

Student Records

Adding Honors and Degree GPA

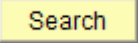

Overview

This procedure will show you how to add Degree Honors and Degree GPA to a student's record.

- **Degree Honors** and/or **Degree GPA** can only be added when posting a degree or after a degree has been posted.
- Staff in academic units will have view-only access to the first page, *Student Degrees* tab; update access to the first page of the *Student Degrees* component is restricted to Registrar staff.
- Once a degree has been posted, changes to the **Degree Confer Date** need to be sent to the Registrar for processing.
- Changes to **Degree GPA** after a student's degree has been posted need to be sent to the Registrar for processing.
- If Recorders in the academic units have access to the *Degree Honors* page (2nd tab of the *Student Degrees* component), they can add or update **Degree Honors** from this page once the degree has been conferred. Only the first page of this component is restricted to Registrars for updates; other pages can be updated by the schools.

Steps




Posting Degrees with Honors and/or Degree GPA

- The degree posting process automatically sets the student's program/plan stack to a "Completed" status. Once the status is changed to "Completed", the program/plan stack is no longer active.
 - The degree posting process populates the *Student Degree* table. Once the degree has been posted, degree information can be seen and updated through the *Student Degrees* page.
 - Degrees should be posted as close to the **Degree Confer Date** as possible. Degree information is displayed on the student's transcript as soon as the degree is posted, regardless of the **Degree Confer Date**.
 - Once a program/plan stack has been completed, a new row should never be added to that program/plan stack.
1. Navigate to: **Records and Enrollment > Career and Program Information -> Student Program/Plan**.
 2. Enter the student's **ID**.
 3. Select the **Include History** checkbox.
 4. Click .
If the student has multiple program/plan stacks, all of the student's program/plan stacks will be displayed in the search results. Click the link for the appropriate program/plan stack.
 5. Click  to insert a new row in the *Student Program* page of the stack.

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Student Program	Student Plan	Student Sub-Plan	Student Attributes	Student Degrees
Ima Student		0000011111		
Academic Career:	Undergraduate	Career Requirement Term	Student Career Nbr: 0	
Find View All First 1 of 4 Last				
Status:	Completed Program			
*Effective Date:	05/23/2008		Effective Sequence:	1
*Program Action:	COMP	Completion of Program	Action Date:	10/16/2007
Action Reason:	DEGR	Degree Awarded	Joint Prog Appr:	<input type="checkbox"/>
*Academic Institution:	IUCOA	IUPUC	Admissions <input type="checkbox"/> From Application Application Nbr: 01321402 Application Program Nbr: 0	
*Academic Program:	UCOL1	University Coll Undergraduate		
*Admit Term:	4058	Fall 2005		
Requirement Term:	4058	Fall 2005		
Expected Grad Term:	4082	Spr 2008	*Campus:	CO Campus *Acad Load: Full-Time
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> <input type="button" value="Refresh"/>				
Student Program Student Plan Student Sub-Plan Student Attributes Student Degrees				

6. The **Effective Date** is the date on which the program action and the other field values on the row become effective. This field defaults to the current system (today's) date. To change the date type the date in mm/dd/ccyy format in the field or click  to select a date from the calendar. When completing a degree program, the effective date used should correspond to the date the degree is conferred. This should be the last row for the stack and the effective date should be the last day of this record's activity.
7. Enter **Program Action** or click  to select the appropriate value. Your selection indicates the program action that you want to execute. Enter or select "**COMP**" to indicate a completion of program. This program action automatically sets the degree checkout status to "**Approved**".
8. Enter **Action Reason** or click  to select the appropriate value. Your selection indicates why a particular program action was taken or offers a further description of the **Program Action**. Enter or select "**DEGR**" to indicate a degree status change of the degree awarded.
9. The **Academic Institution** field is automatically populated by the system.
10. The **Academic Program** field displays the student's chosen academic program.
11. The **Admit Term** determines the earliest term in which you can activate the student into a term for this academic career. This field is automatically populated by the system.
12. The **Requirement Term** indicates the term in which academic advisement degree progress requirements apply to the student for this academic program. This field is automatically populated by the system.
13. Verify the **Expected Grad (Graduation) Term** is the term in which the student is graduating from the specified academic program. Expected graduation term is also used in financial aid need analysis.
14. The **Effective Sequence** determines the succession of changes to a student's program. The system increments this number whenever you enter new effective-dated changes to a student's academic program/plan stack.

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15. The **Joint Prog Appr** (Joint Program Approved) check box is used to track students in dual academic programs. When you select this checkbox the system activates the **Dual Academic Program** field, where you must enter the other academic program in which the student is active for this academic career.
16. The **Campus** is the campus on which the student will be active in the specified academic program.
17. The **Academic Load** is for the selected program. This field is automatically populated from the *Academic Program* table and should **NOT** be updated. It has nothing to do with the number of **Enrollment Units** the student has.
18. Click the *Student Plan* tab to move to the *Student Plan* page.

Student Program | **Student Plan** | Student Sub-Plan | Student Attributes | Student Degrees

Ima Student 0000011111

Academic Career: Undergraduate Student Career Nbr: 0 Car Req Term: Fall 2005

Status: Completed Program Admit Term: Fall 2005
 Effective Date: 05/23/2008 Effective Sequence: 1
 Program Action: Completion of Program Action Date: 10/16/2007
 Action Reason: Degree Awarded Requirement Term: Fall 2005
 Academic Program: Ugrd Ucol

*Academic Plan: BUSCUNDI Business Undecided Preparation
 *Plan Sequence: 1 Degree: BSBUSINESS
 *Declare Date: 06/02/2005 Degree Checkout Stat:
 *Requirement Term: 4058 Fall 2005 Student Degree Nbr:
 *Advisement Status: Include Completion Term:

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees



19. Review the **Academic Plan** for the student. A valid academic plan is required to activate a student into a term. A student can have any number of academic plans within an academic program.
20. The **Plan Sequence** is the progression in which degree progress evaluates a student's academic plans. The system increments the plan sequence number each time that you add an academic plan. You can override this value if necessary. The progression of the sequence indicates the order in which academic plans will be displayed in the transcript. As a general rule, we use 10, 20, and 30 for Majors; we start with 40 and go up for the Minors. This way, if a student has two plans: a Major and a Minor, you would use 10 for the Major and 40 for the Minor. This allows us to use the numbers in between (20 and 30) in case additional plans (Majors) are added later to the program/plan stack.
21. The **Declare Date** is the date that the student declares the academic plan. The system, by default, displays a date equal to the effective date of the latest program action with a status of "Active in Program". You can override this value if necessary.

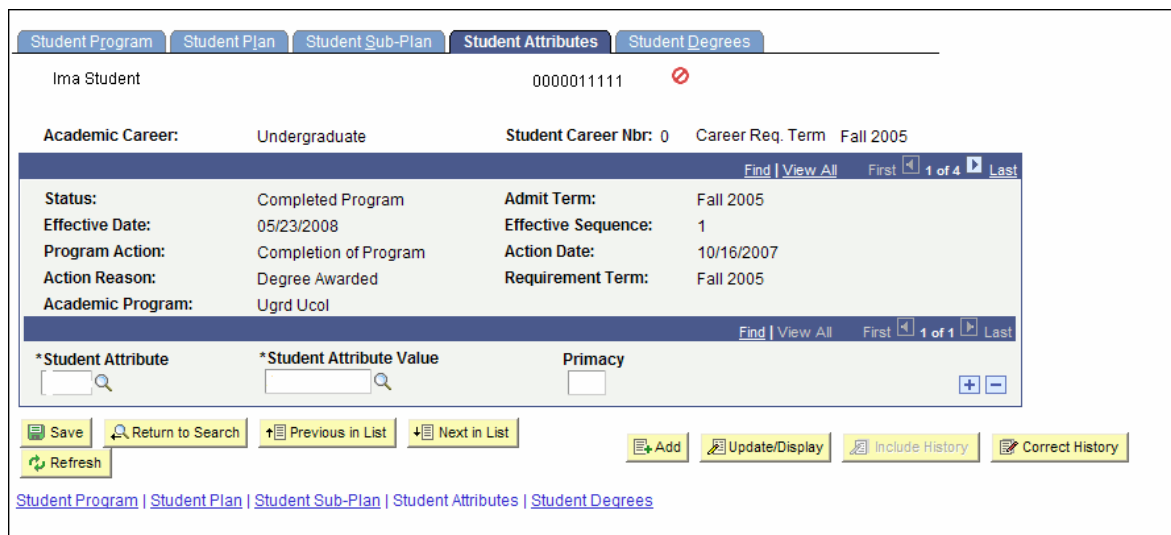
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22. The **Requirement Term** indicates the term in which academic advisement degree progress requirements apply to the student for this academic plan. Review the requirement term for the academic plan.
23. The **Advisement Status** determines how the advisement engine processes the academic requirements groups that you have linked to the student's program structure. Following are the options:
 - **Include:** Ensures that all requirement groups that match this structure are pulled into an audit. This is the default option. Do **NOT** change this selection.
 - **Not Include:** Ensures that all requirement groups that match this structure are not pulled into an audit.
 - **Optional:** Pulls in requirement groups that match this structure, but will not prevent the overall audit from going complete if unsatisfied.

NOTE: The *Student Program/Plan Student Sub-Plan* page only needs to be completed if the student has a sub-plan.

24. If the student has a sub-plan, click the *Student Sub-Plan* tab. Enter the student's **Academic Sub-Plan** or click  to select the appropriate value. A student can have any number of sub-plans within an academic plan. You can activate students into terms without the student having an academic sub-plan. Academic Sub-Plans correspond in general to tracks or concentrations.
25. Review the **Declare Date**. This is the date that the student declares the academic sub-plan. The system, by default, displays a date equal to the **Effective Date** of the latest program action with a status of "Active in Program". You can override this value if necessary.
26. Enter the **Requirement Term** or click  to select the appropriate value. This field indicates the term in which academic advisement degree progress requirements apply to the student for this academic sub-plan.
27. Click the *Student Attributes* tab to move to the *Student Attributes* page. This page is used to track students who graduate in a month other than May or December or to indicate tentative honor recipients.





The screenshot displays the 'Student Attributes' page for a student named 'Ima Student' with ID '0000011111'. The page includes several tabs: 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes' (selected), and 'Student Degrees'. The main content area shows the following information:

- Academic Career:** Undergraduate
- Student Career Nbr:** 0
- Career Req. Term:** Fall 2005
- Status:** Completed Program
- Effective Date:** 05/23/2008
- Program Action:** Completion of Program
- Action Reason:** Degree Awarded
- Academic Program:** Ugrd Ucol
- Admit Term:** Fall 2005
- Effective Sequence:** 1
- Action Date:** 10/16/2007
- Requirement Term:** Fall 2005

Below the main information, there is a table for 'Student Attribute' with columns for '*Student Attribute', '*Student Attribute Value', and 'Primacy'. The table is currently empty. At the bottom of the page, there are several action buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'. Navigation links for 'Student Program', 'Student Plan', 'Student Sub-Plan', 'Student Attributes', and 'Student Degrees' are also present.

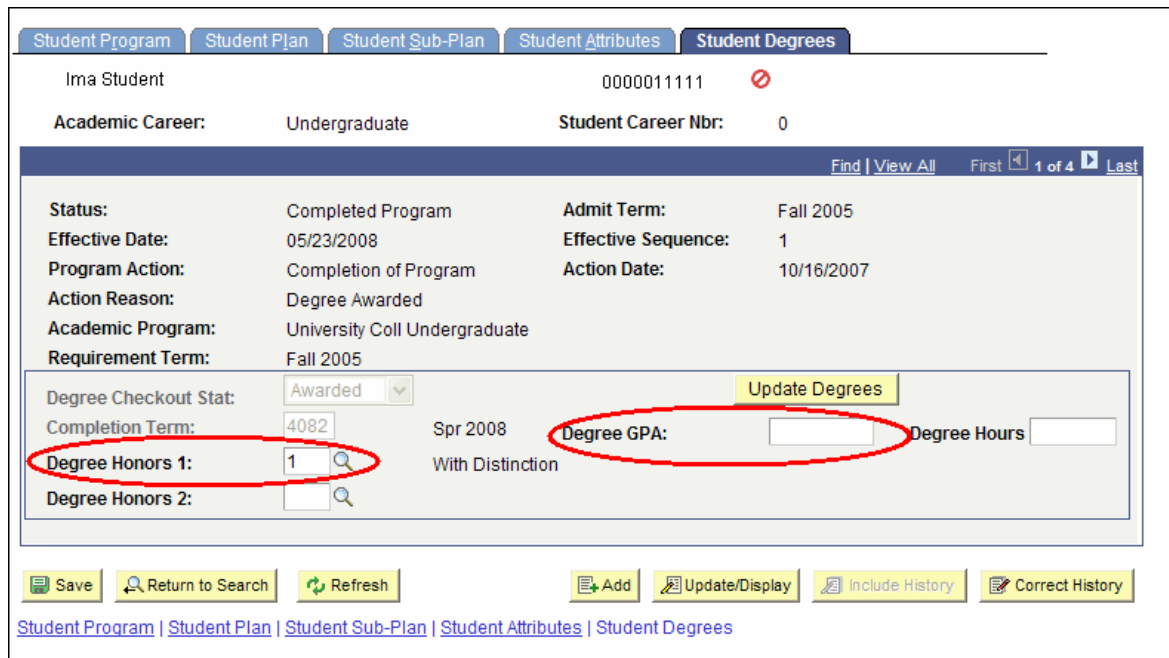
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28. Enter **Student Attribute** or click  to select the appropriate value. The **Student Attribute** used for students graduating in months other than May or December is “**GMDG**” (Graduate Monthly Degree). Other Student Attributes codes can be selected to indicate tentative honor recipients for the commencement program.
29. Enter **Student Attribute Value** or click  to select the appropriate value. This is the value associated with the **Student Attribute**. If the **Student Attribute** is “**GMDG**” the **Student Attribute Value** will be the month the student is graduating. Other values correspond to the different types of honors available for a particular degree program.

NOTE: An IUIE query (Student Program Stack – SR_STU_PGM_STK_GT) has been developed to search on student attribute values. This query allows IUIE users to create reports listing graduating students in a specific program, institution and term for a given month.

30. Enter the **Primacy** number for this student attribute. If you enter the same student attribute more than once, the Consolidate Academic Statistics process writes the one with the lowest primacy number to the student’s consolidated statistics record. This primacy number has no relation to financial aid primacy.
31. Click the *Student Degrees* tab to move to the *Student Degrees* page.





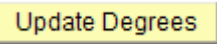
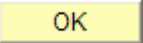
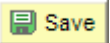
The screenshot displays the 'Student Degrees' tab for a student named 'Ima Student' with ID '0000011111'. The 'Academic Career' is 'Undergraduate' and the 'Student Career Nbr' is '0'. The program is 'University Coll Undergraduate' and was completed in 'Fall 2005'. The 'Degree Checkout Stat' is 'Awarded'. The 'Completion Term' is '4082' (Spr 2008). The 'Degree Honors 1' field is set to '1' (With Distinction). The 'Degree GPA' field is empty and highlighted with a red oval. The 'Update Degrees' button is visible. At the bottom, there are navigation buttons: Save, Return to Search, Refresh, Add, Update/Display, Include History, and Correct History.

32. The **Degree Checkout Stat** (Status) defaults to “Approved” and is grayed out. Throughout a student’s degree history, you can progressively update the values in this field. The options include:
- **Applied:** The student has applied for graduation.
 - **Approved:** This status precedes the final status in the progression. As soon as a row with program action/reason codes COMP/DEGR is added, the degree checkout status is

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automatically set to “Approved”. Clicking the **Submit Degree** button takes the degree status from “Approved” to “Awarded”.

- **Awarded:** The degree has been conferred on the student. This status is used to post the degree to the *Student Degree* table.
 - **Denied:** IU is not using this status.
 - **In Review:** This is used to reflect work in progress towards the completion of the degree.
 - **Pending:** IU is not using this status.
 - **Withdrawn:** IU is not using this status.
33. If your campus uses **Degree GPA** (Grade Point Average), click in the **Degree GPA** field to insert the student’s degree grade point average.
34. If the student is graduating with honors, enter the degree honors code in the **Degree Honors 1** field or click  to select the appropriate value.
35. If the student is graduating with multiple honors, enter the additional honors code in the **Degree Honors 2** field or click  to select the appropriate value.
36. To change the **Degree Checkout Status** to “Awarded”, click . A notification message is displayed telling you that the degree records were updated successfully.
37. Click .
38. The **Degree Checkout Status** is automatically changed from “Approved” to “Awarded”.
39. Click . (This step is not needed when you use the **Submit** button.) The new degree information will now be reflected on the student’s transcript. This information can also be viewed and maintained in the *Student Degrees* component.

NOTE:

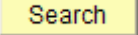


Dual degrees should be kept independent of one another in separate program/plan stacks, even if they are going to be awarded simultaneously. This allows more flexibility in program/plan stack as well as providing for the ability to award degrees at different times if necessary. When a completion row is added to a stack, any degrees will be posted for the associated plans in the stack.

Updating Posted Degrees with Honors and/or Degree GPA

- The Student Degrees component can only be updated by Registrar staff if the values to updated are in the first page (for instance: changing Degree Conferred Date for monthly degrees.) Adding Degree GPA after the degree has been posted is also done in the first page of the component.
 - Updating or adding honors to posted degrees can be done by school/department staff. Degree Honors can be added on the second page of the Student Degrees component. Departmental Honors are added through the Degree Plan page (third tab).
 - Changes to Degree Honors and/or Degree GPA after a student’s degree has been posted need to be sent to the Registrar for processing.
1. Navigate to: **Records and Enrollment > Graduation > Student Degrees**.
 2. Enter the student’s **ID**.



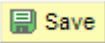
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3. Click .
If the student has multiple Degrees, the first degree awarded will be displayed first on the *Degree* page of the *Student Degrees* component. Click the View All link in the blue navigation bar to view all degrees at once and select the appropriate degree.
4. Review **Degree Nbr** (Number). This is a system-generated number which is unique for each degree assigned to a student. Degrees appear on the transcript according to the **Degree Number** order.
5. Review **Degree**. This value defaults from the *Student Degrees* page.
6. Review **Institution**. This value defaults from the *Student Degrees* page.
7. Review **Primary Career**. This value defaults from the *Student Degrees* page.
8. Review **Completion Term**. This value defaults from the *Student Degrees* page.
9. Review **Confer Date**. The **Confer Date** defaults to the **Confer Date** for the student's completion term.
10. Review **Degree Status**. This value defaults from the *Student Degrees* page.
11. Review **Degree Status Date**. This date appears by default from the **Effective Date** for the Completion row on the *Student Program* page.
12. Review **Degree GPA** (Grade Point Average). This value defaults from the *Student Degrees* page. You can add/update the student's **Degree GPA** by entering it here.
13. The **Honors Prefix** group box is not used at IU.
14. The **Rank/Size** group box is not used at IU.
15. Click the *Degree Honors* tab to move to the *Degree Honors* page.
16. Review the **Honors Number**. This is a system-generated number used for sequencing honors on the transcript.
17. Enter **Honors Code** or click  to select the appropriate value. This value appears by default from the *Student Degrees* page. Add rows to select additional honors for the degree.
18. Enter **Award Date** or click  to select the appropriate date. The current (system) date is automatically displayed when you tab through the **Honors Code** field.
19. Do not use the **Print on Diploma** checkbox. No programming is tied to this checkbox. This checkbox is automatically selected when you tab through the **Honors Code** field.
20. Select the **Print on Transcript** checkbox to display the honors value on the student's transcript. This checkbox is automatically selected when you tab through the **Honors Code** field.
21. Click the *Degree Plan* tab to move to the *Degree Plan* page.
22. In the **Degree Plan Detail** group box, review **Plan Seq** (Sequence) number. This value defines the primacy of the plan within the program. This value automatically defaults from the *Student Program/Plan* page.
23. Review **Career**. The career to which the degree is assigned. This value defaults from the *Student Program/Plan* page.
24. Review **Career Nbr** (Number). The specific career number to which the degree is assigned. The system increments this number for each active program in the same career. This value defaults from the *Student Program/Plan* page.

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25. Review **Acad Plan** (Academic Plan). The academic plan to which the degree is assigned. This value defaults from the *Student Program/Plan* page.
26. Review **Degr Stat** (Degree Status). The current status of the degree. This status defaults from the *Student Program* page.
27. Review **Degr Dt** (Degree Date). The effective date from the *Student Program* page.
28. Review **Plan Type**. The type of plan, as defined on the *Academic Plan Table* page.
29. In the **Honors Detail** group box, do **NOT** use the **Override** checkbox to revise the transcript description and the diploma description.
30. In the **Honors Detail** group box, enter **Honors Prefix** or click  to select the appropriate value. The **Honors Prefix** values are not displayed on the transcript. They are entered here only as a reference. These types of honors only appear on the diploma.
31. In the **Honors Detail** group box, review **Transcript Description**. This is the description of the plan degree to appear on the transcript.
32. In the **Honors Detail** group box, enter **Honors Suffix** or click  to select the appropriate value. The only value found in the **Honors Suffix** field is "With Departmental Honors". This type of honor is attached to the academic plan.
33. In the **Honors Detail** group box, review **Diploma Description**. This is the academic plan diploma description.
34. The system does not calculate the **Plan GPA** (Grade Point Average) value in the **GPA** group box; although you can create an academic advising report to assist with the calculation.
35. In the **GPA** group box, enter **Plan Rank** and **Of** values for the student's plan. The plan rank information appears with the plan degree description on the transcript if you specify a **Local Degrees** print area and select the **Print Degree Plan Rank** checkbox on the *Transcript Type - Degrees/Program* page. IU does not use these fields.
36. Click .

NOTE:	School Honors will be available in the Honors Code lookup on the <i>Degree Honors</i> page.
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The degree table is first populated by the completion of a program/plan stack. Any updates made to a posted degree via the *Student Degrees* component will not be reflected in the completed program/plan stack.