Check and Amend Academic Standing

An academic standing action code is a code attached to a student which indicates whether a student is “on track” towards their chosen qualification. The code is linked to the Term (academic year). The table below shows what advisers are likely to see on the My Advisees screen and when.

<table>
<thead>
<tr>
<th>When</th>
<th>Academic Standing Shown on My Advisees Screen</th>
<th>Underlying Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLY Before Start of Academic Year 2011-12</td>
<td>Progress</td>
<td>CONV</td>
<td>This is for students identified from WebSurf as progressing normally. All CONV students will be term activated for 2011-12 so “Progress” will disappear from the My Advisees screen.</td>
</tr>
<tr>
<td></td>
<td>In Review</td>
<td>HOLD</td>
<td>This is for students identified from WebSurf as not progressing normally. Students on HOLD will not be term activated. These students need to be looked at by an adviser and have the academic standing code changed to an appropriate value. When this has been done, they will be Term Activated by the system.</td>
</tr>
<tr>
<td>Before and at start of academic year (after Term Activation)</td>
<td>(empty)</td>
<td>-</td>
<td>All “Term Activated” students will Not have an Academic Standing value visible in the My Advisees screen.</td>
</tr>
<tr>
<td>Semester 2, after exam results are in.</td>
<td>Check Progress Year n</td>
<td>YnPC</td>
<td>This is a system derived value and should not be changed by an advisor. It tells the system that progress rules should now be checked.</td>
</tr>
<tr>
<td>Semester 2 after the academic</td>
<td>Progress Committee Progress – next level</td>
<td>COMM PROG</td>
<td>Advisers need to do nothing if the academic standing is “Progress –</td>
</tr>
<tr>
<td>Standing Process Has Been Run</td>
<td>RVPL</td>
<td>RVPR</td>
<td>GRAD*</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>Review – Plan Fail Review – Normal Progression Grad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Progression Grad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After Progress Committee or Adviser Intervention</td>
<td>Progress with conditions Continue – same level Exclude Grad Progress with permission Progress on New prog/plan Progress – next level Repeat Year – Academic Repeat Year – Compassionate Repeat Year – Medical Repeat Year - Other</td>
<td>COND</td>
<td>CONT</td>
</tr>
</tbody>
</table>

**NB:** HOLD and CONV are temporary codes for use only for data coming in from WebSurf.

**NB:** The GRAD code is only a flag to say it looks like this student is eligible to graduate. Exam Boards still make the decision.

**Academic Adviser Tasks:**

**August 2011.** Identify continuing students who are “in review” establish the best course of action and adjust the academic standing code accordingly.

**May – September 2012.** Identify students with academic standing codes of RVPL, RVPR or COMM and establish by consulting the student or noting the outcome of a progress committee what the appropriate course of action for the student should be.

**Procedure**

From the Student Details page, accessed from My Advisees, academics, click “Term History”

**Self service > Advisor Center > My Advisees**

1. Choose the Academics tab
2. Scroll down to the bottom of the page
3. Click Term History

**Alternative route: Records and Enrollment > Student Term Information > Term History**

4. Choose the Academic Standing Tab and ensure that the Term is the current one.
5. Add a new row
6. Check the Manual Override box
7. **Effective date**: The effective date MUST be before 1 August of the Term a student is hoping to be Term Activated in.
8. **Academic program**: select the appropriate new code.
9. **Academic standing**: Choose the agreed standing code
10. Click **OK**.
### Academic Standing

<table>
<thead>
<tr>
<th>Academic Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Academic Year 2010-11</td>
</tr>
</tbody>
</table>

**Search Results**

- **Effective Date**: 31/07/2011
- **Effective Sequence**: 0

**Academic Program**

- COMP 2114
- [PROG]

**Academic Standing Action**

- Progress -r

**Internal Description**

- COMP
- CONT
- CONV
- RSL
- ORAD
- RDM
- FORM
- PROF
- PAYG
- RPTD
- BRTM
- RPTO
- RUSL
- RUSR
- YLC
- YLC2
- YLE
- YLC3

**Action Date**: 03/08/2011

Add new row first