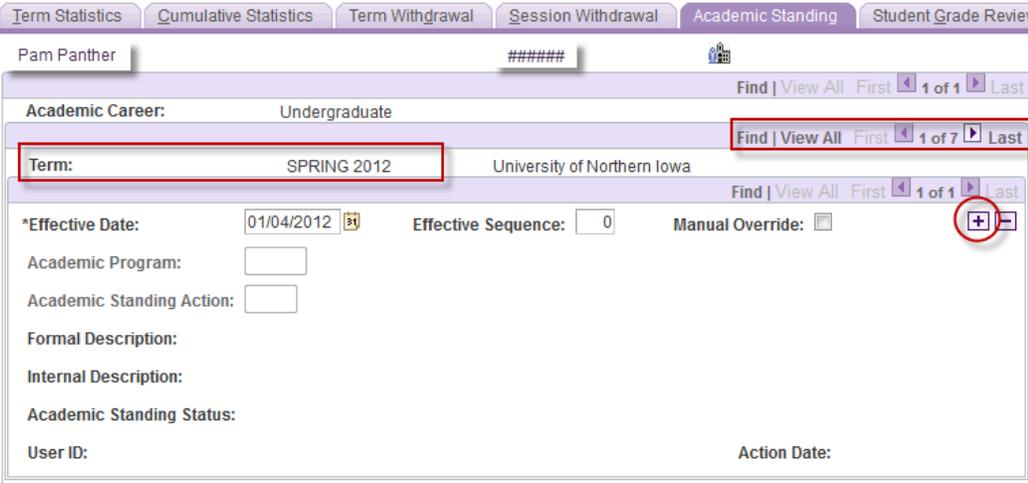
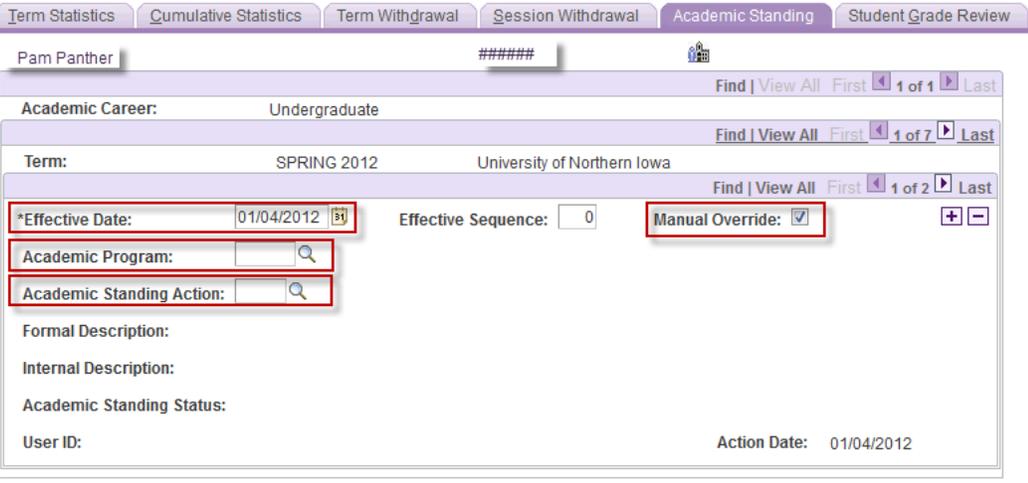
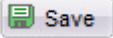


## Maintaining Academic Standing

**Purpose:** Use the *Academic Standing* tab on the Term History page to update a student's academic standing.

Step	Action
1.	<p>Navigate to the <b>Academic Standing</b> page: <b>Main Menu &gt; Records and Enrollment &gt; Student Term Information &gt; Term History</b></p>  <p><b>Term History</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>ID: begins with [ ]</p> <p>Campus ID: begins with [ ]</p> <p>National ID: begins with [ ]</p> <p>Last Name: begins with [ ]</p> <p>First Name: begins with [ ]</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
2.	<p>Enter the appropriate search criteria. Check the <b>Include History</b> box. Click <b>Search</b> button.</p> <p><b>Result:</b> The <b>Term History</b> page, <i>Term Statistics</i> tab displays.</p>
3.	<p>Click the <i>Academic Standing</i> tab.</p> 

Step	Action
4.	<p>Navigate to the appropriate term and click the <b>Add Row</b> button</p>  <p>The screenshot shows the 'Academic Standing' form for Pam Panther, Undergraduate, in the SPRING 2012 term. The 'Add Row' button (a square with a plus sign) is circled in red. Other fields include Effective Date (01/04/2012), Effective Sequence (0), and Manual Override (unchecked).</p>
5.	<p>Click the <b>Add Row</b> button .</p>
6.	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Effective Date</b> – Defaults to current date. Update as needed.</li> <li>• <b>Manual Override</b> - Select the <b>Manual Override</b> check box to indicate that you entered the information on this page manually.</li> <li>• <b>Academic Program</b> – Select as appropriate</li> <li>• <b>Academic Standing Action</b> – Select as appropriate. See table for values. Selecting a value in this field automatically populates the remaining fields.</li> </ul>  <p>The screenshot shows the same form as step 4, but with several fields highlighted in red: 'Effective Date' (01/04/2012), 'Academic Program' (with a search icon), 'Academic Standing Action' (with a search icon), and 'Manual Override' (checked). The 'Add Row' button is also visible. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The 'Action Date' is now populated as 01/04/2012.</p>

Step	Action
7.	Click the <b>Save</b> button. 

**Academic Standing Action:**

Code	Formal Description	Internal Description	Status
0	Academic Warning	Warning	<i>Probation</i>
1	Academic Probation	Transfer student admitted on probation – 1 semester	<i>Probation</i>
1C	Continuation of Academic Probation	Continuation of code 1	<i>Subject to Dismissal</i>
2	Probation	Transfer student admitted on probation – 2 semester	<i>Probation</i>
2C	Continuation of Academic Probation	Continuation of code 2	<i>Subject to Dismissal</i>
3A	Academic Probation	Placed on academic probation	<i>Probation</i>
3C	Continuation of Acad Probation	Continuation of code 3A	<i>Subject to Dismissal</i>
8C	Academic Probation after Suspension	Probation readmission after suspension	<i>Subject to Dismissal</i>
9	Academic Suspension	Academic Suspension	<i>Dismissed</i>
Good	Good Standing	Good Standing	<i>Good Standing</i>
X	Good Standing	Removed from Acad Prob Set to Good Standing	<i>Good Standing</i>