



**Academic Assessment:  
Allowing a VW Student to  
Return without Re-Applying  
Banner 9**

## General Information

Some faculties require students to re-apply if they have 21 – Voluntary Withdrawal on their record.

Some faculties allow students to return after VWing all courses in a term without having to reapply. These students will need to have their EOT Academic Status changed if they have 21 – Voluntary Withdrawal on their record.

### Step 1: Identify the term which houses Academic Assessment code 21

- Go to self-service and review “Academic History by Degree”
- Find the term which houses the academic assessment of 21

Term assessments:						
Term	Fac	Pgm	Degree code	Major	Minor	Academic Standing
200500	27	27-00	000000	0000		
200600	27	27-00	000000	0000		MM Faculty Minimum Met
200650	27	27-00	000000	0000		MM Faculty Minimum Met
200690	01	01-G	0101	0000	9999	21 Voluntary Withdrawal

In this example, the term of the record with 21 Academic Status code is 200690.

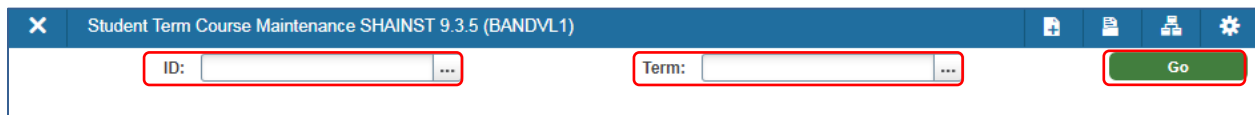
### Step 2: Identify the Academic Status code that was valid before the student received “21”

- Look at the academic assessment for the prior term.

In this example, the last academic assessment that was *not* 21 occurred in term 200650. That academic assessment code is **MM** – Faculty Minimum Met.

### Step 3: Change the Academic Assessment

- Go to SHAINST.
- Enter the **student number** in the ID field and the **term** that houses the academic assessment 21 in the TERM field; Click GO.



The screenshot shows the SHAINST 9.3.5 (BANDVL1) interface. At the top, there is a title bar with a close button (X) and the text "Student Term Course Maintenance SHAINST 9.3.5 (BANDVL1)". Below the title bar, there are three main input areas: an "ID:" field with a dropdown arrow, a "Term:" field with a dropdown arrow, and a green "Go" button.

- Tab (or click) the END OF TERM ACADEMIC STANDING field or press the LOOKUP button [. . .] in the field to select the code from a list (see below)

ID: . Term: 201510

Term Header Information Cohort Information Stored GPA by Term Calculation

TERM HEADER

Data Added by  System  User

Pre-Catalog Entry

Record Status Original Grade Mailer Pending

End of Term 21 ... Voluntary Withdrawal

Academic Standing

Academic Standing Validation

Criteria

Code	Description	Probation	Prohibit Reg	Max Hours	EDI
00	Needs Review				
08	Ineligible to Proceed	Y	Y		
21	Voluntary Withdrawal		Y		
23	Supplemental Privileges				
26	Required to Withdraw		Y		
35	Registration Withdrawn/Cancel				
39	Prov Admission Withdrawn		Y		
56	Pre-M.Ed. Year Complete				
70	Acad Susp - May Atmt Reinstate				
73	Discontinued Graduate Program		Y		

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Cancel OK

- Select the code needed and press OK.
  - Please note: use the pagination controls to see more available codes.
- Overwrite the 21 academic standing code with the code determined in Step 2 (in this example “MM”).

Term Header Information	Cohort Information	Stored GPA by Term Calculation
▼ TERM HEADER		
Data Added by	<input checked="" type="radio"/> System <input type="radio"/> User	
	<input type="checkbox"/> Pre-Catalog Entry	
Record Status	Original Grade Mailer Pending	
End of Term Academic Standing	MM ...	Faculty Minimum Met
Dean's List Status	...	

- Save (bottom right hand corner).
- This will allow the student to register with the correct starting End of Term Academic Standing.