



UNIVERSITY OF MANITOBA

Aurora Student

Submitting DISC Grades and Comments

BANNER 8.5

Revised August 27, 2013

Submitting DISC Grades and Comments

Since Fall 2010 discipline notations attached to grades use the grade comment DISC (Discipline), as well as a DS (Discipline) comment in SWACMNT. DISC may accompany any grade deemed suitable by the disciplinary authority. Most often this will be an F grade, but other grades may also be assigned. As well, all discipline outcomes that affect grades or that result in a transcript notation will be coded appropriately in SWACMNT for reporting and tracking purposes.

To ensure that all discipline comments and notations are recorded correctly and consistently, faculties/schools must send a request to their Records Advisor in the Registrar's Office.

Along with the use of DISC, discipline authorities will now also be required to indicate a period of time after which the DISC notation and/or comment may be removed from the transcript on request of the student. Authorities have the option in the most serious cases to determine that the DISC notation and/or comment is to remain permanently on the record. Please do not indicate that the DISC notation and/or comment may be removed in the term prior to graduation, as graduation eligibility cannot be determined until the end of the term when all grades are available. The comment will remain on the student's record for historical purposes.

Please ensure that the time at which the student may request removal is clearly indicated in the correspondence between the disciplinary authority and the student.

- In order to ensure that all discipline comments and notations are recorded correctly and consistently, faculties must send a request to their Records Advisor.
- Include a copy of the letter from the disciplinary authority to the student with your request.
- The Registrar's Office will load the appropriate grade along with the DISC grade comment.
- The Registrar's Office will enter an explanatory note in SWACMNT that will appear on the student's transcript, as per the correspondence between the disciplinary authority and the student.
- Upon the student's request, and once permission to do so has been verified via the disciplinary correspondence on file, the Registrar's Office will remove the DISC notation and/or comment from the student's transcript.