



## **CSU Academic Standing Modification**

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**DRAFT**

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This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.

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## Section 1 CSU Academic Standing Modification Setup Guide

The following Sections give a detailed description of how to setup and use the new CSU custom, Academic Standing Modification. This modification adds an additional field to the criteria setup on the Academic Standing Rule setup page as well as a new Application Engine process to calculate Academic Standing based on the new criteria.

## Section 2 CSU Academic Standing Rule Setup

A new field has been added to the Academic Standing setup page. This field is the Cumulative Campus GPA. This field/criteria can be used in conjunction with the delivered fields to determine Academic Standing based on Executive Order 823 (EO823).

### 2.1 Academic Standing Rule Setup

Page Name: **Academic Standing Rule**

Navigation: **Manage Student Records → Manage Academic Records → Setup → Academic Stading Rule**

The screenshot displays the 'Academic Standing Rule' setup page. At the top, there is a navigation breadcrumb: Home > Manage Student Records > Manage Academic Records > Setup > Academic Standing Rule. The page title is 'Academic Standing Rule' for 'Test University'. Below the title, there is a table of Academic Standing Rules. The table has columns for '\*Academic Standing Rule', '\*Effective', 'Term Descr', 'Description', and 'Short Description'. The first row shows 'UGRD' for the rule, '2027' for the effective date, 'Fall 2002' for the term, 'Academic Standing Rule' for the description, and 'ACAD STAND' for the short description. Below the table, there is a section for 'GPA and Units Detail' for the selected rule. This section includes fields for 'Seq. No.' (10), '\*Academic Standing Action', and several GPA and units fields: 'Cumulative GPA', 'Cumulative Campus GPA', 'Current Term GPA', 'Cumulative Units Passed', 'Current Units Passed', 'Cumulative Units Attempted', 'Current Units Attempted', and 'Academic Year GPA'. A callout box with an arrow points to the 'Cumulative Campus GPA' field, containing the text: 'This field has been added to the Academic Standing Rule Setup page.'

#### 2.1.1 Considerations

The Cumulative Campus GPA represents the Resident Cumulative GPA and is calculated by the CSU Student Special GPA\*\* process and posted for each student in their Academic History record.

\*\*Special Note – you must run the CSU Student Special GPA process prior to running the CSU Academic Standing Process in order to ensure accurate results. Please refer to the CSU Student Special GPA setup guide for more details.

## 2.2 Rule Setup instructions

The CSU Academic Standing process is a new, custom process and requires a specific rule setup that will be detailed in the following sections. The following screen shots will give examples of the Good, Probation and Disqualified rules and how they should be built. A rule should be built for each career that you will be assessing academic standing. You can have multiple Effective terms for your Academic Standing Rules. The process will look for the most recent effective term for a rule not exceeding the current term.

**Page Name: Academic Standing Rule**

**Navigation: Manage Student Records → Manage Academic Records → Setup → Academic Stading Rule**

### Good Standing Rule Example

The screenshot shows the 'Academic Standing Rule' configuration page. At the top, there is a navigation breadcrumb: Home > Manage Student Records > Manage Academic Records > Setup > Academic Standing Rule. The page title is 'Academic Standing Rule' and it is for 'Sonoma State University'. The 'Academic Career' is set to 'UGRD Undergraduate'. Below this is a table with columns: \*Academic Standing Rule, \*Effective, Term Descr, Description, and Short Description. The first row shows 'UGRD', '2027', 'Fall 2002', 'Academic rules for undergrads', and 'AS-Ugrd'. Below the table, there are sections for 'Academic Standing Rule: UGRD' and 'Effective Term: 2027 Fall 2002'. The main section is 'GPA and Units Detail', which includes a 'Seq. No.' of 10 and an '\*Academic Standing Action' of 'GOOD' (Good Standing). The configuration options are as follows:

- Cumulative GPA:** GE, 2.000, And/Or: And
- Cumulative Campus GPA:** GPA6, GE, Value: 2.000, And/or: And
- Current Term GPA:** [Empty]
- Cumulative Units Passed:** GE, 0.010, And/Or: And
- Current Units Passed:** [Empty]
- Cumulative Units Attempted:** [Empty]
- Current Units Attempted:** GE, 0.010, And/Or: [Empty]
- Academic Year GPA:** [Empty]

There is a checked checkbox for 'Exclude No GPA Attempted Units'.

### 2.2.1 Considerations – Good Rule

When building the Academic Standing Rules prior to running the new CSU custom Academic Standing process, you will need to have the best Academic Standing at the lowest sequence number.

If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.

If your Good Standing Rule applies to all students, regardless of their attempted unit total, you will only need one Good Standing Rule. In the example above, the GOOD standing is at the lowest (10) sequence number. The Actual criteria that are used should be in line with EO 823.

**\*Academic Standing Detail**

Academic Standing Detail

Seq. No: 20 Academic Standing Action: PROB Academic Probation

Any Academic Standing Set  No Academic Standing Set

Prior Term Academic Standing:


Save Return to Search Next in List Previous in List

or

Academic Standing Detail

Seq. No: 10 Academic Standing Action: GOOD Good Academic Standing

Any Academic Standing Set  No Academic Standing Set

Prior Term Academic Standing:

GOOD	Good Academic Standing	PROB	Academic Probation

Save Return to Search Next in List Previous in List

**\*Note:** If you choose to use the Academic Standing Detail Section, Select the appropriate value(s) that you would like to use in order for a student to satisfy the Standing Rule above. If you select Any Academic Standing Set, it does not matter what academic standing action codes students can have on their records prior to this rule evaluation. The other fields on the page become unavailable for input. By selecting the No Academic Standing Set check box and selecting prior academic standing values, the academic standing rule reads as an 'or' statement. For this rule to apply, the student's record must either possess the academic standing values for the prior term that you select, possess no academic standing action code, or have no prior term for comparison.

**\*\*This example applies to all of the rules below.**

### Probation Standing Rule Example

**Academic Standing Rule**

Academic Career: UGRD Undergraduate Test University

*Academic Standing Rule	*Effective	Term Descr	Description	Short Description
UGRD	2027	Fall 2002	Academic Standing Rule	ACAD STAND

View All 1 of 1

Academic Standing Rule: UGRD Effective Term: 2027 Fall 2002

**GPA and Units Detail**

Seq. No: 20 \*Academic Standing Action: PROB Academic Probation

Cumulative GPA: LT 2.000 And/Or: Or

Cumulative Campus GPA: GPA6 LT Value: 2.000 And/or: And

Current Term GPA:

Cumulative Units Passed: GE 0.010 And/Or: And

Current Units Passed:

Cumulative Units Attempted:

Current Units Attempted: GE 0.010 And/Or:

Academic Year GPA:  Exclude No GPA Attempted Units

Academic Standing Detail View All First 2 of 6 Last

#### 2.2.2 Considerations – Probation Rule

The Probation rule should be the second lowest Sequence Number – in this case it would be 20. If your Probation Status rule applies to all students, regardless of Units attempted, you will only need 1 rule for Probation. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.

**Disqualification Standing Rule Example**

Because the Disqualification Rules are based on number of units attempted, there will be several sequence numbers to build. Please review the screen shots to see the baseline recommended way to setup those rules. The Prior Term Academic Standing can be setup with values that you determine.

**\*The first level would capture the students who have less than 30 units.**

The screenshot shows the 'Academic Standing Rule' configuration page. The 'GPA and Units Detail' section is circled in red. The 'Seq. No.' field is set to 30. The 'Academic Standing Action' is set to DISQ. The criteria are as follows:

Field	Value	And/Or
Cumulative GPA	1.500	Or
Cumulative Campus GPA	1.500	And
Cumulative Units Passed	30.000	And
Current Units Attempted	0.010	

The 'Exclude No GPA Attempted Units' checkbox is checked.

**2.2.3 Considerations – Disqualification Rules – Less than 30 Units**

The first rule for Disqualification should be for students with less than 30 units and should have the lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 30. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.

**\*This rule will capture anyone who has more than 30 units and has a GPA less than 1.70**

**Academic Standing Rule**

Academic Career: UGRD Undergraduate Test University

*Academic Standing Rule	*Effective	Term Descr	Description	Short Description
UGRD	2027	Fall 2002	Academic Standing Rule	ACAD STAND

Academic Standing Rule: UGRD Effective Term: 2027 Fall 2002

**GPA and Units Detail**

Seq. No: 40 \*Academic Standing Action: DISQ Academic Disqualification

Cumulative GPA: LE 1.699 And/Or: Or

Cumulative Campus GPA: GPA6 LE Value: 1.699 And/or: And

Current Term GPA:

Cumulative Units Passed: GE 30.000 And/Or: And

Current Units Passed:

Cumulative Units Attempted:

Current Units Attempted: GE 0.010 And/Or:

Academic Year GPA:  Exclude No GPA Attempted Units

### 2.2.4 Considerations - Disqualification Rules - More than 30 units / less than 60 units

The second rule for Disqualification should be for students with 30 units or more and should have the second lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 40. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.

**\*This rule will capture anyone who has more than 60 units and a GPA less than 1.85.**

**Academic Standing Rule**

Academic Career: UGRD Undergraduate Test University

*Academic Standing Rule	*Effective	Term Descr	Description	Short Description
UGRD	2027	Fall 2002	Academic Standing Rule	ACAD STAND

Academic Standing Rule: UGRD Effective Term: 2027 Fall 2002

**GPA and Units Detail**

Seq. No: 50 \*Academic Standing Action: DISQ Academic Disqualification

Cumulative GPA: LE 1.840 And/Or: Or

Cumulative Campus GPA: GPA6 LE Value: 1.840 And/or: And

Current Term GPA:

Cumulative Units Passed: GE 60.000 And/Or: And

Current Units Passed:

Cumulative Units Attempted:

Current Units Attempted: GE 0.010 And/Or:

Academic Year GPA:  Exclude No GPA Attempted Units

### 2.2.5 Considerations - Disqualification Rules - More than 60 units / less than 90 units

The third rule for Disqualification should be for students with 60 units or more and should have the third lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 50. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.

**\*This rule will capture anyone who has more than 90 units and has a GPA less than 1.95**

**Academic Standing Rule**

Academic Career: UGRD Undergraduate Test University

*Academic Standing Rule	*Effective	Term Descr	Description	Short Description
UGRD	2027	Fall 2002	Academic Standing Rule	ACAD STAND

View All 1 of 1

Academic Standing Rule: UGRD Effective Term: 2027 Fall 2002

**GPA and Units Detail**

Seq. No: 60 \*Academic Standing Action: DISQ Academic Disqualification

Cumulative GPA: LE 1.940 And/Or: Or

Cumulative Campus GPA: GPA6 LE Value: 1.940 And/or: And

Current Term GPA:

Cumulative Units Passed: GE 90.000 And/Or: And

Current Units Passed:

Cumulative Units Attempted:

Current Units Attempted: GE 0.010 And/Or:

Academic Year GPA: Exclude No GPA Attempted Units

### 2.2.6 Considerations – Disqualification Rules – More than 90 Units

The fourth rule for Disqualification should be for students with 90 units or more and should have the fourth lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 60. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.

### 2.3 Running the Process

\*You need to run this process from the CSU SA Baseline Menu – not the delivered menu.

Page Name: **CSU Academic Standing Calc**

Navigation: **CSU SA Baseline → CSU Student Records → Process → CSU Academic Standing Calc**

**Academic Standing Calc**

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

**Process Request Parameters**

\*Academic Institution:  Test University

\*Academic Career:  Undergraduate

Academic Program:  (% For All)

\*Term:  Spring 2003

Save   Return to Search   Next in List   Previous in List   Add   Update/Display

If you want to run the process for students in a specific Academic Program and you have linked the Academic Program to a specific Academic Standing Rule, then identify that Program here. Otherwise, you can leave this field blank or enter a % sign and the process will run for all students in the Career.

**Process Scheduler Request**

User ID: KOCONNOR      Run Control ID: KOCONNOR

Server Name:       Run Date:

Recurrence:       Run Time:

Time Zone:      

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	CSU Academic Standing Calculn	CSU_AST_CALC	Application Engine	(None)	(None)

OK   Cancel

### 2.3.1 Considerations

Enter the Institution, Academic Career and Term that you want to run the process for. After entering this data, press the RUN button. Please verify that the server name is PSUNX and then click the OK button to run the process.

### 2.4 Viewing the Results

Page Name: **Academic Standing**

Navigation: **Manage Student Records → Manage Academic Records → Use → Term History**

The screenshot shows the PEOPLE Soft interface for the 'Academic Standing' section. The breadcrumb trail is: Home > Manage Student Records > Manage Academic Records > Use > Term History. The user is Harold Allen (ID: 000000001). The record is for Academic Career: Undergraduate, Term: Spring 2003, at Test University. The effective date is 06/11/2003, with an effective sequence of 0 and manual override unchecked. The academic program is UNGDF (Undergraduate) and the standing action is PROB (Probation). The formal and internal descriptions are both 'Probation', and the academic standing status is 'Probation'. The user ID is KOCANNOR (List,Wait) and the action date is 06/11/2003. Navigation buttons include Save, Return to Search, Update/Display, Include History, and Correct History.

#### 2.4.1 Considerations

You can view the results of the process by navigating to the student’s Term History record. The CSU Academic Standing process will populate the Effective Date with the date when the process was run. The manual override flag will be left unchecked. If the campus has manually added an Academic Standing for a student, the process will ignore that student and not update their record.