



UNIVERSITY
OF MANITOBA

Registrar's Office

Academic Assessment: Overview

BANNER 9

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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 submission of grades and grade approvals.
- If you have been granted permission to enter grades or approve grades and 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 201690. 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.
- Repeat courses will be subject to Limited Access.

Limited Access

- Limited Access first affects course registration in 201810, based on the repeating of courses taken in 201710 or later. Refer to the website <http://umanitoba.ca/student/records/academicpolicychanges/> for further information.
 - Students who wish to repeat a course where they have either earned a final grade or have VW'd from will be subject to Limited Access for that course for the next 3 terms.
- The LA override code will be required for students who wish to repeat a course when they are no longer subject to Limited Access (3 terms have lapsed).

GPA Calculations

- All GPAs are impacted by the repeat rule. Prior to 201690, if a course is excluded, it is not in any of the GPAs as long as it is not repeated. 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 on 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

- Faculties whose policies allow for automated assessment rules to be built will have their term academic standing populated by the system.
- All others (DGPA, sessional, minimum credit hours completed since last assessment) will not have the process populate assessment and students' term assessments must be manually entered. Unless MM (Faculty Minimum Met) is manually entered, blank assessment indicates good academic standing.
- 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.
- Regardless of whether academic assessment is populated by the process, faculties should review the Assessment Pending Report each term and make adjustments as necessary.

Dean's Honour List

- Dean's Honour List (DHL) is term based and uses UofM courses only to determine eligibility.
- Automated rules have been built for some faculties.
- Faculties with manual DHL rules (e.g., 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 SHATCKN.

In Progress Grade

- The IP process is run at the end of term to assign "IP – In Progress" grades to all registrations 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 Grade Reports that identify all outstanding grades for follow-up with the departments offering the course.
- Final grades to replace IP grades must be submitted via the Late Grade Submission process (see below).
- Outstanding IP grades will be changed to 'F NP' four months after the final grade submission deadline for the term.

Late Grade Submission

- Grades that are submitted after the grade submission deadline must be submitted via the Late Grade Submission process (http://intranet.umanitoba.ca/student/records/media/Late_Grade_Submission.pdf).

- All late grades must be approved by the department offering the course (and in some cases by the faculty).
- 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 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 (e.g., 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 (e.g., 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.

Some faculties where the assessment rules cannot be automated will not have academic assessment updated by the system. Blank assessment will be assumed to be good standing. Students who are not in good standing must have their assessment updated manually.

Faculties whose rules are not totally automated 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:

- i. Counting specific grades in a specific term or all terms.
- ii. Academic assessment based on sessional or yearly performance
- iii. Academic assessment based on DGPA
- iv. Minimum credit hour requirements for the program
- v. Subject area GPA

Regardless of the method used to populate academic assessment, faculties should review their Assessment Pending Reports each term and make adjustments to academic assessment as necessary.

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, AW's 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 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 P code 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 Inactive or Suspended Students on the Registrar's Office [How To page](#) for further information and examples.