



UNIVERSITY
OF MANITOBA

Registrar's Office

Aurora

Academic Assessment: Overview

BANNER 8

Revised May 2017

End of Term Processing: Tasks and Responsibilities

Grading

- The majority of grades are loaded through the Faculty Service menu by the professor of the course.
- Some courses require departmental approval before they are available to students.
- Each night, approved grades are rolled into academic history, repeat rules are applied and GPAs are calculated.
- Departments are responsible for ensuring that their course grades are submitted and approved 4 days after the final exam or by the grade submission deadline each term at the very latest. Use the “Faculty Support Services” menu to monitor the submission of grades and grade approvals.
- If you have been granted permission to enter grades or approve grades for your department, you will enter this information through the “Faculty Support Services” menu.
- It is important that grades are submitted in a timely fashion so that academic assessment and pre-requisite checking can be completed. The summer term has various exam times and a course offered early in the summer can act as a prerequisite to a course offered later in the summer.

Repeat Rule

- The repeat rule is a university-wide policy.
- The repeat policy changed effective 20160. Refer to the website <http://umanitoba.ca/student/records/academicpolicychanges/> for further information.
 - Prior to 201690 the latest attempt of the course was counted for credit and included in GPA calculations and previous attempts were excluded.
 - As of 201690, repeated courses (or equivalent) will have the highest attempt count for credit and all attempts included in the GPA calculations. Inclusion of earlier attempts in the Degree GPA is subject to faculty policy.
- The first attempt of a term spanning course will have both halves of the course included.
- The repeat rule effects passed hours, earned hours and GPA hours. Attempted hours will include all attempts regardless of the repeat rule.

GPA calculations

- All GPAs are impacted by the repeat rule. Prior to 20160, if a course is excluded, it is not in any of the GPAs. As of 201690, all attempts of repeated courses (or equivalent) are included in GPA calculations. Refer to the website <http://umanitoba.ca/student/records/academicpolicychanges/> for further information.
- CGPA – SHATERM (stored)
 - All courses at the same level subject to the repeat rule.
- TGPA – SHATERM (stored)
 - All courses at the same level in the term (separate term totals for institutional and transfer credit) subject to the repeat rule.

- DGPA – SHADEGR (not stored, generated each time the DGPA is requested) subject to the repeat rule and faculty policy.
- Subject GPA – SHASUBJ (stored) subject to the repeat rule
 - GPAs are calculated based the subject code of the course. Be cautious when using the subject GPA. Courses from legacy (numeric subject code) as these courses will have their own totals.

Academic Assessment

- Automated rules have been built for calculations based term by term on CGPA and/or TGPA
- All others (DGPA, sessional, minimum credit hours completed since last assessment) have an end as you begin rule and must be manually adjusted
- Academic assessment for students with only term spanning courses in the Part A term will have their last academic assessment brought forward into that term before the Part B term is processed
- Academic Assessment is run once per term after the grade submission deadline

Dean’s Honour List

- DHL is term based and uses U of M courses only to determine eligibility
- Automated rules have been built for some faculties.
- Faculties with manual DHL rules (i.e., that use the top 10% of the class or a sessional GPA) must enter DHL designation manually
- The Dean’s Honour List is run once a term after the grade submission. Fall DHL is also run at the end of winter term to allow students with term spanning courses to be considered.
- Academic Assessment and Dean’s Honour List Information is stored in SHAINST by term. To determine if a grade has come in after the assessment was processed, compare this date with the date the grade was loaded in SHACRSE.

In Progress Grade

- The IP process is run at the end of term to assign “IP – In Progress” grades to all courses that do not have grades by the grade submission deadline. This allows the repeat rules to be run at the end of the term. The IP grade acts as if the course was still in registration – it can be used as a pre-requisite but does not affect the hour count in academic history.
- Each faculty will receive IP Reports that identify all outstanding grades for follow-up with the departments offering the course.

Late Grade Submission

- Grades that are submitted after the grade submission deadline must be submitted electronically in an excel spreadsheet. All late grades must be approved by the department offering the course (and in some cases, by the faculty).

Academic Assessment: Overview

Revised May 2017

Page 3 of 7

- The late grade will replace the IP grade in the student's academic history and will have a grade change reason of LG – Late Grade Submitted

Late Grade Report

- The Late Grade Report will be sent to the student's faculty periodically. The report should be reviewed to determine if the student's academic assessment or dean's honour list eligibility has changed. The faculty office should update the academic standing as appropriate.

Incomplete Grade and Grade Comment Processing

- Students who are granted time extensions for term work will receive a grade in the course with an "I" as part of the grade (i.e., C I). Students who did not write the final exam will also receive an "NP" grade comment.
- A grade must be entered in order to enter a grade comment for the course.
- Courses that remain incomplete after three months will have the "Incomplete" grade replaced with a default grade (i.e., C I will be replaced with C) and will have a grade change reason of "Time Expired".
- If the student has been granted a further time extension, it is the responsibility of the faculty to submit such a request to the Registrar's Office with the new deadline for completion of work. When the new extension date is reached the incomplete grade will be replaced with the default final grade.

Academic Standing (Assessment) Codes

Aurora allows for a number of academic assessment codes. These codes are attached to the student record based on the rules of his/her current faculty. The following chart includes the codes we are using for Academic Assessment.

| Banner Academic Standing Code | Banner Description | Registration Restricted? (Terminal Code) |
|--------------------------------------|--------------------------------|---|
| | | |
| 00 | Needs Review. | |
| 08 | Ineligible To Proceed | Yes |
| 21 | Voluntary Withdrawal | Yes |
| 23 | Supplemental Privileges | |
| 26 | Required to Withdraw | Yes |
| 35 | Registration Withdrawn/Cancel | |
| 39 | Prov Admission Withdrawn | Yes |
| 56 | Pre-M.Ed. Year Complete | |
| 70 | Acad Susp - May Amt Reinstate | |
| 72 | Discontinued Graduate Program | Yes |
| 73 | Inelible to Take Eng Cour 1 Yr | Yes |
| 78 | Reqd Wdraw-Time Comp Prog Exp | Yes |
| 79 | Reqd Wdraw-Academic Deficiency | Yes |
| NA | Grad Studies Not Applicable | |
| AC | Academic Warning | |
| DL | Dean's Honour List | |
| F | Fail | Yes |
| LM | Too Few Cr Hrs for Assessment | |
| MM | Faculty Minimum Met | |
| P | Pass | |
| PR | On Probation | |
| PS | Satisfactory | |
| RE | Reinstated | |
| S1 | Suspension for 1 Year | Yes |
| S2 | Suspension for 2 Years | Yes |
| SA | Satisfactory | |
| SU | Suspension | Yes |
| SW | Suspension Warning | |
| U1 | University 1 Honour List | |
| WF | Req to Withdraw from Faculty | Yes |

Graduate
Only

The academic assessment code belongs to the student and travels with the student from faculty to faculty. It is therefore important that faculties use the same assessment codes whenever possible.

Aurora Functionality for Academic Assessment

Aurora uses sets of “rules” to assess students from one term to the next. The end of term assessment of one term becomes the starting status of the next term.

For example, a student has MM at the end of 200690. This MM code is used to determine the appropriate rule to use when assessing the student for the next term (rules 1 and 2 below). If the student had PR as the EOT standing for 200690, then rules 3 and 4 would be used to determine 200710 standing.

A combination of TGPA and CGPA with credit hour information can be used to build rules to assess students as they complete courses in each term.

| Rule # | EOT academic standing for 200690 | Rule | EOT academic standing for 200710 |
|--------|----------------------------------|-----------------|----------------------------------|
| 1 | MM | $CGPA \geq 2.0$ | MM |
| 2 | MM | $CGPA < 2.0$ | PR |
| 3 | PR | $CGPA \geq 2.0$ | MM |
| 4 | PR | $CGPA < 2.0$ | S1 |

This example is the basic principle behind the functioning of academic assessment rules. Rules are available by faculty and level. We are unable to develop rules based on program or other criteria.

Many faculties will be using these rules exclusively to determine student’s academic assessment. Other faculties will use the rules to do the bulk of the assessment work by using the rules to populate the end of term academic assessment with the student’s existing academic status. The faculty will then change the academic status based on a variety of reports that will provide criteria that are outside Aurora processing abilities. Some examples are:

1. counting specific grades in a specific term or all terms
2. academic assessment based on sessional or yearly performance
3. academic assessment based on DGPA
4. minimum credit hour requirements for the program
5. subject area GPA

Regardless of whether the faculty is using fully automated academic assessment rules or is moving the student’s academic assessment from one term to the next, all faculties and all levels must have some type of rule that will be used for each and every term.

To ensure that students have the correct starting status for academic assessment for Winter 2007, their last academic standing in IMS was carried forward for Fall 2006.

In the future, academic assessment will be completed at the end of each term.

Additional faculty specific documentation is attached.

Deleting Academic Assessment

Academic standing codes should not be removed from the student's record. Deleting an academic assessment from SHAINST results in Aurora processing the student as a new student and the appropriate new student rule will be applied. Academic status may be **changed** due to late grades submitted, change of grade, deferrals written, AWs granted, etc.

Example 1. The student has an academic standing of PR in 200690. A staff member deletes the PR code from SHAINST for 200690. As a result, Aurora treats this student as a new student. If the student then performs poorly again in 200710 and is below the minimum needed, Aurora will give the student the assessment based on the first term of poor performance when the student should really get a suspension warning or suspension.

Example 2. A faculty assesses students once a year in May. Aurora will repeat the academic standing for each term the student has courses (Summer, Fall and Winter). The faculty will then review the student's performance in May and update SHAINST in the Winter term to reflect the new academic standing.

Faculties do not necessarily share academic assessment codes or rules. Since the code belongs to the student and not to the faculty, when a student moves from one faculty or another, the code goes with the student. Therefore, a student may "arrive" at a faculty with a code that is not applicable and is not processed in the faculty's rules. As a result, a rule error message will be created (00 – Rule Error. Please Review).

For example, a Medicine student elects to leave the Faculty of Medicine. His/her assessment code from Medicine will be "P" for Pass. The student decides to apply to Science to complete a chemistry degree. The code P will not prohibit registration, but it is not an applicable academic assessment code in Science. If the Faculty of Science reviews the application and places an academic assessment override (MM) in SGASTDN for the admit term, this student will have a starting status that fits the Science rules and will be processed accordingly. If the review of academic status is not completed at the point of admission, Aurora will not have a rule for processing the "P" status code and a rule error (00) will result. Science would then need to review why the "00" occurred and correct the academic standing manually.

See the protocol 'Reinstating Students: Inactive and Suspended' for further information and examples.