1 Last

*Prior Academic Standing:

Prior Standing in last years

Find | View All First 1 of 1 Last

*Prior Academic Standing:

Example 2

Academic Standing Rule

Academic Standing Rule

[Find](#) | [View All](#)

First 1 of 2 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01

☐ At Risk Rule ☒ Academic Review Rule

*Description: AR Standing Rules

[Find](#) | [View All](#)

First 1 of 8 Last

*Seq. No: 20 *Academic Standing: SPC1 Subject to Special Review

Since Last Assessment

Units Taken:	<input type="text"/>	<input type="text"/>	And/Or:	<input type="text"/>
GPA:	<input type="text"/>	<input type="text"/>	And	<input type="text"/>
Course GPA:	<input type="text"/>	<input type="text"/>	And	<input type="text"/>
Plan	<input type="text"/>			

on Repeated Courses ☐

<input type="text"/>	Units with Grade Point Value:	<input type="text"/>	And/Or:	<input type="text"/>
<input type="text"/>	Units with Grade Point Value:	<input type="text"/>	in Course List:	<input type="text"/>
<input type="text"/>	Units with Grade:	<input type="text"/>	And/Or:	<input type="text"/>

Incomplete Grades ☐ Special Review ☒

[Find](#) | [View All](#)

First 1 of 1 Last

*Prior Academic Standing:

Prior Standing in last years

[Find](#) | [View All](#)

First 1 of 1 Last

*Prior Academic Standing:

Example 3


Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 3 Last


Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01  At Risk Rule Academic Review Rule

*Description: AR Standing Rules

Rule Details Find | View All First 1 of 8 Last

*Seq. No: 30 *Academic Standing: CLRD  Probation Cleared

Since Last Assessment


Units Taken:	>=	18.000			And/Or: AND
GPA:	>=	2.000	And		And/Or: AND
Course GPA:			And		And/Or:
Plan					And/Or:

on Repeated Courses ☐


	Units with Grade Point Value:			And/Or:
	Units with Grade Point Value:		in Course List:	And/Or:
	Units with Grade:			And/Or:

Incomplete Grades ☐ Special Review ☐

Prior Academic Standing Find | View All First 2 of 2 Last

*Prior Academic Standing: APLA  RTW (Academic) Readmit on Probation on Appeal

Prior Standing in last years


Prior Academic Standing: 


- The **Find an Existing Value** tab is used to search for the defined **Academic Standing Rules**.

Academic Standing Rules

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)


Academic Institution: begins with 

Academic Career: begins with 



Academic Standing Rule: begins with

Rule Type:

☐ Include History ☐ Correct History

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1-16 of 16  Last

Academic Institution	Academic Career	Academic Standing Rule	Rule Type	Description
UCALG	UGRD	ARBCH	AcadReview	AR Standing Rules
UCALG	UGRD	CCBCH	AcadReview	CC Standing Rules
UCALG	UGRD	EDBCH	AcadReview	ED Standing Rules
UCALG	UGRD	ENBCH	AcadReview	EN Standing Rules
UCALG	UGRD	FARBCH	AcadReview	FA Standing Rules

- Clicking the **Description** link for the desired Academic Standing Rule displays the **Academic Standing Rule** component.

Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 1 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01

*Description: AR Standing Rules

At Risk Rule Academic Review Rule

Rule Details Find | View All First 1 of 8 Last

*Seq. No: 10 *Academic Standing: BLNK Blank Grade

Since Last Assessment

Units Taken: And/Or:

GPA: And And/Or:

Course GPA: And And/Or:

Plan And/Or:

on Repeated Courses

Units with Grade Point Value: And/Or:

Units with Grade Point Value: in Course List: And/Or:

Units with Grade: And/Or:

Incomplete Grades ☒ Special Review ☐

Prior Academic Standing Find | View All First 1 of 1 Last

*Prior Academic Standing:

Prior Standing in last years

Find | View All First 1 of 1 Last

*Prior Academic Standing:

- When the **View All** link is highlighted, there are additional sequences. Click the **View All** link to display all sequences or use the 'previous' and 'next' buttons to page through the sequences for this rule.

Monitor Grade Entry

The Academic Review process generally begins with the need to identify students whose grades have not yet been submitted and to further identify those students whose Academic Standing may be affected by the missing grades. On-going monitoring of the list of students whose results may be affected is essential as late grades can persist well beyond the normal time-frame for Academic Review, a fact that can easily result in some students not being reviewed as they should be.

Monitor Grade Entry

Navigation: [Records and Enrollment > Term Processing > End of Term Processing > Monitor Grade Entry](#)

The Monitor Grade Entry process will identify

- Students with Blank or Interim Grades
- All Blank and Interim Grades whether they are included in a student's GPA calculation or not. An indicator 'Included In GPA' will identify those grades that will directly affect a student's GPA.

Important Note: the review is 'since the last assessment', not the target term.

Monitor Grade Entry



- The **Add a New Value** tab is used to create a **Run Control ID** (a name for the process e.g. SSC).

Note: Run Control ID's should not have spaces in the name. Run Control ID's are attached to your Operator ID and cannot be deleted.

- Once the Run Control ID is created, the **Find and Existing Value** tab is used to return the list of Run Control ID's.

Monitor Grade Entry

Run Control ID: SSC [Report Manager](#) [Process Monitor](#) [Run](#)

Required Criteria

*Institution: University of Calgary

*Academic Career: Undergraduate Programs

*From Term: Winter 2010 *To Term: Winter 2011

Optional Criteria

Academic Org (Faculty): Faculty of Arts

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- Populate the **Monitor Grade Entry** page with the **Required Criteria**: Academic Institution, Academic Career, From Term and To Term. Students must be registered in at least one of the terms between the From and To Term and must be in the faculty for the To Term (if one is specified) to be retrieved. The Faculty specified is the 'primary' faculty.
- The **Optional Criteria**, Academic Org (Faculty), can also be specified.
- Click the **Run** button to initiate the process.
- This will transfer you to the **Process Scheduler Request**.

Process Scheduler Request

User ID: User ID will appear Run Control ID: SSC

Server Name: Run Date: [Reset to Current Date/Time](#)

Recurrence: Run Time:

Time Zone:

Process List


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Monitor Grade Entry	UCRVR001	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

- Click the **OK** button.
- Note:** The process can be run 'real time' or you can specify the Recurrence (*how often you wish to run the process*), the Run Date and Run Time.

Monitor Grade Entry

Run Control ID: SSC

[Report Manager](#) [Process Monitor](#)
 **Run**
 Process Instance:2570885

Required Criteria

*Institution: University of Calgary

*Academic Career: Undergraduate Programs


*From Term: Winter 2010 *To Term: Winter 2011

Optional Criteria

Academic Org (Faculty): Faculty of Arts

- Note the **Process Instance** number and then click the **Process Monitor** link to view and monitor the status of the process. The **Process Instance** number changes every time you run it.

Process List [Server List](#)
View Process Request For

User ID: Type: Last: Days 

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List Customize Find View All First 1 of 1 Last									
Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	
<input type="checkbox"/>	2570885	SQR Report	UCRVR001	04277134	2011/03/30 11:58:59 MDT	Success	Posted	Details	

[Go back to Monitor Grade Entry](#)

- The **Refresh** button can be used to update the **Process List** when the **Run Status** is **Processing**.
- When the **Run Status** displays **Success** and the **Distribution Status** is **Posted**, you can click the **Details** link to access the **Process Detail** page.

Process Detail

Process	
Instance:	2570885
Name:	UCRVR001
Run Status:	Success
Type:	SQR Report
Description:	Monitor Grade Entry
Distribution Status:	Posted

Run	Update Process
Run Control ID: SSC	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 2011/03/30 12:05:43 MDT	Parameters Transfer
Run Anytime After: 2011/03/30 11:58:59 MDT	Message Log
Began Process At: 2011/03/30 12:06:12 MDT	Batch Timings
Ended Process At: 2011/03/30 12:09:41 MDT	View Log/Trace

OK Cancel

- The **View Log/Trace** link transfers to the **View Log/Trace** page which displays the link to the report.

View Log/Trace

Report		
Report ID:	1620753	Process Instance: 2570885
Name:	UCRVR001	Process Type: SQR Report
Run Status:	Success	Message Log

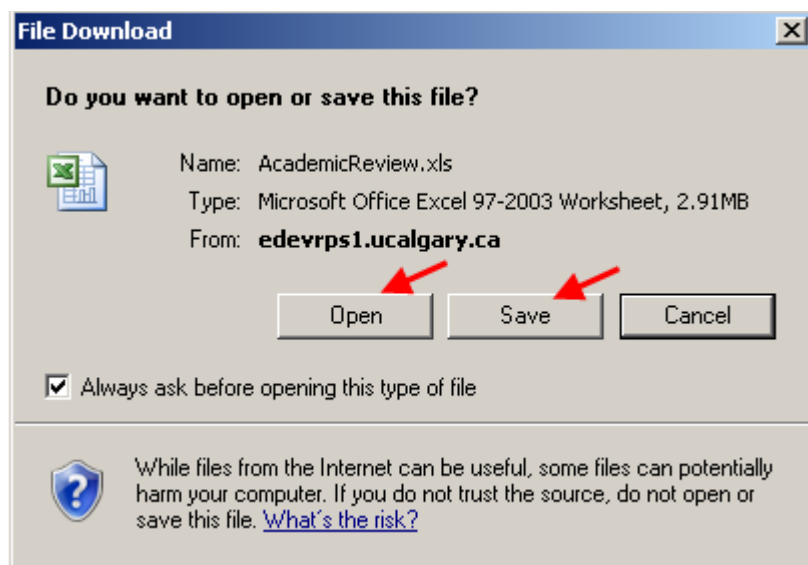
Monitor Grade Entry

Distribution Details	
Distribution Node:	PSREPORTS
Expiration Date:	2011/05/14

File List		
Name	File Size (bytes)	Datetime Created
AcademicReview.xls	3,840,459	2011/03/30 12:09:41.000000 MDT
SQR_UCRVR001_2570885.log	1,709	2011/03/30 12:09:41.000000 MDT
ucrvr001_2570885.out	485	2011/03/30 12:09:41.000000 MDT

Distribute To	
Distribution ID Type	*Distribution ID
User	1620753

- Click the **Academic Review.xls** link to access the file. This will open a new browser window with the option to either **Open** or **Save** the file.



- Click the **Open** button to 'view' the report.
- Click the **Save** button to 'Save' the report.

Monitor Grade Entry Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	From Term	To Term	Surname	First Name	Student ID	Term	Subject	Catalog N	Class Sect	Class Nun	Grade	Included	Faculty	Term GPA	Review	Joint Ind
2	2101	2111				2107	GNST	'300A	'02	76208	N	AR		0	CPRB	
3	2101	2111				2107	ART	'231	'03	82830	Y	AR		0	CPRB	
4	2101	2111				2111	COMS	'369	'03	18200	Y	AR		0	CPRB	
5	2101	2111				2107	FILM	'307	'01	81862	Y	AR		0	GOOD	
6	2101	2111				2107	FILM	'405	'01	82078	Y	AR		0	GOOD	
7	2101	2111				2107	GREK	'201	'01	72628	Y	AR		0	GOOD	
8	2101	2111				2107	PHIL	'407	'01	78150	Y	AR		0	GOOD	
9	2101	2111				2107	PHIL	'361	'01	81271	Y	AR		0	GOOD	
10	2101	2111				2107	SPAN	'301	'01	73736	Y	AR		0		

- The report displays the **From Term**, **To Term**, student **Surname**, **First Name**, **Student ID**, **Term**, **Subject**, **Catalog Nbr**, **Class Section**, **Class Number**, **Grade**, **Faculty**, **Term GPA** and **Review**.

Calculate Special GPAs

Special GPAs are required for the Academic Standing and Dean's List assessment processes. There are 3 relevant GPAs:

- SLA – calculated on all courses 'since last assessment'.
- CRSE – calculated on a sub-set of the courses 'since last assessment', the sub-set defined by a 'course list' or by the exclusion of lower repeated and/or XTRA to degree courses.
- HONS – calculated for Dean's list purposes on just those courses in the terms specified.

The Calculate Special GPAs process writes review GPAs to the database. Faculties using course lists as well as GPA since last assessment will be required to run this process twice. (It is possible to define the academic standing rules solely in terms of a CRSE gpa, unless the criteria includes a minimum number of FCEs since the last assessment, in which case a SLA gpa must be calculated to get correct results).

The process determines 'Since Last Assessment' by finding the latest of:

- the last standing entered on the student's record prior to the To Term
- the point at which the student was admitted to the faculty (or group of faculties, in the case of the SSC) entered on the run control.


Note: If a student has outstanding or 'in progress' grades, no GPA will be calculated. Students must be active in the program specified in the 'To' Term and must have been registered in at least one term in the range on the run control.

Both the SLA and CRSE GPAs are created for only the primary program. The HONS GPA will be calculated for both parts of a combined degree program.

Calculate Special GPAs

Navigation: [Records and Enrollment > Term Processing > End of Term Processing > Calculate Special GPAs](#)

Calculate Special GPA



[Find an Existing Value](#) | [Add a New Value](#)

- Click the **Add a New Value** tab to create a **Run Control ID** (a *name for the process*).

Note: Remember, Run Control ID's should not have spaces in the name and they cannot be deleted.

Calculate Special GPA

Calculate Special GPA

Run Control ID: SSC

[Report Manager](#)

[Process Monitor](#)

Run

Required Criteria

*Institution: University of Calgary
 *Academic Career: Undergraduate Programs
 *Academic Org (Faculty): Fac of Arts
 *GPA Type: GPA Since Last Assessment
 *From Term: Spring 2010 *To Term: Winter 2011 (To Term Stores GPA)

Optional Criteria

Academic Program:
 Calculate For Single ID:

For Course GPA

☒ Include

☐ Exclude

☐ Exclude Lower Repeat Courses


☐ Exclude Xtra to Degree Courses

In Course List:

 Save

 Notify

 Add

 Update/Display

- Populate the **Required Criteria** fields; Institution, Academic Career, Academic Org (Faculty), GPA Type, From Term and To Term.
- When using the SLA or CRSE gpa types, the '**From**' and '**To** term' values should encompass the entire review period (i.e., all the terms elapsed since the last review was conducted). For example, if the review is done yearly at the end of the Winter term, then the Winter 2011 review period would be Spring 2010 to Winter 2011. Similarly, if the review is done every term, then the Winter 2011 review period would be Winter 2011 to Winter 2011. Students must be in the faculty in the '**To**' term to be picked up and must have been registered in at least one of the terms in the range on the run control, or they will be skipped. The terms entered on the run control have nothing to do with the GPA calculated for the students. (See the section on Dean's List for how using the HONS gpa differs).
- **Optional Criteria** such as Academic Program can also be entered. Academic Program is required for specifying a specific case where it does not apply to everything in the Faculty. (Most faculties won't need to use this field).
- The process can also be run for a single Student ID however this process should be run for all students first.








- Follow the same procedure used in the Monitor Grade Entry process:
 - Click the **Run** button to initiate the process to transfer to the Process Scheduler.
 - Click **OK**.
 - Note the **Process Instance** and then click the **Process Monitor link** to view and monitor the status of the process.
 - When the **Run Status** displays **Success** and the **Distribution Status** is **Posted** the process is complete.
 - A report is not generated however; you can view the Message Log.
 - Click the **Details** link to access the **Process Detail** page and then click the **View Log/Trace** link.
 - Click the **Message Log** link.
 - The Message Log will display the **number of records inserted**.

View Log/Trace

Report		
Report ID:	2570886	Process Instance: 2570886
Name:	UCRVB003	Process Type: Application Engine
Run Status:	Success	
Calculate Special GPAs		
Distribution Details		
Distribution Node:	PSREPORTS	Expiration Date: 2011/05/14
File List		
Name	File Size (bytes)	Datetime Created
AE UCRVB003 2570886.log	1,058	2011/03/30 14:47:55.000000 MDT
Distribute To		
Distribution ID Type	*Distribution ID	
User	PSREPORTS	

Message Log

Message Log

Process			
Instance:	2570886	Type:	Application Engine
Name:	UCRVB003	Description:	Calculate Special GPAs
Customize Find View All  First 1-25 of 25 Last			
Severity	Log Time	Message Text	Explain
	14:44:28	UCRVB003: (0,0)	Explain
	14:44:28	Calculate Special GPAs: (0,0)	Explain
	14:44:28	Run Date/Time: 2011-03-30/14.4 4.27.000000 (0,0)	Explain
	14:44:28	Operator ID:  (0,0)	Explain
	14:44:28	Process Instance: 2570886 (0,0)	Explain
	14:44:28	Run Control ID: SSC (0,0)	Explain
	14:44:28	Run Control Parameters -- (0,0)	Explain
	14:44:28	Institution: UCALG (0,0)	Explain
	14:44:28	Acad Career: UGRD (0,0) 	Explain
	14:44:28	Acad Org: AR (0,0) 	Explain
	14:44:28	GPA Type: SLA (0,0) 	Explain
	14:44:28	From Term: 2103 (0,0) 	Explain
	14:44:28	To Term: 2111 (0,0) 	Explain
	14:44:28	Optional Criteria -- (0,0)	Explain
	14:44:28	Academic Program: ARBCH (0,0) 	Explain
	14:44:28	Calculate Single EMPLID: (0,0)	Explain
	14:44:28	Course List Include/Exclude : I (0,0)	Explain
	14:44:28	In Course List: (0,0)	Explain
	14:44:28	Exclude Lower Repeat Course s: N (0,0)	Explain
	14:44:28	Exclude Extra Degree Course s: N (0,0)	Explain
	14:44:28	----- (0,0)	Explain
	14:47:41	Number of Records Inserted: 17 (0,0)	Explain
	14:47:41	----- (0,0)	Explain
	14:47:55	Published message with Transaction ID of fde30172-5b0e-11e0-8f6f-a3b1e0 to request to have report added in folder GENERAL	Explain
	14:47:55	Successfully posted generated files to the report repository	Explain
Return			

Calculate Academic Standing - Batch

This process uses the GPA(s) calculated by the “Calculate Special GPAs” process (and any assigned manually) along with the Academic Standing Rules, to determine the academic standing action for each student, taking into account the student’s current standing (determined by the outcome of the most recent previous review or by an ‘admission on probation’ ruling). It can be run in report or in update mode

Term History

Calculate Academic Standing

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [End of Term Processing](#) > [Calculate Academic Standing](#)

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [End of Term Processing](#) > [Calculate Academic Standing](#)

Calculate Academic Standing

Run Control ID: SSC [Report Manager](#) [Process Monitor](#) **Run**

Required Criteria

*Institution: UCALG University of Calgary
 *Academic Career: UGRD Undergraduate Programs
 *From Term: 2103 P10 *To Term: 2111 W11 (Stores Standing)
 *Academic Org (Faculty): AR Faculty of Arts
☐ At Risk ☒ Academic Review

Optional Criteria

Program:
 Empl ID:
☐ Overwrite Manual Assessment
☐ Report Only

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- This process calculates a student’s standing based on courses completed since last assessment.

- The Academic Standing (Batch) process can be run by **Career** and **Term** for a faculty, with the option of specifying **Program**. (The ability to specify Program ensures that each faculty has the control it needs in running this process).
- The **'From'** and **'To' term** should be the beginning and end of the current review process (i.e., all the terms elapsed since the last review was conducted). For example, if the review is done yearly at the end of Winter, then the Winter 2011 review period would be Spring 2010 to Winter 2011. Similarly, if the review is done every term, then the From and To terms will be the same (e.g. Winter 2011 to Winter 2011). Students must be in the faculty in the **'To'** term to be picked up and must have been registered in at least one of the terms in the range on the run control. The terms entered on the run control have nothing to do with the GPA calculated for the students.
 - specifying **'At Risk'** or **'Academic Review'** determines which set of rules will be used by the process.
- The process will be run in **'Report only'** mode on **'At Risk'** rule to identify students at Risk of being RTW.
- The process can be run for an individual student (so that the process doesn't have to be re-run for all students when the last grade changes come in after the annual review period).
- When run for multiple students, the process will not assign a standing if a standing has previously been entered manually. When the process is run for an individual student the option to over write a manual assessment will be available.

NOTE: This process should not be run for a prior review period, if a subsequent review has already been run (for example, if a Winter 2011 review has already been done, do not go back to Winter 2010 and re-run this job). This is because the results of the Winter 2011 review were dependent on the results of the Winter 2010 review in effect at the time it was run. If the results of the Winter 2010 review subsequently change, then the Winter 2011 review results will contain errors.

Extract Students by Standing

Once the academic review process has been run and the results written to the students' record, this report can be used to retrieve a list of the students with a particular standing on their record. Two types of output are available:

- a list of selected students with name, id number, year of program, an indication that they are in a combined degree, academic standing, and address information. The output will then be available for staff to use in excel, to create word merge letters.
- a pdf document with a "Student Record Summary" for each student on the list, containing the student's entire record to be printed for manual review.

The Extract process will also include the option to create communication records to record when official Academic Standing letters are sent (if some of the letters in the batch are not sent for any reason, the record can be manually marked 'unsent').

In addition, the option exists to run the report for a particular program, or to retrieve only those standings that have gone up after a certain date. This will enable staff to capture only those

students who have been processed on a second or subsequent run of the academic review process.

Extract Students by Standing

Extract Students by Standing

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [End of Term Processing](#) > [Extract Students By Standing](#)

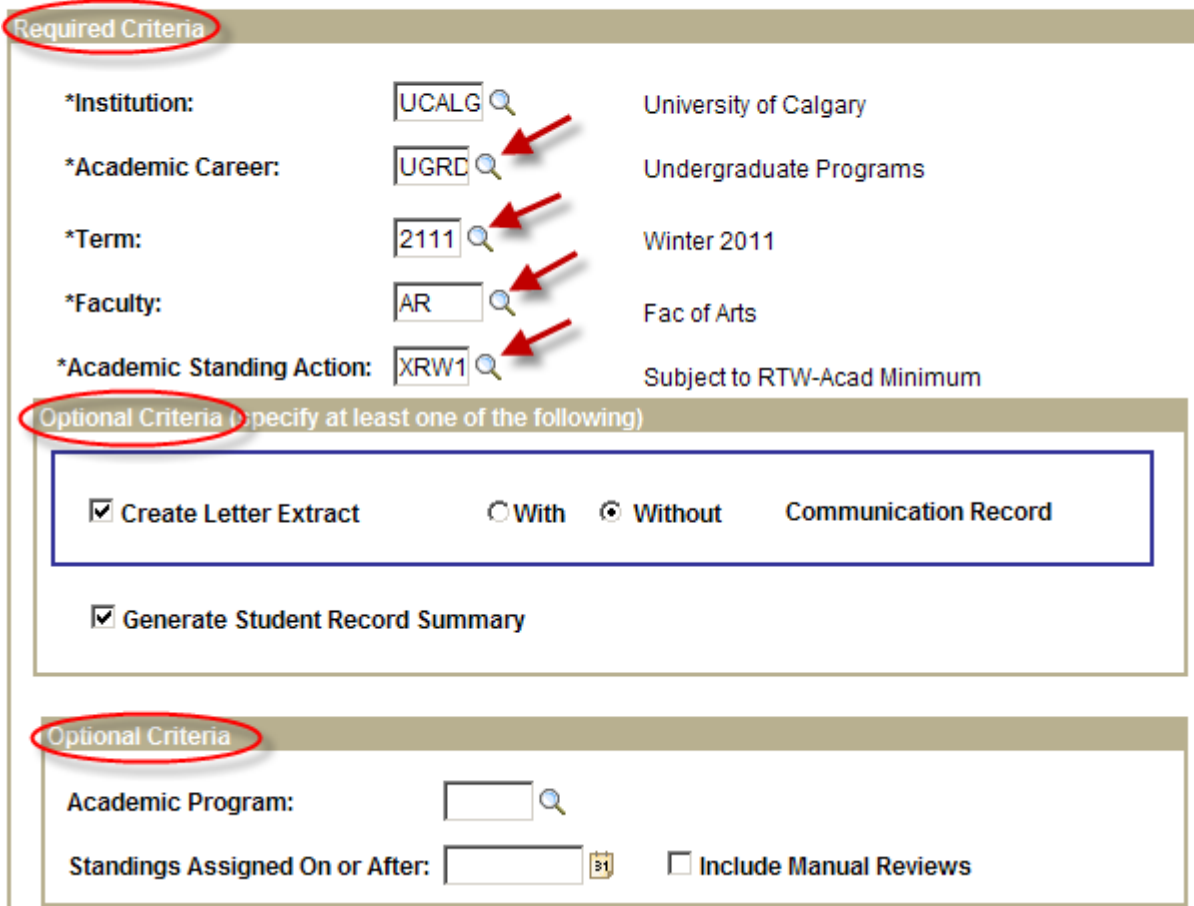
Extract Students by Standing

Run Control ID: SSC

[Report Manager](#)

[Process Monitor](#)

[Run](#)



Required Criteria

*Institution:	UCALG	University of Calgary
*Academic Career:	UGRD	Undergraduate Programs
*Term:	2111	Winter 2011
*Faculty:	AR	Fac of Arts
*Academic Standing Action:	XRW1	Subject to RTW-Acad Minimum

Optional Criteria (Specify at least one of the following)

☒ Create Letter Extract ☐ With ☒ Without Communication Record

☒ Generate Student Record Summary

Optional Criteria



Academic Program:	
Standings Assigned On or After:	
	<input type="checkbox"/> Include Manual Reviews

- Populate the **Required Criteria** fields **Institution**, **Academic Career**, **Term**, **Faculty** and **Academic Standing Action**. The **Term** should be the term that the standing is placed on.
- Select the **Create Letter Extract** check box to generate the Extract file. This file will be merged with Word to create the appropriate letter for the students.
- The **'With'** option can be selected to create a Communication record. This functionality is used when you are ready to send letters to all students in the list.
- The **'Without'** option can be selected when you do not wish to create a Communication record.

- The **Generate Student Record Summary** check box can be checked to generate a report of the student's record (report card).
- **Standings Assigned On or After** will display new students only since the last time the process was run (i.e., it will pick up only those standings that have gone up after the date you specify). You can also specify whether you want the results to include standings put up manually or not.

Note: the process can be set to generate both the Extract file to merge with word and the report card at the same time. This is useful when the files need to be reviewed by the Associate Dean.

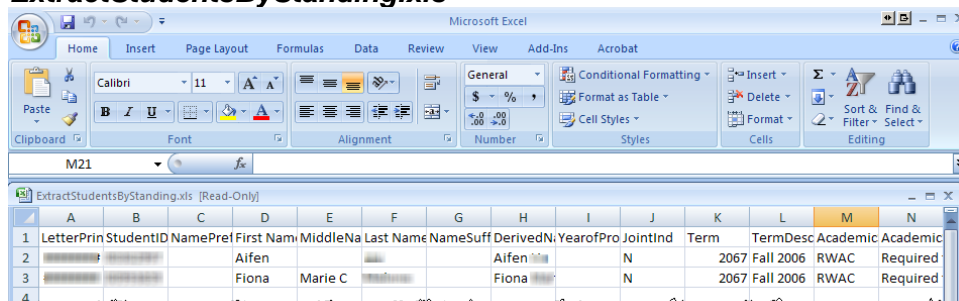
View Log/Trace

Report			
Report ID:	1461431	Process Instance:	2288860 Message Log
Name:	UCRVB004	Process Type:	SQR Report
Run Status:	Success		
Extract Students by Standing			
Distribution Details			
Distribution Node:	PSREPORTS	Expiration Date:	<input type="text" value="2010/05/14"/>
File List			
Name	File Size (bytes)	Datetime Created	
ExtractStudentsByStanding.xls 	743	2010/03/30 08:19:10.000000 MDT	
SQR UCRVB004 2288860.log	1,863	2010/03/30 08:19:10.000000 MDT	
ucrvb004.pdf 	12,169	2010/03/30 08:19:10.000000 MDT	
ucrvb004 2288860.out	469	2010/03/30 08:19:10.000000 MDT	
Distribute To			
Distribution ID Type	*Distribution ID		
User	<input type="text"/>		

[Return](#)

- Click the **ExtractStudentsByStanding.xls** link to access the Extract Students By Standing file. *Refer to screenshot ExtractStudentsByStanding.xls. next page.*
- Save the file to merge with Word to create the appropriate letters for the students.
- Click the **ucrvb0004.pdf** file to view the Student Record Summary (report card). *Refer to screenshot ucrvb0004.pdf. next page.*
- Click the printer icon on the toolbar to print the report card for review. You can also print the report using File>Print.

ExtractStudentsByStanding.xls



LetterPrin	StudentID	NamePref	First Name	MiddleNa	Last Name	NameSuff	DerivedN	YearofPro	JointInd	Term	TermDesc	Academic	Academic
1			Aifien					N		2007 Fall 2006	RWAC	Required	
3			Fiona	Marie C				N		2007 Fall 2006	RWAC	Required	

Ucrvb004.pdf

RTW for Academic Reasons
Student Record Summary - Undergraduate Programs
 (Not an Official Transcript) Printed: 2010-03-30 08:18:59 (Term: 2007)

ID: [REDACTED] Email Address: hcmteam@ucalgary.ca
 Name: [REDACTED] Current Address: [REDACTED]
 Phone: [REDACTED] Calgary AB T2E 6T8

----- Current Program -----

Fall 2006
 Bachelor's Degree in the Faculty of Nursing
 Degree: Bachelor of Nursing Regular

----- Important Comments -----
 • Withhold - Nursing - Regi Restriction (Refer to comment for reason(s)) - Winter 2007

Term	Term Totals				Standing	Academic Standing		Course
	YR	Program	Units / FCEs	Term GPA		Since Last Assess	Units / FCE	
F00	1	NUECH	6.00	1.0	2.85			
W01	1	NUECH	12.00	2.0	2.87			
F01	2	NUECH	12.00	2.0	2.75			
P04	0	NDNDU	3.00	0.5	3.70			
F04	2	NUECH	6.00	1.0	2.15			
W05	2	NUECH	12.00	2.0	3.18			
F05	3	NUECH	3.00	0.5	0.00	Placed on Academic Probation		
F06		NUECH				RTW for Academic Reasons		

----- Course Summary -----

Total JR	36.00/	6.00	Total D	0.00	Total W	27.00	Course Groupings Based On:
Total SR	48.00/	8.00	Total Transfer	48.00	Total F	3.00	Fac of Nursing
	84.00/	14.00	Total In-Progress	0.00	Pmtl Rpts:	0.00	Reset Stats:

Area 1		Area 2		Area 3		Area 4		Ungrouped	
3.00 NURS 213	A-	3.00 NURS 301	B+			3.00 BIOL 231	C+	3.00 ANTH 203	D
3.00 NURS 271	B-	6.00 NURS 302	A-			3.00 BIOL 305	C-	3.00 CLST 211	B+
3.00 NURS 273	B	3.00 NURS 307	C	Completed: 0.00/ 0.00		3.00 ENGL 237	C-	3.00 CLST 211	C+
3.00 NURS 275	A	3.00 NURS 309	B			6.00 MDSC 200	TR	6.00 MDSC 200	TR
3.00 NURS 277	CR	3.00 NURS 325	C+			3.00 PHIL 313	B+	3.00 NURS 311	D+
3.00 NURS 279	C+	3.00 NURS 381	B-			3.00 PSYC 9XX.99	A	3.00 NURS 325	C+
3.00 NURS 283	C+	3.00 NURS 382	B			3.00 PSYC 205	A-	3.00 NURS 375	W
						3.00 PSYC 347	B+	3.00 NURS 381	B-
						3.00 PSYC 351	B	6.00 NURS 382	B
Completed: 21.00/ 3.50		Completed: 24.00/ 4.00						3.00 NURS 382	B

Term Withdrawal/Cancellation (Batch)

(Reference Appendix C)

A batch process, run nightly, is used to identify students whose registration must be cancelled as a result of an academic standing status of 'Required to Withdraw'. This process will populate the appropriate record, which is then used to cancel the registration for all identified students.

Students for whom the Faculty has replaced the original 'Required to Withdraw' academic standing action code with one signifying a readmission following appeal, will not have their registration cancelled by this batch process. The process will cancel only those students with an academic standing action code resulting in an academic standing status of 'Required to Withdraw' for the specified term.

'Required to Withdraw' status students active in the career specified will have their registrations cancelled from any terms subsequent to the Required to Withdraw (run control) term, **with the following exceptions:**

- Cancellation will not occur if the subsequent term contains an official grade (e.g. B-, AU, W). The student will remain registered in all courses (graded or not) in a term where an official grade exists. ID numbers of students in this situation will be reported, with the exception of students with all W grades or with only AU (Audit) grades.
 - Where the cancellation (add/drop) deadline has passed for a term, cancellation will not occur in that term.
 - Cancellation will not occur if the 'APL' (Appeal In Progress) or 'ARW' (Admit Immediately After RTW) service indicators are present on the student's record.
- 1) If a student is appealing a requirement to withdraw, an 'APL' "RTW Appeal In Progress" service indicator signifying that an appeal is in progress can be placed on the student's record by Faculty staff to prevent registration cancellation. The service indicator must be placed on the same term where the academic standing status of 'Required to Withdraw' exists, which is the same term entered on the run control. This batch process will not cancel students with this service indicator.

Once the outcome of the appeal is known, the 'APL' service indicator must be removed by staff. If the student's appeal has been denied, removing the service indicator will result in the student's registration being cancelled, except as listed in the above exceptions, the next time this batch process runs for the Required to Withdraw term. If the appeal has been successful, removing the service indicator will not result in registration cancellation, provided that the all-encompassing academic standing action code signifying readmission has replaced the original required to withdraw one.

- 2) If a student is permitted to enter another program immediately following the requirement to withdraw place the ARW service indicator on the student's record and process the Change of Program.

Batch Inactivate Student Program

(Reference Appendix D)

The batch Inactivate Student Program process is used to identify students whose programs must be inactivated as a result of an academic standing status of 'Required to Withdraw'. Any future change of program requests will also be inactivated.

Manual Review - Manually Update Students who are Required to Withdraw

When a student is required to withdraw from the Institution a number of steps are required to cancel a student's registration and program in all future terms (and any outstanding change of program requests for future terms). These steps will also prevent the student from registering after being RTW.

There is a batch process that will run nightly to pick up any students with an RTW ruling entered on their record and cancel their courses, term and program. This process always runs on the basis of the current academic review term; this means, for example, that once the academic review process begins for Winter 2011 this process will only pick up RTW rulings put up for Winter 2011.

It will, therefore, be necessary to manually cancel a student's courses, term and program if an RTW ruling has to be placed on a student's record for a term other than the current academic review term.

Note: If a student who has been RTW is granted an **appeal**, their term and program will have to be re-activated manually in order to enable them to register while under appeal. An 'APL' (RTW Appeal In Progress) service indicator must be placed on the student's record by Faculty staff to prevent the automatic process from cancelling them again. If they then lose the appeal, the service indicator will be removed and everything will be cancelled again by the automated process. If they win their appeal, the academic standing will be changed to 'readmitted on appeal' and the service indicator can then be safely removed without their program, course and term being cancelled again.

Review and Cancel Future Terms

The Term History component displays the statistics for each term the student has been activated in and can be used to determine if a student has any current enrollment for terms following the term for which the RTW decision has been made. The Term Withdrawal Page is used to drop a student from all classes associated to a term. Processing a Term Withdrawal will also prevent students from registering in the term again.

Term History

Navigation: [Records and Enrolment > Student Term Information > Term History](#)
Or

[go directly to Term History using the 'Open' list from the Advising Summary or Student Status](#)

Term Statistics

Term Statistics

Cumulative Statistics

Term Withdrawal

Session Withdrawal

Academic Standing

Find | View All

First

1 of 1

Last

Academic Career: Undergraduate Programs

Find | View All

First

1 of 2

Last

Institution: University of Calgary

Academic Level - Term Start: Year 2

Term: 2111 Winter 2011

Enrollments:

	Towards GPA	No GPA	Term Total	For Progress	Audit
In Progress:	6.000	0.000	6.000		
Taken:	0.000	0.000	0.000	6.000	0.000
Passed:	0.000	0.000	0.000	0.000	
Grade Points:	0.000	Units Taken Toward GPA:	0.000	GPA:	0.000

Transfer Credits:

	Towards GPA	No GPA	Term Total	For Progress	Units Only	Units Adjustment	Total Transfer
Taken:	0.000	0.000	0.000	0.000			
Passed:	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Grade Points:	0.000	Units Taken Toward GPA:	0.000	GPA:	0.000		

Total:

	Towards GPA	No GPA	Term Total	For Progress	
Taken:	0.000	0.000	0.000	6.000	
Passed:	0.000	0.000	0.000	0.000	
Grade Points:	0.000	Units Taken Toward GPA:	0.000	GPA:	0.000

- **In Progress** indicates if there is In-progress work for the associated term.

Term Withdrawal

Term Statistics Cumulative Statistics **Term Withdrawal** Session Withdrawal Academic Standing

Find | View All First 1 of 1 Last

Academic Career: Undergraduate Programs

Find | View All First 1 of 2 Last

Academic Institution: University of Calgary

Term: Winter 2011

Academic Level - Term Start: Year 2

Pro-Rata Eligible: ☐

Post Term Withdrawal

*Withdrawal \ Cancel: Cancelled

Withdrawal \ Cancel Reason: Academic Review

Withdrawal \ Cancel Date: 2011/03/31

Last Date of Attendance: 2011/03/31

Override Withdrawal Schedule:

- For each term the student is registered in after being RTW, enter '**Cancelled**' in the **Withdrawal/Cancel** field and '**Academic Review**' in the **Withdrawal/Cancel Reason** field.
- Then click the **Post Term Withdrawal** button to cancel the term and drop the student's courses.

Note: If the student has already withdrawn from all the courses in a term, the Withdrawal/Cancel field will display a value of 'withdrew'.

Term Statistics Cumulative Statistics **Term Withdrawal** Session Withdrawal Academic Standing

Find | View All First 1 of 1 Last

Academic Career: Undergraduate Programs

Find | View All First 1 of 2 Last

Academic Institution: University of Calgary

Term: Winter 2011

Academic Level - Term Start: Year 2

Pro-Rata Eligible: ☐

Post Term Withdrawal

*Withdrawal \ Cancel: Cancelled

Withdrawal \ Cancel Reason: Academic Review

Withdrawal \ Cancel Date: 2011/03/31

Last Date of Attendance: 2011/03/31

Override Withdrawal Schedule:

Success

- When the Term Withdrawal process is complete the **Success** link displays. Click the link to view the **Term Withdrawal Run Status**.

Term Withdrawal Run Status

Term Withdrawal Request ID:	146501558	Seq Nbr:	1
EmplID:	146501558	Source:	SR
Academic Career:	UGRD	Undergraduate Programs	
Academic Institution:	UCALG	University of Calgary	
Term:	2111	Winter 2011	
Withdrawal \ Cancel:	CAN	Cancelled	
Withdrawal \ Cancel Reason:	ARVW	Academic Review	
Withdrawal \ Cancel Date:	2011/03/31		
Last Date of Attendance:	2011/03/31	Source:	SR Withdrawal Panel
Term Withdrawal Detail Status:	Success	Header Status:	Success

Message Log 		Find View All	First	1 of 1	Last
Message Sequence:	1				
Last Update DateTime:	11/03/31 15:03:30	Severity:	Message		
Message Text	Success (14650,60)				
14650 60					
Explanation	The withdrawal process request has completed successfully.				

- The student will not be able to re-enroll in the terms you have cancelled.

You must also prevent the student from enrolling in any terms that are active after the RTW that you did not cancel (because they were not registered in any courses for those terms). Using the menu, navigate to the 'Term Activate a Student' component.

Term Activate a Student

Navigation: [Records & Enrollment](#) > [Student Term Information](#) > [Term Activate a Student](#)

Term Activation

Favorites | Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

Academic Career: Undergraduate Programs

Find | View All | First | 1 of 1 | Last

*Academic Institution: UCALG University of Calgary

*Term: 2113 P11 Units Activation Date: 2011/05/11

Student Career Nbr: 0 Art Bachelor

Override All Academic Levels: ☐

Academic Year: 2011

Override Projected Level: ☐

Load Determination: Units

Academic Level - Projected: Year 2

*Form of Study: Enrollment

Academic Level - Term Start: Year 2

Academic Load: No Units

Academic Level - Term End: Year 2

*Billing Career: UGRD

Level Determination: Units

Eligible To Enroll: ☒

Go to: [Calculate Tuition](#)

Save | Return to Search | Notify

[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

- Find each of the remaining active terms (post RTW) and remove the **Eligible to Enroll** check mark. **Save**.

Recalculate Fees




It is critical that a student's tuition is recalculated following a Term Cancellation and prior to the inactivation of their program. If this is not done then an error will result when trying to calculate the tuition.

Navigation: **Student Financials > View Customer Accounts**






















View Customer Accounts

The Student Financials – View Customer Accounts page is used to manually re-calculate the fees. Just accessing the page triggers the re-calculation. You don't even need to save.

Customer Accounts



Business Unit: UCALG
ID:  [Academic Information](#)  

Total: 0.00 Anticipated Aid: 0.00

Account Type	Account Number	Balance	Open Date	Status	
Gen Fees	GENFEE001 - Winter 2010	0.00 CAD	2009/08/07	Active	Account Details   
Tuition	TUITION001 - Winter 2010	0.00	2009/08/07	Active	Account Details   
Gen Fees	GENFEE001 - Fall 2009	0.00	2009/07/29	Active	Account Details   
Tuition	TUITION001 - Fall 2009	0.00	2009/07/29	Active	Account Details   
Excess	EXC001 - Summer 2009	0.00	2009/06/02	Active	Account Details   
Gen Fees	GENFEE001 - Summer 2009	0.00	2009/05/11	Active	Account Details   
Tuition	TUITION001 - Summer 2009	0.00	2009/05/11	Active	Account Details   

Find | View All First 1-7 of 24 Last

Go to: [Detail Trans](#) [Item Summary](#) [Items by Term](#) [Items by Date](#) [Due Charges](#) [Payment Plans](#) [Registration Deposits](#)

 Return to Search  Notify

Inactivate Student's Program

The student's Program / Plan must be inactivated to prevent all future Registration in this program. Any outstanding change of program requests for future terms must be terminated as well.

There are four possible scenarios **however, every effort should be made to prevent scenarios a) and b) from occurring (i.e., a change of program request should never be matriculated until it is clear that the student will NOT be RTW). This is because the automated process is UNABLE to cancel future changes of program if they have already been matriculated:**

- a) If the student has been admitted (matriculated) with a Change of Program to a term after the RTW ruling and has already registered in the new program (i.e., was registered before you cancelled that term), the new program must be Dismissed.
- b) If the student has been admitted (matriculated) with a Change of Program to a term after the RTW ruling and is not yet registered in the new program, the new program must be Revoked.
- c) If the student has applied for a Change of Program for a term after the RTW ruling and has not yet been admitted (matriculated), the application must be denied. The program or programs they are currently in must then be Dismissed.
- d) If the student has no applications for a term after the RTW term, the program or programs they are currently in must be Dismissed.

If a student has been admitted, their Program Status will be AC. If they have applied but not yet been admitted, their Program Status will be AP. If they have been ruled inadmissible or their program has already been cancelled, the status will be CN.

Note: if the student has grades in a term after the RTW term, the following processing must take place as of the end date of the term with the grades, rather than the end date of the RTW term.

If the student is enrolled in a 'Combined' program then appropriate updates will be required on the custom combined program / plan entry validation screens for the remaining program. The second program may have to be suspended if the student may not continue in that program as well, or may have to be separated so that it is now a single program.

Navigation: [Student Admissions > Applicant Summaries > Program and Plan Summary](#)
Or

[go directly to Program and Plan summary from the Open List on the Advising Summary](#)
or [Student Status](#) pages

Program and Plan Summary

Make a note of whether the student has an application for a term beyond the RTW term.

Program and Plan Summary

EDMS Save

☒ Display canceled program status data rows.

Term	Appl Nbr	Prog#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	R	DG	Lvl	Load	Type	Adm	St	Prq	St	Reason	COI	Standing
0997	40070026	0	1		N		ENBCH	BSC-DEG					1		HS	A		AC				
0997-U				U-0	N	P	ENBCH	BSC-DEG					1	F								
2001-U				U-0	N	P	ENBCH	BSC-DEG					1	F								
2007	40070027	0	1		N		ENBCH	BSC-DEG	ENME-MAJ				2		CF3	A		AC				
2007-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				2	F								
2011-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				2	F								
2017-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				3	F							I	
2021-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				3	F							I	
2023-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				3	F							I	
2025-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				3	F							I	
2027-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				4	F							I	
2031-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				4	F							I	
2037-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				4	F							I	
2041-U				U-1	N	P	ENBCH	BSC-DEG	ENME-MAJ				4	F							I	

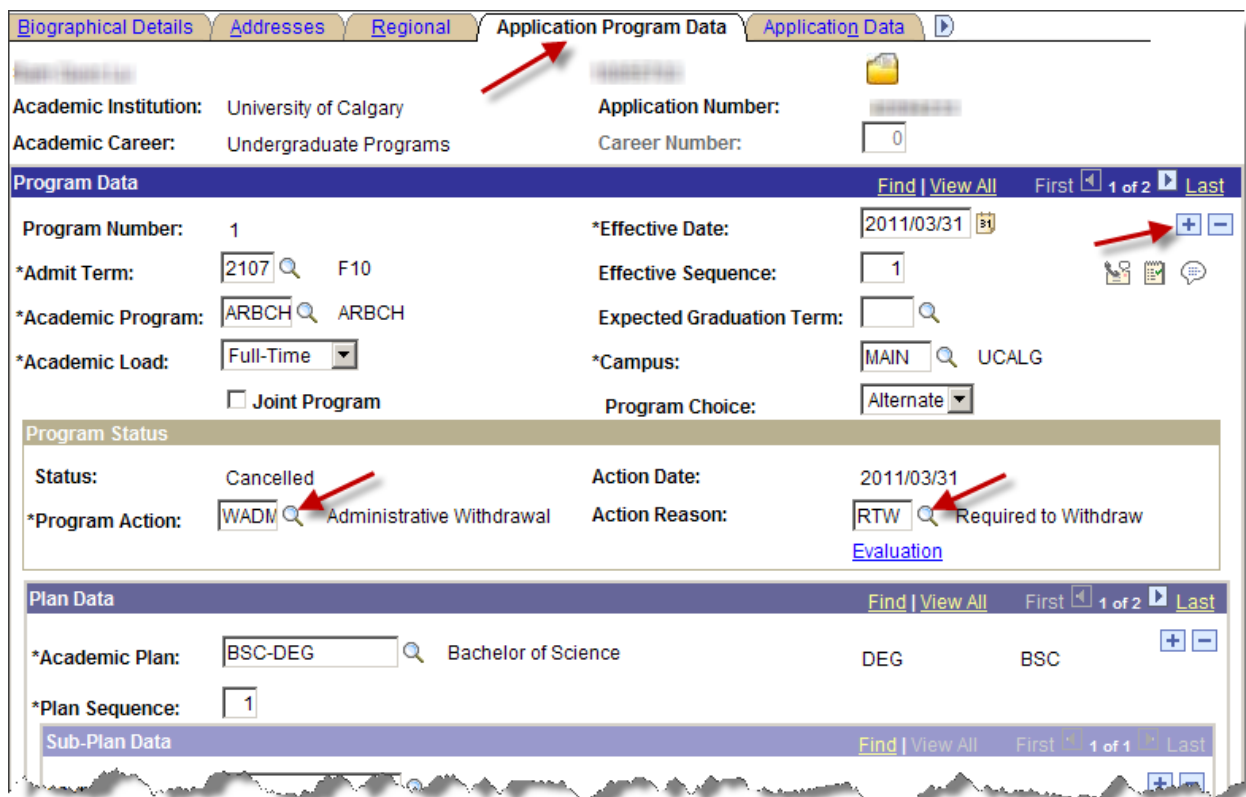
Withdraw Change of Program Application

When the scenario is example 'c', above, the Application Program Data page is used to Deny the Change of Program Application.

Navigation: [Student Admissions](#)>[Application Maintenance](#)>[Maintain Applications](#)

Application Program Data

Search and select the application for the term you wish to cancel.



Application Program Data

Academic Institution: University of Calgary
Academic Career: Undergraduate Programs
Application Number: [REDACTED]
Career Number: 0

Program Data

Program Number: 1
*Effective Date: 2011/03/31
*Admit Term: 2107 F10
*Academic Program: ARBCH ARBCH
*Academic Load: Full-Time
☐ Joint Program
*Campus: MAIN UCALG
Program Choice: Alternate

Program Status

Status: Cancelled
*Program Action: WADM Administrative Withdrawal
Action Date: 2011/03/31
Action Reason: RTW Required to Withdraw
[Evaluation](#)

Plan Data

*Academic Plan: BSC-DEG Bachelor of Science
DEG BSC
*Plan Sequence: 1

Sub-Plan Data

- Note the status on the latest row. When the status is Application or Waitlist, insert a new effective dated row and enter a **Program Action** of 'Administrative Withdraw' and a **Program Action Reason** of 'RTW' (Academic Review – RTW). **Save**.
- When the status is Admit or Conditional Admit, insert a new effective dated row and enter a **Program Action** of 'Admission Revocation' and a **Program Action Reason** of 'RTW' (Academic Review – RTW). This will cancel the Change of Program Application.

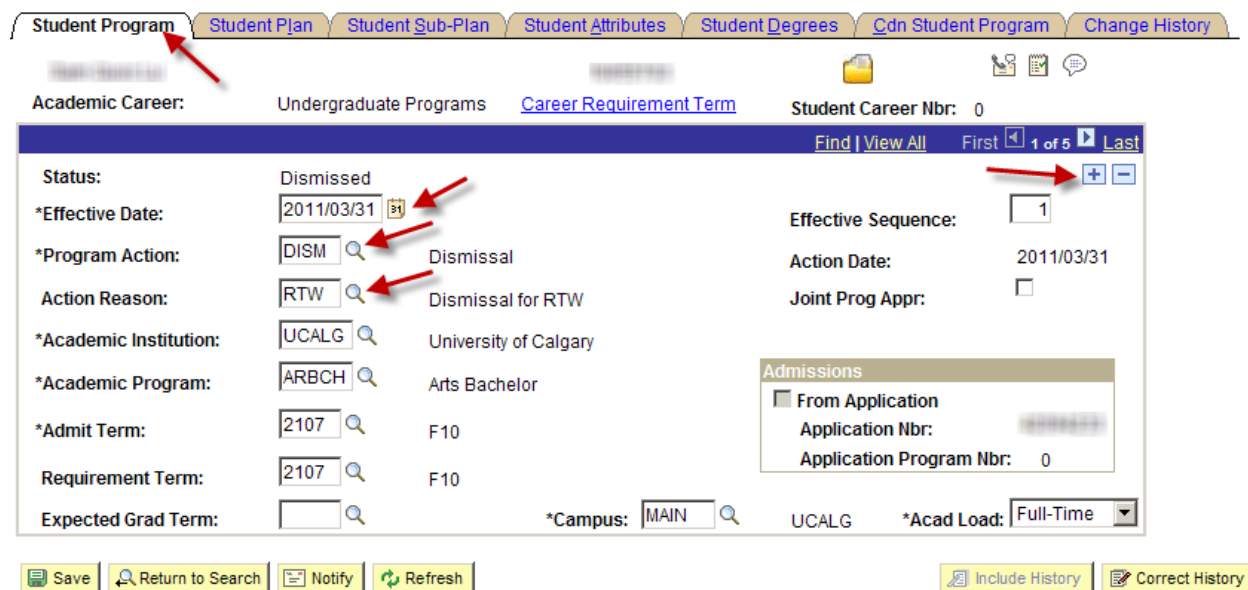
Suspending or revoking an 'admitted' program

The Program Plan Summary screen will transfer you to the Program/Plan component or you can use the navigation path below.

Student Program/Plan

Navigation: **Records and Enrollment > Career and Program Information > Student Program/Plan**

Student Program



[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#) | [Cdn Student Program](#) | [Change History](#)

- To transfer from the Program Plan Summary screen, click on the **link** in the **PROG** column associated with the program you need to cancel. This should take you to the Program/Plan component for the appropriate program.
- Click the **plus sign** to add a new effective dated row. The program must be terminated immediately after the end date of the last term, so change the effective date to the first day of the term immediately following the last active term, remembering that if the student has grades in a term after being RTW then THAT will be the last active term. Otherwise select the term immediately following the RTW ruling (ex., if the student is RTW at the end of Winter 2011, the date should be 2011/05/01. If that same student has already completed Spring courses, the date should be 2011/07/01).
- If you are dealing with scenario a), c) or d), enter a **Program Action** of 'DISM' (Dismissal) with a **Program Action Reason** of 'RTW' (Dismissal for RTW). This will close the Program / Plan and prevent all future Registration in this program



- If you are dealing with scenario b), enter a **Program Action** of 'ADRV' (Admission Revocation) and a **Program Action Reason** of 'RTW' (note, you will have to contact Enrolment Services to perform an Admission Revocation). **Save**.

Coping with Combined Degrees:

If the student is enrolled in a 'Combined' program and is to be required to withdraw from both programs, then both programs must be dismissed or revoked using the steps outlined above. If the student is to be allowed to continue in one part of the combined degree after being required to withdraw from the other, a service indicator of 'ARW' (Admit Immediately After RTW) must be placed on the term in which the student was required to withdraw. This will prevent the automated process from cancelling their courses, terms and programs. The portion of the program from which the student has been RTW will have to be manually suspended to ensure that the student does not continue in that program.

Academic Review Appeals

Each Faculty has its own policy and requirements regarding appeals where students are required to withdraw from the program. The following process outlines what must be done while the appeal is being heard to allow the student to continue registration for affected terms and what follow-up is required depending on the outcome of the decision.

On acceptance of the appeal request, Faculties will enter a Service Indicator 'APL' (RTW Appeal in Progress) into the system. This Service Indicator alerts staff that the student has an on-going Academic appeal. The Batch Term Cancellation for RTW Students will not process students with an on-going appeal.

While the appeal is being heard within the Faculty, the student's access to enrollment is re-activated until a final decision is made. This requires the manual re-activation of the student's program along with the applicable terms. Once a decision is made, either the student's Academic Standing must be updated to reflect their new standing or the student must be withdrawn from the program a second time and their access to registration closed down once more. In either case, the service indicator must be removed and the student notified of the decision. This notification can potentially be done using the Generate Quick Letter process identified in Academic Advisement or using whatever method is preferred by the Faculty (e.g. phone, meeting, formal Word document, etc.).


Assign/Remove Service Indicators

Service indicators are manually added and removed from a student record through the Manage Service Indicators page.

Manage Service Indicators

Navigation: [Campus Community](#) > [Service Indicators \(Student\)](#) > [Manage Service Indicators](#)

Manage Service Indicators

Display: Effect Institution [Refresh](#) 

[+ Add Service Indicator](#)


Service Indicator Summary

No Service Indicators exist for selected criteria.

[+ Add Service Indicator](#)

- If the student does not have any other service indicators, the **Service Indicator Summary** indicates **No Service Indicators exist**.


Manage Service Indicators

Display: Effect Institution [Refresh](#) 

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
EFM	Effective Writing-Exempt	Exempt from Req'd	UCALG	0000	Begin Time			2007/07/19	
LOP	Letter of Permission Alert	Staff Action Required	UCALG	2095	S09			2009/05/05	

[+ Add Service Indicator](#)

- When a service indicator already exists, you can add additional service indicators by selecting the **plus sign**  or the **Add Service Indicator link**. Only authorized personnel can remove service indicators.

Add Service Indicator

***Institution:** University of Calgary

***Service Indicator Code:** RTW Appeal in Progress

***Service Ind Reason Code:** Do Not Cancel Registration

Description:

Effect: Positive

Effective Period:

Start Term: **End Term:**

Start Date: **End Date:**

Assignment Details

***Department:** Enrolment Services

Reference:

Amount: **Currency:**

Contact Information

Contact ID: **Contact Person:**

Placed Person ID: **Placed By:**

Comments

Services Impacted

Index	Description	Basis - Date	Basis - Term	Term Category
1	ALERT	Alert Flag - No Impact		

Service Indicator Date Time: 2010/03/30 22:46:37

User ID:

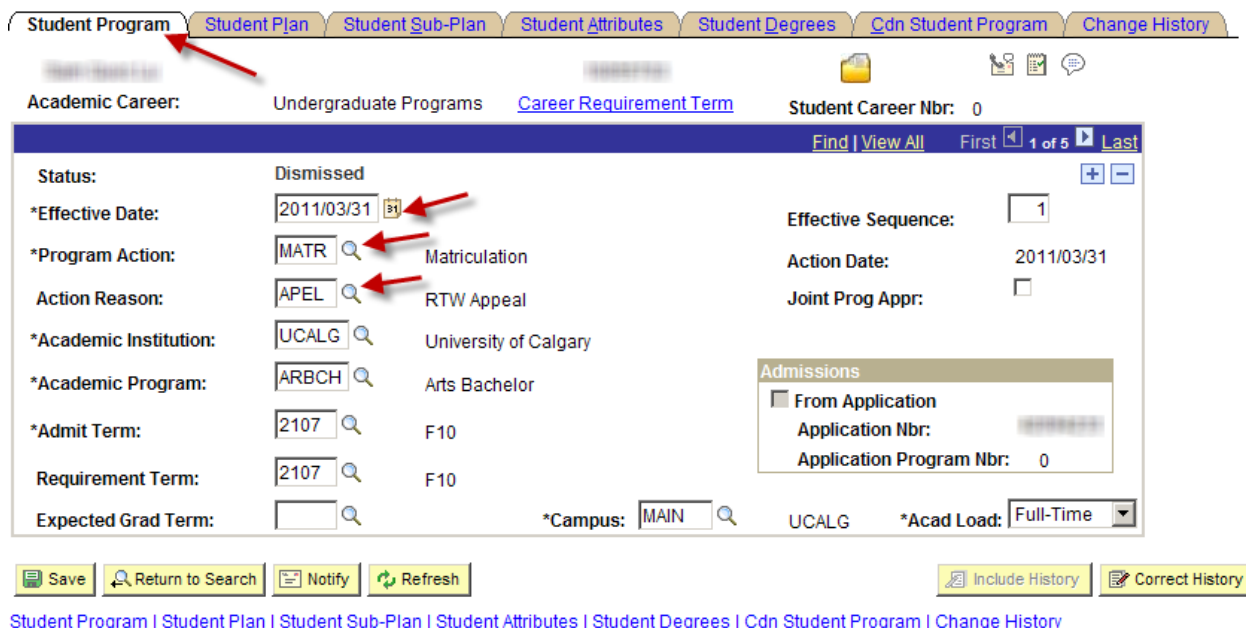
- When the **Service Indicator Code** is selected, the **Service Indicator Reason Code** auto populates.
- The **Start Term** must be the same term where the academic standing status of 'Required to Withdraw' exists (no **End Term** is required).
- The **Placed Person ID** can be over written.

Re-Activate Students Program

A new effective dated row is inserted in to the student's Program / Plan and a Program Action of 'MATR (Matriculate)' with a Program Action Reason of APEL (RTW Appeal) or REIN (Reinstated after RTW). This will re-open the Program / Plan and allow the student to resume registration. The effective date should be the first day of the first month of the term being re-activated.

Student Program/Plan

Navigation: [Records and Enrollment](#) > [Career and Program Information](#) > [Student Program/Plan](#)





Student Program | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#) | [Cdn Student Program](#) | [Change History](#)


Academic Career: Undergraduate Programs [Career Requirement Term](#) Student Career Nbr: 0


Find | View All First 1 of 5 Last


Status: Dismissed


*Effective Date: 2011/03/31 


*Program Action: MATR  Matriculation


Action Reason: APEL  RTW Appeal


*Academic Institution: UCALG  University of Calgary

*Academic Program: ARBCH  Arts Bachelor

*Admit Term: 2107  F10


Requirement Term: 2107  F10

Expected Grad Term: 


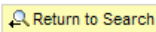


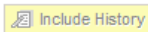
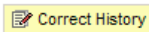
*Campus: MAIN  UCALG *Acad Load: Full-Time

Admissions


☐ From Application

Application Nbr: 

Application Program Nbr: 0

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#) | [Cdn Student Program](#) | [Change History](#)

- Click the **plus sign**  to add the new row. Set the **Effective Date** to the first day of the first month of the term immediately following the RTW term.
- Use the look up buttons to select the **Program Action** of 'MATR (Matriculation)' and the **Program Action Reason** of 'APEL' (RTW Appeal) or 'REIN' (Reinstated after RTW) and then click the **Save** button.

Re-Activate Term

To allow a student to continue registration while the appeal is under consideration the following must be done for every term beyond the RTW term:

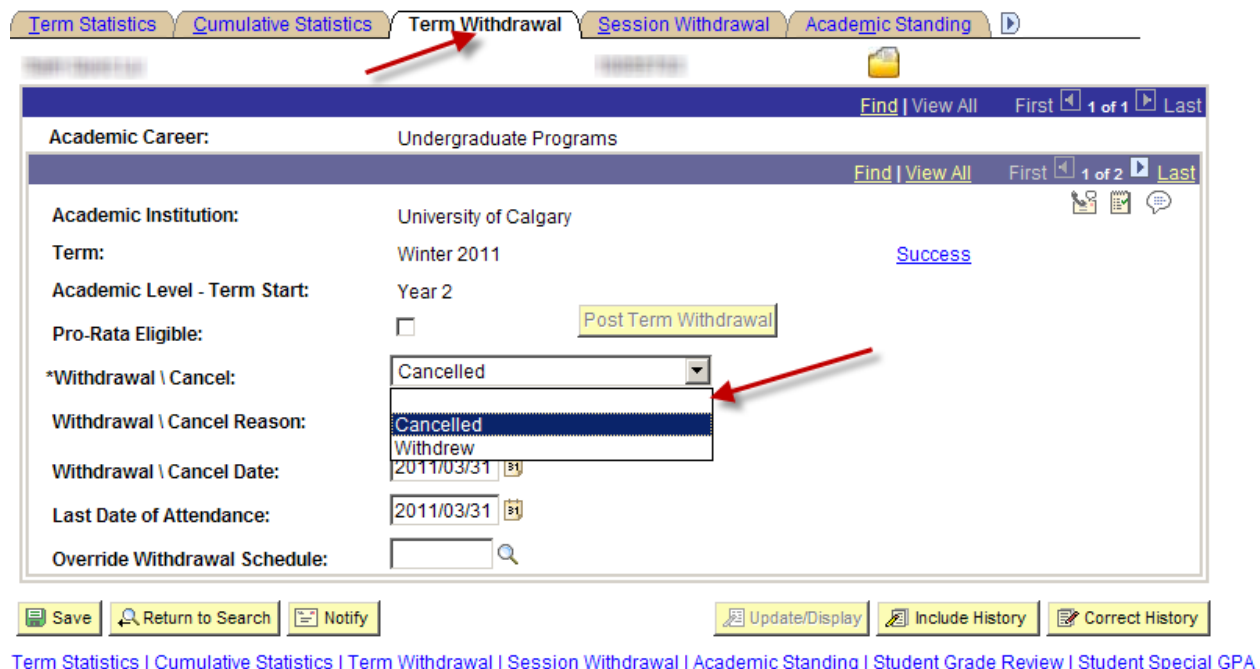
1. The **Withdraw / Cancel** value must be cleared for each Term in which courses were cancelled.
2. The terms must be set to point to the **Student Career number** of the program that has been re-activated.
3. The **Eligible to Enrol** flag on all terms must be checked off (i.e. turned 'on')

It will also be necessary to manually add a registration appointment if the re-activation is being done prior to or during the initial registration period for Fall.

Term History

Navigation: **Records and Enrollment > Student Term Information > Term History**

Term Withdrawal



Term Statistics Cumulative Statistics **Term Withdrawal** Session Withdrawal Academic Standing

Academic Career: Undergraduate Programs

Academic Institution: University of Calgary

Term: Winter 2011

Academic Level - Term Start: Year 2

Pro-Rata Eligible: ☐

*Withdrawal \ Cancel: Cancelled

Withdrawal \ Cancel Reason: Cancelled

Withdrawal \ Cancel Date: 2011/03/31

Last Date of Attendance: 2011/03/31

Override Withdrawal Schedule:

Save Return to Search Notify Update/Display Include History Correct History

Term Statistics | Cumulative Statistics | **Term Withdrawal** | Session Withdrawal | Academic Standing | Student Grade Review | Student Special GPA

- Click the **'blank'** option in the drop down list to clear the **Cancelled** value for the term and then click the **Save** button.

Term Activation

Navigation: [Records and Enrollment](#) > [Student Term Information](#) > [Term Activation a Student](#)

Term Activation

Term Activation | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

Find | View All | First 1 of 1 Last

Academic Career: Undergraduate Programs

Find | View All | First 1 of 2 Last

*Academic Institution:	UCALG	University of Calgary		
*Term:	2111	W11	Units	Activation Date: 2011/01/03
Student Career Nbr:	2	Arts Bachelor		
Override All Academic Levels:	<input type="checkbox"/>		Academic Year:	2010
Override Projected Level:	<input type="checkbox"/>		Load Determination:	Units
Academic Level - Projected:	Year 2		*Form of Study:	Enrollment
Academic Level - Term Start:	Year 2		Academic Load:	No Units
Academic Level - Term End:	Year 2		*Billing Career:	UGRD
Level Determination:	Units		Eligible To Enroll:	<input checked="" type="checkbox"/>

- Enter the **Student Career Nbr** of the program that was just re-activated.
- Click the **Eligible to Enroll** check box so that the green arrow appears.

Set Override Attributes

In some instances students are allowed to exceed the University defined limit for course withdrawals. A program attribute can be added to the student's record to indicate the new limit allowed while they are in a specific program. This requires making changes to the Program/Plan component.

When using the Program/Plan component there are two critical things to get right:

- 1) You must make sure you modify the correct program.
- 2) You must use the correct effective date to tie the change you are making to the appropriate term and to ensure the change you make doesn't interfere with other changes that will need to be made by others.

Follow these steps to ensure you get to the correct program:

Begin with the Program/Plan Summary Screen.

Program/Plan Summary

Navigation: [Student Admissions > Applicant Summaries > Program and Plan Summary](#)
Or
[Click the Program/Plan Summary link in the Open List menu on the Academic Advising Summary](#)

Program and Plan Summary

EDMS Save

☒ Display canceled program status data rows.

Term	Appl Nbr	Prq#	Chc	Car#	Jnt	Pri	Prog	Degree	Aft	Plan	B	DG	Lvl	Load	Type	Adm St	Prq St	Reason	COI	Standing
2073	42016924	0	1		N		NDNDU	UNCL-DEG					0		OSN	A	AC			
2073-U				U-0	N	P	NDNDU	UNCL-DEG					1	P						
2075-U				U-0	N	P	NDNDU	UNCL-DEG					1	N						
2077-U				U-0	N	P	OSNDG	OSNDG-DEG					1	P						
2081-U				U-0	N	P	OSNDG	OSNDG-DEG					1	N						
2083-U				U-0	N	P	OSNDG	OSNDG-DEG					1	N						
2085-U				U-0	N	P	OSNDG	OSNDG-DEG					1	N						
2087	42028717	0	1		N		SCBCH	BSC-DEG	STAT-MAJ				2		TRN	A	AC	SELF		
2087	42028717	1	2		N		SCBCH	BSC-DEG	PMAT-MAJ				2		TRN		AP			
2087-U				U-1	N	P	SCBCH	BSC-DEG	STAT-MAJ				2	F						
2091-U				U-1	N	P	SCBCH	BSC-DEG	STAT-MAJ				2	P						
2093-U				U-1	N	P	SCBCH	BSC-DEG	STAT-MAJ				2	N						
2095-U				U-1	N	P	SCBCH	BSC-DEG	STAT-MAJ				2	N						
2097	42080164	0	1		N		SCBCH	BSC-DEG	ACSC-MAJ				3		CF3	A	AC			
2097-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				2	P						
2101-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				2	N						PROB
2103-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				2	N						
2105-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				2	N						
2107-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				2	F						
2111-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	N						
2113-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	N						
2115-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	N						
2117	42128025	0	1		N		HABCH	BCOMM-DEG	ENMG-MAJ				3		CF1		CN	AUTO		
2117	42128025	1	1		N		HABCH	BCOMM-DEG	PLMA-MAJ				3		CF1		CN	AUTO		
2117-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	P						
2121-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	F						CLRD
2123-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	N						
2125-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	N						
2127	42179608	0	1		N		HABCH	BCOMM-DEG	RMIF-MAJ				3		CF1		CN	QFAC		
2127-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	P						
2131-U				U-2	N	P	SCBCH	BSC-DEG	ACSC-MAJ				3	F						

- Note the **term** that you are making the change for and the **program** associated with that term. Notice that the **student car term** number associated with that program and term. The latter is the key to making sure you are modifying the right record.
- Click on the **program** link (SCBCH in the previous illustration). This will take you directly to the right record in the program/plan component.

Student Program

Navigation: Click on the program link on the Program/Plan Summary
Or
Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

Academic Career: Undergraduate Programs | Career Requirement Term | Student Career Nbr: 2

Status: Applicant
 *Effective Date: 2013/01/01
 *Program Action: DATA
 Action Reason: AATT
 *Academic Institution: UCALG
 *Academic Program: SCBCH
 *Admit Term: 2087
 Requirement Term: 2087
 Expected Grad Term:
 *Campus: MAIN
 UCALG
 *Acad Load: Full-Time

Effective Sequence: 2
 Action Date: 2013/02/19
 Joint Prog Appr: ☐

Admissions
☒ From Application
 Application Nbr: 42080164
 Application Program Nbr: 0

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Include History | Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

- Note that the **Student Career Number** matches the one from the Program/Plan Summary.
- To ensure you get the Date right go to the **Student Degrees** tab to see if the student has applied for a degree. If the **Degree Checkout Status** has a value in it, return to the **Student Program** tab and note the effective date. The date you enter cannot be prior to that date.
- Add a row by clicking on the plus sign. Change the **Effective Date** to the first day of the first month of the term the change is going to be associated with (Jan 1 for Winter, May 1st for Spring, etc.)
- Use the look up buttons to select the **Program Action** DATA (Data Change) and the **Action Reason** AATT (Add Student Attribute).

Student Attributes

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | **Student Attributes** | Student Degrees | Cdn Student Program

Academic Career: Undergraduate Programs Student Career Nbr: 2 Career Req. Term

Status: Active in Program Admit Term: F08
Effective Date: 2013/01/01 Effective Sequence: 2
Program Action: Data Change Action Date: 2013/02/19
Action Reason: Add Student Attribute Requirement Term: F08
Academic Program: SCBCH

*Student Attribute: WGRD W Grades *Student Attribute Value: SPCL UNITS SPCL UNITS Primacy: ☐

Save Return to Search Previous in List Next in List Notify Refresh Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

- Set the **Student Attribute** to 'WGRD (Exceed Maximum W Grades)'.
- The **Student Attribute Value** is set to the desired number of units.

The program attribute will also be used to identify students who require Special Reviews. Students who require Special Reviews will be bypassed by the Academic Review process entirely.

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Student Program | Student Plan | Student Sub-Plan | **Student Attributes** | Student Degrees | Cdn Student Program

Academic Career: Undergraduate Programs Student Career Nbr: 2 Career Req. Term

Status: Active in Program Admit Term: F08
Effective Date: 2013/01/01 Effective Sequence: 2
Program Action: Data Change Action Date: 2013/02/19
Action Reason: Add Student Attribute Requirement Term: F08
Academic Program: SCBCH

*Student Attribute: SPCL SPCL *Student Attribute Value: SPCL RVIEW SPCL RVIEW Primacy: ☐

Save Return to Search Previous in List Next in List Notify Refresh Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

- Set the **Student Attribute** to 'SPCL (Special Academic Review)'.
- The **Student Attribute Value** is set to "SPCL RVIEW (Special Review)".

Deans List

The Deans List will be created using some of the tools previously discussed in this guide in different ways. Students active in the career, academic program and term range specified will be assessed.

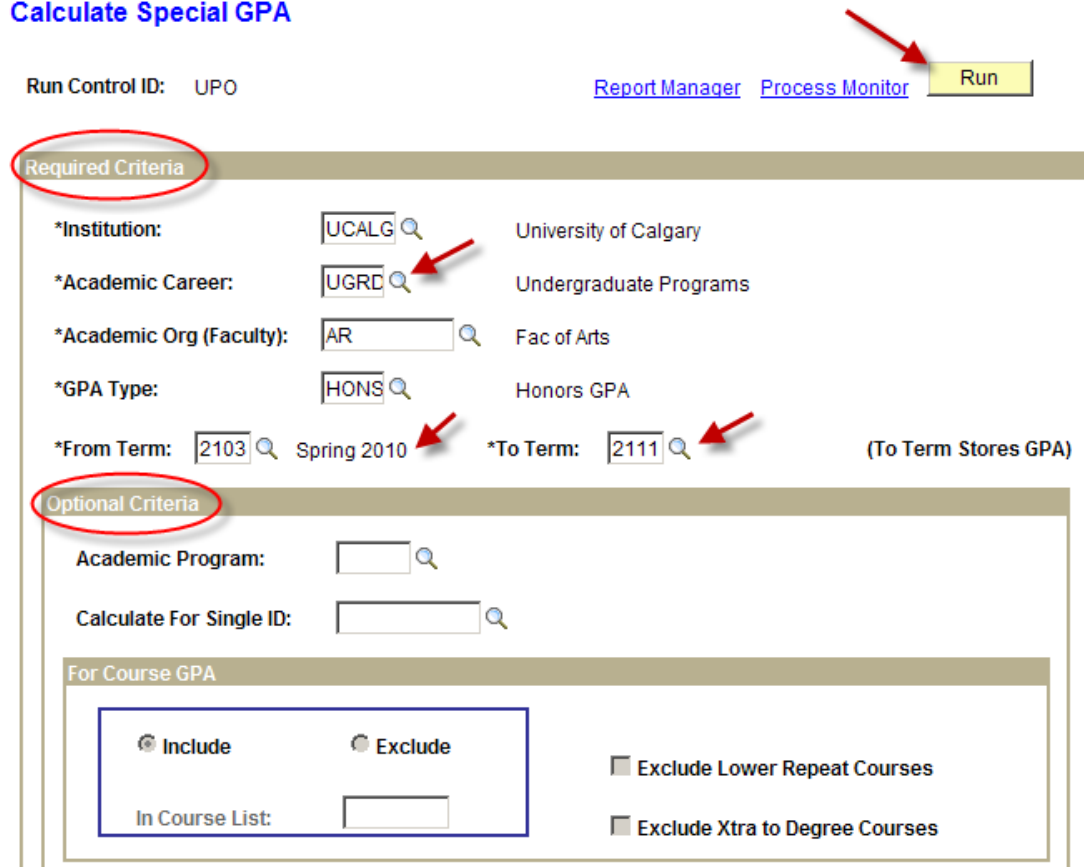
The Calculate Special GPAs process is used to calculate the GPA (known as the HONS gpa) on the terms to be included in the Dean's List evaluation. It must be run first to ensure students have a GPA value stored for this process to analyze. Students with outstanding grades will not have a GPA value stored and will therefore not be analyzed here.

It is important to note that the HONS gpa is based only on the terms entered on the run control, not on courses 'since last assessment' as the academic review gpa's are.

Calculate Special GPA

Navigation: Records and Enrollment > Term Processing > End of Term Processing > Calculate Special GPAs

Calculate Special GPA



Run Control ID: UPO [Report Manager](#) [Process Monitor](#) [Run](#)

Required Criteria

*Institution: University of Calgary

*Academic Career: Undergraduate Programs

*Academic Org (Faculty): Fac of Arts

*GPA Type: Honors GPA

*From Term: Spring 2010 *To Term: (To Term Stores GPA)

Optional Criteria

Academic Program:

Calculate For Single ID:

For Course GPA

☒ Include ☐ Exclude

In Course List:

☐ Exclude Lower Repeat Courses

☐ Exclude Xtra to Degree Courses

- The **GPA type** must be **HONS – Honors GPA**.
- The GPA is calculated on all the courses taken in the term range specified (not since last assessment).

Calculate Honors Awards

Staff in Faculty offices will set up the unique Honors/Awards (Dean's List) criteria for their Faculty on this page and run the process. Users must specify the minimum GPA required and can specify the number of courses required either in total, in each term, in a single term, and can specify what to do if the student has COOP or INTE (work terms) completed as well.

The Calculate Honors Awards process can be run in 'report only' mode. When NOT run in 'report only' mode it will create the Dean's List records and the Dean's List notation will then automatically appear on the students' transcripts.

If required, a separate query can be run to identify students that have received the notation, to be used in creating the formal Dean's Lists and to create letters to notify students. (*Reference Reports – Reports Students Awarded Pg. 60.*)

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [End of Term Processing](#) > [Calculate Honors Awards](#)

Calculate Honors Awards

Run Control ID: ssc [Report Manager](#) [Process Monitor](#) [Run](#)

Required Criteria

*Institution: UCALG University of Calgary
*Academic Career: UGRD Undergraduate Programs
*Faculty: AR Faculty of Arts
*Award Code: DEANAR Dean's List - AR
*From Term: 2103 Spring 2010 *To Term: 2111 Winter 2011
*GPA >=: 3.600

Optional Criteria (specify at least the first row of a set)

Units Taken >=: 24.000 And No Workterms
☐ And Non-Workterm Units Taken >=: In Each Term Or
Units Taken >=: 24.000 And One Workterms
☐ And Non-Workterm Units Taken >=: In Each Term Or
Units Taken >=: 12.000 And Two Workterms
☐ And Non-Workterm Units Taken >=: In Each Term

Optional Criteria

Academic Program:
Calculate For Single ID:
☒ Report Only

- The term range specified on the Calculate Special GPAs process must match the term range specified on this process or inaccurate results will occur.
- If the **Report Only** field remains selected (default), a report of students meeting the criteria specified will be generated but students' records will not be updated with the Dean's List notation.
- If the **Report Only** field is unselected, the process will both find the students meeting the criteria specified and update their records with the Dean's List notation.

Important Note: Once an Honors Award record is created, the record cannot be deleted. Running the process in **Report only** mode first will prevent the creation of inaccurate records.

View Log/Trace

Report


Report ID: XXXXXXXXXX **Process Instance:** 2288905 [Message Log](#)
Name: UCRVB002 **Process Type:** SQR Report
Run Status: Success

Calculate Honors Awards

Distribution Details

Distribution Node: PSREPORTS **Expiration Date:** 2010/03/30 21:30:48.000000 MDT


File List


Name	File Size (bytes)	Datetime Created
SQR_UCRVB002_2288905.log	1,726	2010/03/30 21:30:48.000000 MDT
ucrvb002_2288905.PDF 	1,615	2010/03/30 21:30:48.000000 MDT
ucrvb002_2288905.out	586	2010/03/30 21:30:48.000000 MDT


Distribute To

Distribution ID Type	*Distribution ID
User	XXXXXXXXXX

- The Honors Awards report is generated in pdf format. Click the [ucrvb002_2288905.PDF](#) link to view the report.


Report ID: UCRVB002
Process Instance: 3260441 

From Term: Spring 2010
To Term: Winter 2011 

Faculty: AR
Academic Program: 

University of Calgary - Academic Review
Calculate Honors Awards

Page No. 1
Run Date 2012/02/22
Run Time 12:25:10

Student ID	Name	Year of Program	Joint Ind	Work Term(s) Taken	Spring Units Taken	Summer Units Taken	Fall Units Taken	Winter Units Taken	Total Non-Workterm Units Taken	Total Non-Workterm PCE Taken	GPA
											

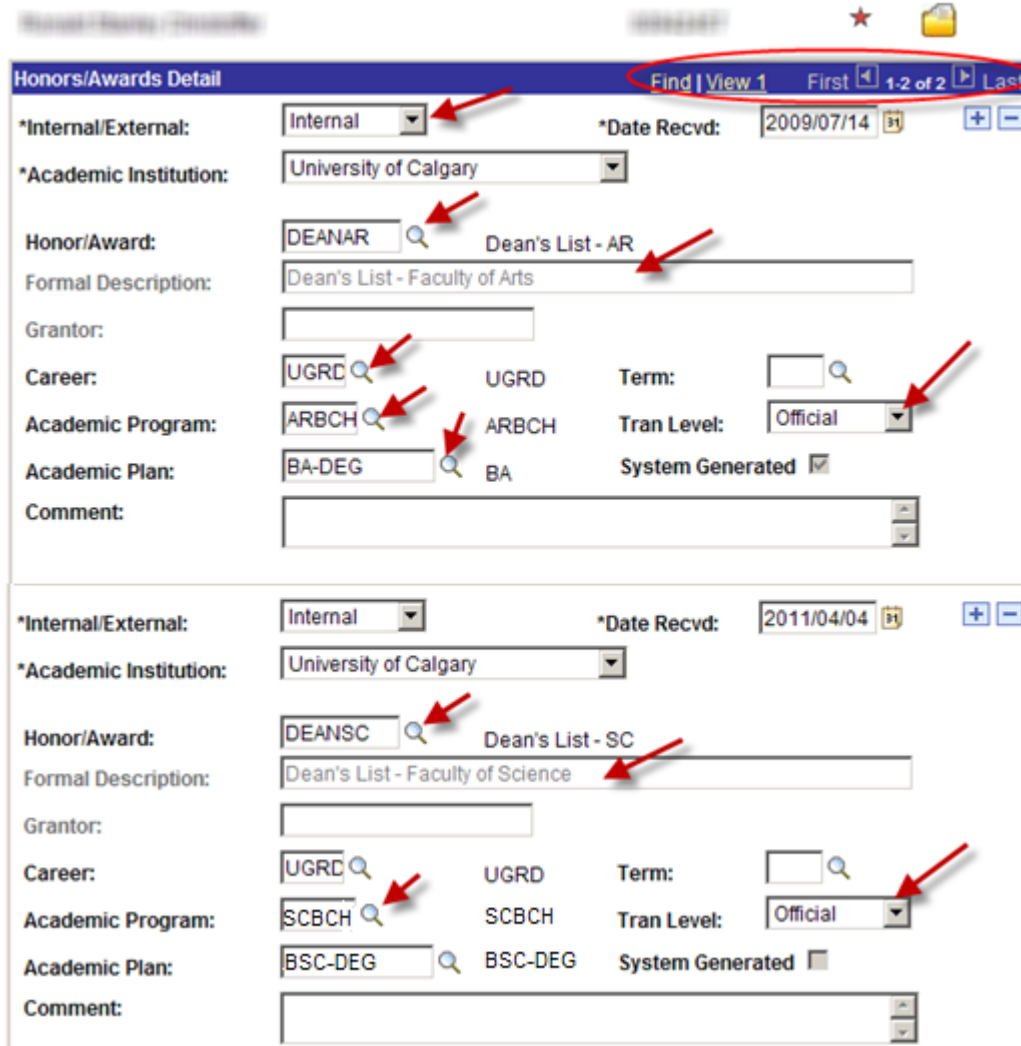
-
- The report output displays the **Student ID, Name, Year of Program**, if this is a **Joint Program, Work Term Taken, Spring, Summer, Fall, Winter Units taken, total Non Workterm Units taken, total Non Workterm FCE taken** and **GPA**.

Honors and Awards can be assigned manually if there is a need to override the Award assigned by the automated Honors Awards process.

Honors Awards

Navigation: **Records and Enrollment > Graduation > Honors and Awards**

Honors and Awards



Honors/Awards Detail Find | View 1 First 1-2 of 2 Last

*Internal/External:	Internal	*Date Recvd:	2009/07/14
*Academic Institution:	University of Calgary		
Honor/Award:	DEANAR	Dean's List - AR	
Formal Description:	Dean's List - Faculty of Arts		
Grantor:			
Career:	UGRD	UGRD	Term:
Academic Program:	ARBCH	ARBCH	Tran Level:
Academic Plan:	BA-DEG	BA	System Generated
Comment:			

*Internal/External:	Internal	*Date Recvd:	2011/04/04
*Academic Institution:	University of Calgary		
Honor/Award:	DEANSC	Dean's List - SC	
Formal Description:	Dean's List - Faculty of Science		
Grantor:			
Career:	UGRD	UGRD	Term:
Academic Program:	SCBCH	SCBCH	Tran Level:
Academic Plan:	BSC-DEG	BSC-DEG	System Generated
Comment:			

- Honors and Awards assigned manually will not be overwritten by the automated assignment process
- The **Transcript level** for Dean's List records is '**official**' – they will appear on the transcript with no further manual intervention required.

Reports

The following reports will be available to users of the Academic Review Module:

Report Academic Review Exceptions

The Academic Review Exceptions report is used to identify various exceptions to the Academic Standing Process. Because the process only looks at the courses taken SLA, it does not cover all the rules that impact a review decision for a student. The following report can be generated at the end of a term and uses the student's entire record to report on the following:

- Excessive Units:
Reports students with lifetime withdrawals (W) exceeding the unit number(s) specified, and/or reports lifetime courses bearing grade point values lower than that specified. If 'In Course List' is not blank, only students exceeding <units> with less than <grade point value> on courses included in the course list will be reported.
- Graduating Students:
Reports students who have applied to graduate and have the specified academic standing action (code). The application for degree must be for the active program(s) as of the specified term. No students will appear on this report if an academic standing status does not exist on the specified term. This enables staff to identify and remove graduating students from the review process.
- Post-Admission Transfer Credit Granted:
Reports students with transfer credit posted for articulation terms greater than or = to the active program's admit term. Students will appear on the report with blank GPA and Unit columns if special GPA values are not found for the specified term.

Academic Review Exceptions

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [End of Term Processing](#) > [Academic Review Exceptions](#)

Academic Review Exceptions

Run Control ID: SSC

[Report Manager](#) [Process Monitor](#)

Run

Required Criteria

*Institution: University of Calgary
*Academic Career: Undergraduate Programs
*Academic Org (Faculty): Fac of Arts
*Term: Winter 2011

Optional Criteria (specify at least one of the following)

Exceeding: Units with W Grade

Exceeding: Units with Grade Point Value <:

In Course List:

[Find](#) | [View All](#) | First Last

Graduation Record with Academic Standing Code:

Subject to Special Review

☐ Post - Admission Transfer Credit Granted

Optional Criteria

Academic Program:

Identify Grade Changes – Query

To supplement the academic review process, the 'Identify Grade Changes' query can be run to pick up grades that have changed (as opposed to grades that were missing and are now there - i.e., it won't pick up a change from blank to A, but will pick up a change from D to C).

Query Viewer

Navigation: [Report Tools > Query > Query Viewer](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with
 [Advanced Search](#)

Search Results

*Folder View:

Query		Customize Find View All		First 4 of 4 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UCRV_GRADE_CHANGE	Identify Grade Changes	Public		HTML	Excel	Schedule	Favorite
UCRV_MAXI_TERM_GPA	Maxi-Term GPA Report	Public		HTML	Excel	Schedule	Favorite
UCRV_MAXI_TERM_GPA_CRSES	Maxi-Term GPA with Courses	Public		HTML	Excel	Schedule	Favorite
UCRV_REPORT_STDNT_AWARD	Report Students Awarded	Public		HTML	Excel	Schedule	Favorite

- Enter the Query name **UCRV_GRADE_CHANGE**. You can also enter a partial name, for example **UCRV** to display a list of queries that begin with that parameter. Click the **Favorite** link to create/add this query to your list of Favorite Queries.
- Selecting **HTML** or **Excel** opens a new browser window where the Query criteria are entered.

Institution:
 Career:
 Term:
 Program:
 Primary Plan:
 As of Date(YYYY-MM-DD):

Career	ID	Name	Program	Primary Program	Degree Plan	Primary Plan	Class Number	Subject	Catalog Nbr	Joint Program	Change Date	Before Grade	After Grade
--------	----	------	---------	-----------------	-------------	--------------	--------------	---------	-------------	---------------	-------------	--------------	-------------

- Click the **View Results** button to view the Query Results.
- The Identify Grade Changes query results display the student's **Career**, **ID**, **Name**, **Program**, **Primary Program**, **Degree Plan**, **Primary Plan**, **Class Number**, **Subject**, **Catalog Number**, **Joint Program**, **Change Date**, **Before Grade** and **After Grade**.

Report Students Awarded - Query

The 'Report Students Awarded' query produces a list of those students who meet the Honors Awards criteria and whose records have been updated with the awards notation e.g. Dean's List CC.

Query Viewer

Navigation: [Report Tools > Query > Query Viewer](#)

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with
 [Advanced Search](#)

Search Results

*Folder View:

Query		Customize Find View All		First 4 of 4 Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UCRV_GRADE_CHANGE	Identify Grade Changes	Public		HTML	Excel	Schedule	Favorite
UCRV_MAXI_TERM_GPA	Maxi-Term GPA Report	Public		HTML	Excel	Schedule	Favorite
UCRV_MAXI_TERM_GPA_CRSES	Maxi-Term GPA with Courses	Public		HTML	Excel	Schedule	Favorite
UCRV_REPORT_STDNT_AWARD	Report Students Awarded	Public		HTML	Excel	Schedule	Favorite

- Enter '**UCRV**' to display the list of Academic Review queries.
- Selecting **HTML** or **Excel** opens a new browser window where the Query criteria are entered.
- The **Favorite** link can be used to add this query to your list of Favorite Queries.

Academic Institution:
 Career:
 Term:
 Academic Org (Faculty):
 Award Code:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (87 kb)

View All First 1-85 of 85 Last

	ID	First Name	Middle Name	Last Name	Full Name	Term	Program	Plan	GPA Units	FCE	GPA	Date Received	Joint Program	Proj Level	Address 1	Address 2	Address 3	Address 4	City	State	Postal Code	Country
1						2111	ARBCH	BA-DEG	30.000	5.00	3.710	2009/07/14	N	3					CALGARY	AB		CAN
2						2111	ARBCH	BLNK-DEG	27.000	1.50	3.711	2009/07/14	N	2					Calgary	AB		CAN

- Enter the Query criteria and click the **View Results** button to view the Query Results.
- The Query results display the **Student ID, First Name, Middle Name, Last Name, Full Name, Term, Program, Plan, GPA Units, FCE, GPA, Date Received, Address, Demographic information** (City, Province, Postal Code, Country), **Joint Program** and **Proj Level**.
- When the student is in a combined degree the system will pick up both if the student is eligible.
- When the student is in a combined degree in the same faculty, they will appear in the list twice. Download the list to excel and remove any duplicates.

Identify Students No Longer At Risk

This report is generated to identify students who were thought to be at risk of being RTW and who were prevented from registering in future terms with the placement of a negative service indicator on their record. Once the official review has been run for the subsequent term, students who receive a positive review will have the negative service indicator removed from their record in order to allow them to proceed with enrolment. This report helps staff identify those students so the service indicator can be removed.

It is expected that the Calculate Special GPAs process will occur prior to this process. If the Calculate Special GPAs process does not occur prior, this report will return no students.

The report can be run before or after the Academic Review for the specified term. If the report runs before the Academic Review, the Academic Standing Status column will be blank.

Students No Longer at Risk

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [End of Term Processing](#) > [Students no Longer at Risk](#)

Students no Longer at Risk






Students no Longer at Risk

Run Control ID: SSC


[Report Manager](#) [Process Monitor](#)

Run

Required Criteria

*Institution: UCALG  University of Calgary
 *Academic Career: UGRD  Undergraduate Programs
 *Term: 2111  Winter 2011
 *Acad Org (Faculty): AR  Faculty of Arts
 *Service Indicator: ARR  AR-block reg pending ac review

Optional Criteria

Service Indicator Reason: 

Academic Standing Status:

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

Appendices

General Information

Term Structure

In the Student Administration System, there will be 4 schedule terms in a year: Fall, Winter, Spring, Summer (e.g. Fall 2007). Term codes will be a combination of the year and term number.

Term

Winter	1
Spring	3
Summer	5
Fall	7

Year

Pre 2000	0 + the last two digits of the year e.g. 0967 = Fall 1996
Post 2000	2 + the last two digits of the year e.g. 2107 = Fall 2010

Terms

Fall 1999	0997 or F99
Fall 2012	2127 or F12
Winter 2013	2131 or W13
Spring 2013	2133 or P13
Summer 2013	2135 or S13
Fall 2013	2137 or F13
Winter 2014	2141 or W14
Spring 2014	2143 or P14
Summer 2014	2145 or S14
Fall 2014	2147 or F14
Winter 2015	2151 or W15
Spring 2015	2153 or P15
Summer 2015	2155 or S15
Fall 2015	2157 or F15

My Favorites

A list of frequently accessed pages can be created and maintained under the My Favorites option in the Navigation menu.



- The menu is then used to access the desired page



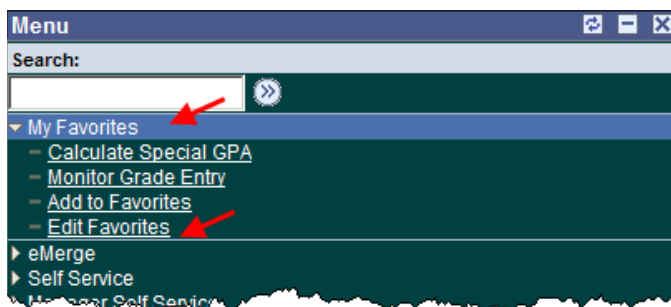
- The **Add to Favorites** link in the menu bar at the top of the page is used to save the page to the Favorites list. The page may be renamed if desired by overriding the default description.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description:

- Once the page is saved to the list, expand the My Favorites folder to view the list of favorites. The hyperlinks are used to access and display the desired page.



- The **Edit Favorites** link can be used to put the list of favorites in the order you wish them to display.

Student Administration Support

If you require assistance with Student Administration (PeopleSoft), consult the IT Training website for job aids and online learning tools: <http://www.ucalgary.ca/ittraining>.

Appendix A - Academic Review Process – User Timeline

This timeline assumes a single review at the end of each Winter term. The timeframe would simply be shifted for those faculties running after every term. The exact timing of each step will differ from faculty to faculty.

1. Preparation - Define Academic Standing Rules:

- Ensure that rules are accurate and up-to-date [This includes setting up course lists, for those faculties that use them.] Maintain a separate set of rules for identifying students “at risk” if desired.

Reference Academic Standing Rules, Page 7

2. Jan-Feb – find “at risk” students and prevent Spring/Summer Registration

- Run “Monitor Grade Entry” process.
Reference Monitor Grade Entry, Page 14

Once most grades are in proceed:

- Run “Calculate Special GPAs” which writes review GPAs to the database. [Faculties using course lists as well as GPA since last assessment must run this twice.]

Reference Calculate Special GPAs, Page 20

- Run “Calculate Academic Standing – Batch” process setting the run control to “Report Only” on ‘At Risk’ rule set to find students who are at risk of being RTW by the end of Winter.

Reference Calculate Academic Standing, Page 24

- Assign Spring/Summer Service Indicators (withholds) to those students who meet the rules.

Reference Service Indicators, Page 44

3. May – find students no longer “at risk” and enable Fall/Winter Registration

- Run “Calculate Special GPAs”
Reference Calculate Special GPAs, Page 20
- Run “Report Students No Longer at Risk”
Reference Report Students No Longer at Risk, Page 62
- Remove Spring/Summer Service Indicators
Reference Service Indicators, Page 44

4. June – Academic Review

- Run DW queries to remove any stray APL or ARW service indicators from last review.
- Run “Monitor Grade Entry” (to ensure most grades are in and keep track of those that aren’t)
Reference Monitor Grade Entry, Page 14
- Run “Calculate Special GPAs” [twice if using course lists as well].
Reference Calculate Special GPAs, Page 20
- Run “Calculate Academic Standing – Batch” process, selecting “Academic Review” on the run control (and without selecting “Report Only”). This will apply the regular academic review rules (ex., ARBCH) and the results will be stored on the database.
Reference Calculate Academic Standing, Page 24
- Run “Extract Students by Standing” and print record cards.
Reference Extract Students by Standing, Page 25
- Run “Report Academic Review Exceptions” to eliminate students who have completed their programs from the list of results.
Reference Report Academic Review Exceptions, Page 57
- Create letters for the remaining students through Word merge. Use new custom Synergize process to store letters electronically, where appropriate. The Synergize process should not be used if some of the letters are not sent as the letters cannot be deleted from the electronic repository after the fact. Synergize will create a communication record. When the letter is not sent the communication record must be removed and the synergized document must be marked as “not sent”.
- Run “Report Academic Review Exceptions” to find students who have exceeded the allowed number of withdrawals (or other grades). Proceed with letters etc., to get them in and make decisions.
Reference Report Academic Review Exceptions, Page 57
- Place “WGRD” Student Attributes on the records of those students who will be allowed to proceed with excess withdrawals.
Reference Student Attributes, Page 50
- If a student is to be RTW, enter a new Academic Standing Action as appropriate. The student will then be automatically picked up by:
 - i. “Populate Batch Term Withdrawal/Cancellation Control” which terminates future registrations and de-activates future terms. This process runs nightly.
Reference Populate Batch Term Withdrawal/Cancellation Control, Page 30 and Appendix C, Page 70

- ii. “Recalculation of Tuition and Fees”
Reference Recalculate Fees, Page 37
- iii. “Batch Inactivate Student Program” – terminates all active programs and any future outstanding change of program requests. This process runs nightly.
Reference Batch Inactivate Student Program, Page 31 and Appendix D, Page 71
- If a student is to be admitted immediately to another faculty, despite being RTW from the primary faculty, the admitting faculty must put up a Service indicator of ARW (Admit Immediately After RTW). This will cause the student to be skipped by the above nightly processes and retain their registration and program activation.
Reference Service Indicators, Page 44
- If a student appeals the RTW decision the following steps are required:
 - iv. Program and Term must be manually reactivated by ES.
Reference Reactive Program, Page 46
Reference Reactive Term, Page 47
 - v. Service Indicator of APL (Appeal in Progress) must be put up to prevent the nightly termination jobs from re-cancelling the student.
Reference Service Indicators, Page 44
 - vi. If the appeal is lost, the Service Indicator will be removed and the nightly jobs will re-cancel the students program and registration.
Reference Service Indicators, Page 44
 - vii. If the appeal is won, the Academic Standing Action must be changed to “RTW – readmitted on basis of an appeal”.
Reference Service Indicators, Page 44

Appendix B - Academic Standing Action Codes

Career	Standing Action	Formal Description	Standing Status
UGRD	BLNK	Blank Grade	BLK
UGRD	NONE	Do Not Use, Rule Definition Only-No Standing	NON
UGRD	NOST	No Longer Eligible - No Standing Assigned	NTE
UGRD	CLRD	Probation Cleared	GST
UGRD	GOOD	Continues in Good Standing	GST
UGRD	PROB	Placed on Academic Probation	PRO
UGRD	PROE	Reviewed and Continues on Probation	PRO
UGRD	RWAC	Required to Withdraw for Academic Reasons	RTW
UGRD	RWRP	Required to Withdraw for Unsuccessful Repetition	RTW
UGRD	APLA	RTW (Academic) Readmit on Probation on Appeal	PRO
UGRD	APLR	RTW (Repetition) Readmit on Probation on Appeal	PRO
UGRD	SPC1	Subject to Special Review	SPC
UGRD	XCLR	Subject to Probation Cleared	PRBC
UGRD	XPRO	Subject to Academic Probation	SPRO
UGRD	XRW1	Subject to RTW for Academic Reasons-Min GPA	SRTW
UGRD	XRW2	Subject to RTW-Probation Not Cleared	SRTW
UGRD	XRW3	Subject to RTW - 2nd Prob	SRTW
UGRD	XRW4	Subject to RTW for Unsuccessful Repetition	SRTW
UGRD	CPRB	Do Not Use, Rule Definition Only-Admiss Prob	PRO
UGRD	APLE	EN RTW-Readmit Under Conditions on Probation	PRO
UGRD	RWNU	NU RTW-Calgary Conjoint Nursing Program	RTW
UGRD	APLN	NU RTW-Calg Cnjnt-Readmit on Appeal	PRO

Appendix C - Term Withdrawal/Cancellation (Batch)

The Term Withdrawal/Cancellation batch process, is run nightly, to identify students whose registration must be cancelled as a result of an academic standing status of 'Required to Withdraw'. This process will populate the appropriate record, which is then used to cancel the registration for all identified students.

Term Withdrawal/Cancel – RTW Students

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [Withdrawal and Cancellation](#) > [Term Withdraw/Cnc - RTW Students](#)

Term Withdraw/Cancel - RTW Students

Run Control ID: UPO [Report Manager](#) [Process Monitor](#) [Run](#)

Required Criteria

*Institution:	<input type="text" value="UCALG"/>	University of Calgary
*Academic Career:	<input type="text" value="UGRD"/>	Undergraduate Programs
*Term:	<input type="text"/>	

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- The **Term** specified on the run control will have to be incremented by the scheduler after most, if not all, required to withdraw rulings have been placed on the student's records for that term. This should be done on a day agreed upon and known to users. Once the term has been incremented, students required to withdraw for the previous term will have to be cancelled manually.

Appendix D - Batch Inactivate Student Program

Inactivate Program – RTW Students

Navigation: [Records and Enrollment](#) > [Term Processing](#) > [Withdrawal and Cancellation](#) > [Inactivate Prog - RTW Students](#)

Inactivate Program - RTW Students

Run Control ID: UPO [Report Manager](#) [Process Monitor](#) [Run](#)

Required Criteria

*Institution:	<input type="text" value="UCALG"/>		University of Calgary
*Academic Career:	<input type="text" value="JGRD"/>		
*Term:	<input type="text"/>		

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Appendix E – Academic Standing Rules

This Appendix illustrates the Academic Standing Rules SLA (*Since Last Assessment*) for the Faculty of Arts as an example of how the rules may be used and a reminder of how the sequencing of the rules affects how they are processed. Note two sets of rules can be set up and maintained – Academic Review (the complete set of Academic Standing Rules) and At Risk (rules for identifying students “at risk”).

Academic Standing Rules

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search by: Academic Institution begins with

☐ Include History
 ☐ Correct History

Search

[Advanced Search](#)

Search Results

View All First 1-22 of 22 Last

Academic Institution	Academic Career	Academic Standing Rule	Rule Type	Description
UCALG	UGRD	ARBCH	AcadReview AR	Standing Rules
UCALG	UGRD	CCBCH	AcadReview CC	Standing Rules
UCALG	UGRD	CCBCH	AtRisk	CC At Risk
UCALG	UGRD	EDBCH	AcadReview ED	Standing Rules
UCALG	UGRD	EDBCH	AtRisk	ED At Risk
UCALG	UGRD	ENBCH	AcadReview EN	Standing Rules

Sequence 10

Academic Standing Rule

Academic Standing Rule

Find | View All
First 1 of 1 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01

*Description: AR Standing Rules

☐ At Risk Rule ☒ Academic Review Rule

Rule Details

Find | View All
First 1 of 1 Last

*Seq. No: 10 *Academic Standing: BLNK Blank Grade

Since Last Assessment

Units Taken:
GPA:
Course GPA:
Plan

And
And
And

And/Or:
And/Or:
And/Or:

on Repeated Courses

Units with Grade Point Value:
Units with Grade Point Value:
Units with Grade:

And/Or:
And/Or:
And/Or:

Incomplete Grades ☒ Special Review ☐

Prior Academic Standing

Find | View All
First 1 of 1 Last

Academic Standing Rule: ARBCH

*Effective Date: 2011/04/01

*Description: AR Standing Rules

Rule Details

*Seq. No: 20 *Academic Standing: SPC1 Subject to Special Review

Since Last Assessment

Units Taken: [] [] And/Or: []

GPA: [] [] And [] [] And/Or: []

Course GPA: [] [] And [] [] And/Or: []

Plan [] And/Or: []

on Repeated Courses ☐

[] Units with Grade Point Value: [] [] And/Or: []

[] Units with Grade Point Value: [] [] in Course List: [] And/Or: []

[] Units with Grade: [] And/Or: []

Incomplete Grades ☒ Special Review ☒

Academic Standing Rule

Academic Standing Rule

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01

*Description: AR Standing Rules

Rule Details

*Seq. No: 30 *Academic Standing: CLRD Probation Cleared

Since Last Assessment

Units Taken: >= 18.000

GPA: >= 2.000 And

Course GPA: And

Plan

And/Or: AND

And/Or: AND

And/Or:

And/Or:

on Repeated Courses

Units with Grade Point Value: And/Or:

Units with Grade Point Value: in Course List: And/Or:

Units with Grade: And/Or:

Incomplete Grades Special Review

Prior Academic Standing

*Prior Academic Standing: APLA RTW (Academic) Readmit on Probation on Appeal

Sequence 40

Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 2 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01

*Description: AR Standing Rules

Rule Details Find | View All First 3 of 10 Last

*Seq. No: 40 *Academic Standing: XRW2 Subject to RTW-Probation Not Cleared

Since Last Assessment

Units Taken:	>=	18.000	And/Or:	AND
GPA:	<	2.000	And/Or:	AND
Course GPA:			And/Or:	
Plan			And/Or:	

on Repeated Courses ☐

Units with Grade Point		And/Or:	
Value:		And/Or:	
Units with Grade Point		in Course List:	
Value:		And/Or:	
Units with Grade:		And/Or:	

Incomplete Grades ☐ Special Review ☐


Prior Academic Standing Find | View All First 1 of 1 Last

*Prior Academic Standing: APLA RTW (Academic) Readmit on Probation on Appeal

Academic Standing Rule


Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH



*Effective Date: 2010/04/01  ☐ At Risk Rule ☒ Academic Review Rule



*Description: AR Standing Rules



Rule Details Find | View All First 3 of 10 Last



*Seq. No: 50 *Academic Standing: XRW1  Subject to RTW for Academic Reasons-Min GPA

Since Last Assessment



Units Taken:  And/Or: 




GPA:  And/Or: 



Course GPA:  And/Or: 

Plan  And/Or: 

on Repeated Courses ☐


Units with Grade Point  And/Or: 

Value:  in Course List:  And/Or: 

Units with Grade:  And/Or: 

Incomplete Grades ☐ Special Review ☐

Prior Academic Standing Find | View All First 1 of 1 Last

*Prior Academic Standing: 

Sequence 60

Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 2 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARECH

*Effective Date: 2010/04/01

*Description: AR Standing Rules

Rule Details Find | View All First 3 of 10 Last

*Seq. No: 60 *Academic Standing: XRW3 Subject to RTW - 2nd Prob

Since Last Assessment

Units Taken: >= 18.000

GPA: < 2.000 And

Course GPA: And

Plan

And/Or: AND

And/Or: AND

And/Or:

And/Or:

on Repeated Courses

Units with Grade Point Value: And/Or:

Units with Grade Point Value: in Course List: And/Or:

Units with Grade: And/Or:

Incomplete Grades Special Review

Prior Academic Standing Find | View All First 1 of 1 Last

*Prior Academic Standing:

Prior Standing in last 5 years

*Prior Academic Standing: APLA RTW (Academic) Readmit on Probation on Appeal

Sequence 70


Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 2 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs


Academic Standing Rule: ARBCH

*Effective Date: 2010/04/01 

*Description: AR Standing Rules

☐ At Risk Rule ☒ Academic Review Rule

Rule Details Find | View All First 4 of 11 Last

*Seq. No: 70 *Academic Standing: PROB  Placed on Academic Probation

Since Last Assessment

Units Taken:	>=	18.000		And Or:	AND
GPA:	<	2.000	And		And/Or:
Course GPA:			And		And/Or:
Plan					And/Or:

on Repeated Courses ☐

	Units with Grade Point Value:		And/Or:	
	Units with Grade Point Value:		in Course List:	

Sequence 80


Academic Standing Rule

Academic Standing Rule

Find | View All First 1 of 2 Last

Institution: UCALG Academic Career: UGRD Undergraduate Programs

Academic Standing Rule: ARBCH


*Effective Date: 2010/04/01 

*Description: AR Standing Rules

☐ At Risk Rule ☒ Academic Review Rule

Rule Details

Find | View All First 4 of 11 Last

*Seq. No: 80 *Academic Standing: GOOD  Continues in Good Standing

Since Last Assessment

Units Taken: >= 18.000

GPA: >= 2.000 And

Course GPA: And

Plan

on Repeated Courses ☐

Units with Grade Point Value: And/Or:

Units with Grade Point Value: in Course List: And/Or:

And/Or: AND

Appendix F - Create Course List

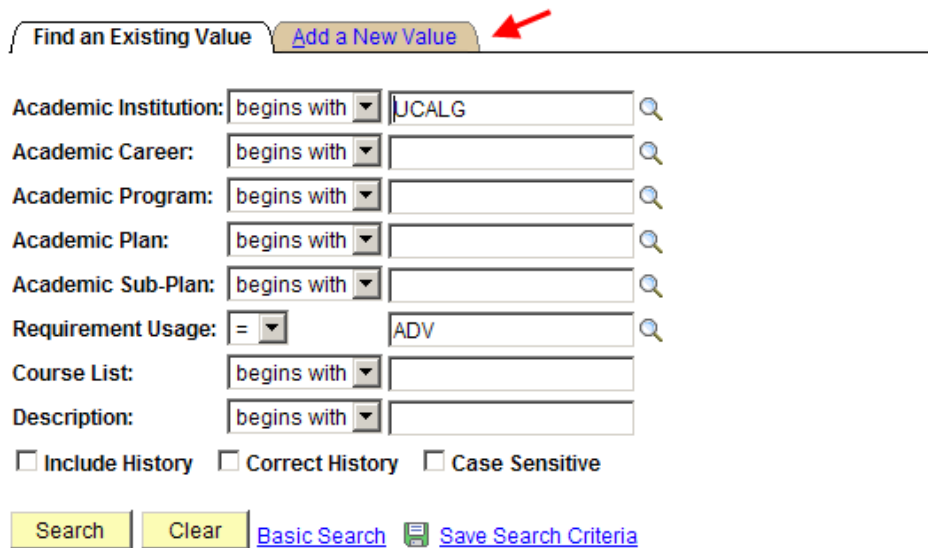
The Define Course Lists functionality provides the ability to define lists of courses. Course Lists can include either specific Course ID's or wildcard definitions based on the Academic Group, Subject or Catalog Number.

Define Course Lists

Navigation: [Academic Advising](#) > [Academic Requirement](#) > [Define Course List](#)

Define Course Lists

Enter any information you have and click Search. Leave fields blank for a list of all values.



Find an Existing Value **Add a New Value**

Academic Institution: begins with JCALG

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Requirement Usage: = ADV

Course List: begins with

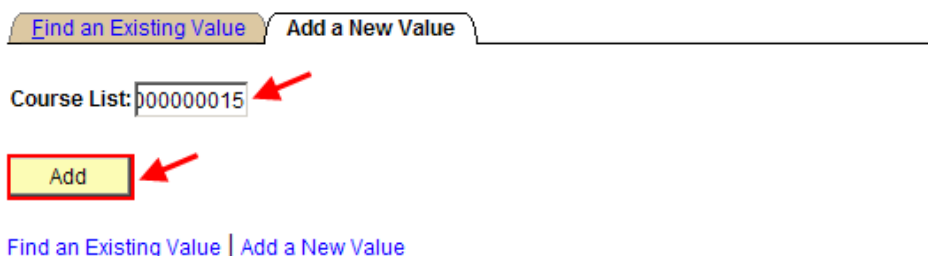
Description: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

- Click the Add a New Value tab to create a new course list.

Define Course Lists



Find an Existing Value **Add a New Value**

Course List: 00000015

Add

[Find an Existing Value](#) | [Add a New Value](#)

- Enter the **Course List** number. It is important that you do not enter a number that already exists. You can check to see if the number exists by using the Find an existing value feature.

Course List Description

Course List Description **Course List Detail** Course List Parameters

Find | View All 1 of 1

Course List: 000000015

*Effective Date: 1901/01/01 *Status: Active

*Description: Science Area III

*Short Description: SC Area III *Usage: Academic Advisement

Long Description:

*Academic Institution: UCALG University of Calgary

Academic Career: UGRD Undergraduate Programs

Academic Program:

Academic Plan:

Academic Sub-Plan:

- Enter the **Effective Date 1901/01/01**.
- Enter a **Description**; for example 'Science Area III'. The **Short Description** will auto populate based on the Description entered.
- When the **Academic Career** field is populated, searching for the course list to view or update will be simpler.

Course List Description Course List Detail **Course List Parameters**

Find | View All 1 of 1

Course List: 000000015 Description: Science Area III

Effective Date: 1901/01/01 Status: Active

Course List Details Find First 1-97 of 97

*Course Sequence: 1 ☒ WildCard Indicator ☒ Display Wildcard Courses

Academic Institution: UCALG University of Calgary

Academic Group: SC Fac of Science

Subject:

Catalog Nbr: Report Description: all courses

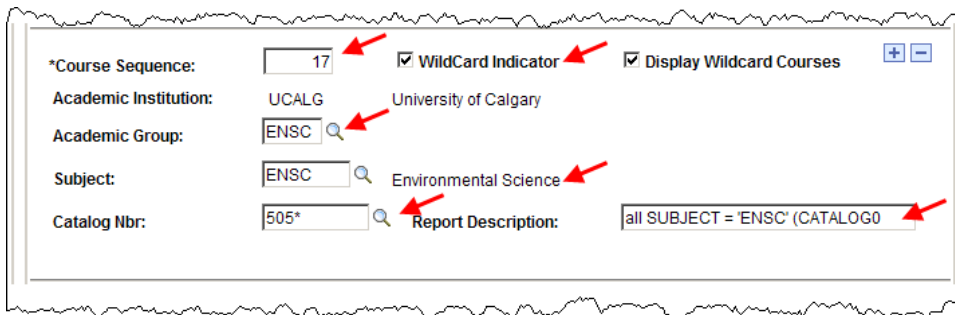
*Course Sequence: 2 ☐ WildCard Indicator ☐ Include Equivalent Courses

Course ID: 100341 IntroductionToAnthStatistics ANTH 307

Term:

Associated Class:

Topic ID:



*Course Sequence: ☒ WildCard Indicator ☒ Display Wildcard Courses

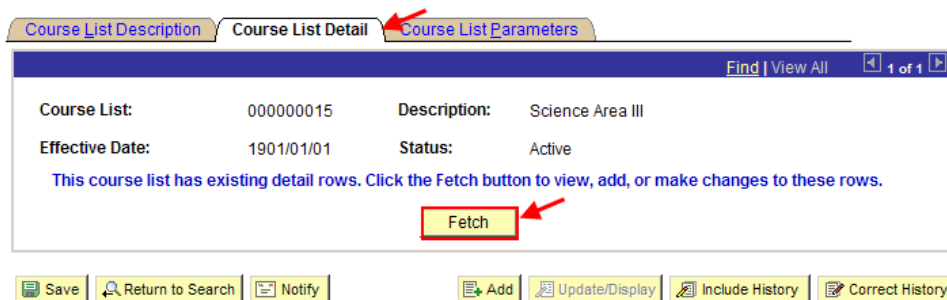
Academic Institution: UCALG University of Calgary

Academic Group:

Subject: Environmental Science

Catalog Nbr: Report Description:

- The **Course Detail Panel** allows you to add courses based on a specific **course ID** or use the **Wildcard Indicator** to add courses specific to an **Academic Group**, **Subject** or **Subject** and **Catalog Nbr**.
- When you leave this component and then return to it to view or update the Course List Detail, the **Fetch** button is used to display the course lists already defined. **Make sure you always 'Fetch' the existing courses before adding new courses to a course list.**



Course List Description Course List Detail **Course List Parameters**

Find | View All 1 of 1

Course List:	000000015	Description:	Science Area III
Effective Date:	1901/01/01	Status:	Active

This course list has existing detail rows. Click the Fetch button to view, add, or make changes to these rows.

Fetch

Save Return to Search Notify Add Update/Display Include History Correct History

Appendix G – Service Indicators – Add/Remove (Automated Process)

The Add/Remove Service Indicators (Automated) process can be used to automatically assign and remove the Academic Review Service Indicators.

Add/Remove Service Indicators

Navigation: [Campus Community](#) > [Service Indicators \(Student\)](#) > [Add/Remove Service Ind.](#)

Add / Remove Service Indicators

Run Control ID: SSC [Report Manager](#) [Process Monitor](#) [Run](#)

Required Criteria

*Process Type: Add

*Institution: UCALG University of Calgary

*Service Indicator: ARR AR-block reg pending ac review

Optional Criteria

Service Ind Reason: CMNT Refer to comment for reason(s)

Department: 54370 Student Success Centre

Contact ID:

Active Term: 2113 Spring 2011

Active Date: 2011/04/01

Input File: [Select File](#)

Previous File: 04066043_AR.csv Date: 2012/01/26

Comment for Service Indicator:

Update:

- The [Select File](#) (list of EmplID numbers) must be either **.csv** or **.txt** format

```

Process Development Standards (0,0)

Process Instance      :2288901 (0,0)

Run Date              :2010-03-30 (0,0)

Run Time              :16.07.04.000000 (0,0)

Operator ID           :04042426 (0,0)

Run Control ID        :AcadRW (0,0)

Run control Parameters (0,0)

Institution            :UCALG (0,0)

Process Action         :A (0,0)

Service Ind Code       :ARR (0,0)

Service Ind Reason     :CMNT (0,0)

Service Ind Code       :ARR (0,0)

DeptId                :54370 (0,0)

Contact ID             : (0,0)

Service Ind Act Term   :2097 (0,0)

Service Ind Act Date   :2010-03-30 (0,0)

URL                    :/home/pshruser/HSCPY/incoming/ucccb002/ (0,0)

File Name              :04042426_AC_Review.csv (0,0)

Comments               : (0,0)

Control Totals (0,0)

Number of records Updated      : N/A (0,0)

Number of records inserted     : 1 (0,0)

Number of audit records inserted : 1 (0,0)

Number of records deleted      : 0 (0,0)

Commit Frequency               : After Program (0,0)
Application Engine program UCCCB002 ended normally

PSAESRV completed service request at 16.07.06 2010-03-30

```

- The report output confirms the Service Indicator criteria entered, **Service Ind Code**, **Service Ind Reason**, **DeptId**, **Service Ind Active Term**, **Service Ind Active Date**, **File Name** and the **Number of records** to which the Service Indicator was attached or removed.