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

Banner 9

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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

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.

- 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)
• Select the code needed and press OK.
  o 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”).
• Save (bottom right hand corner).
• This will allow the student to register with the correct starting End of Term Academic Standing.