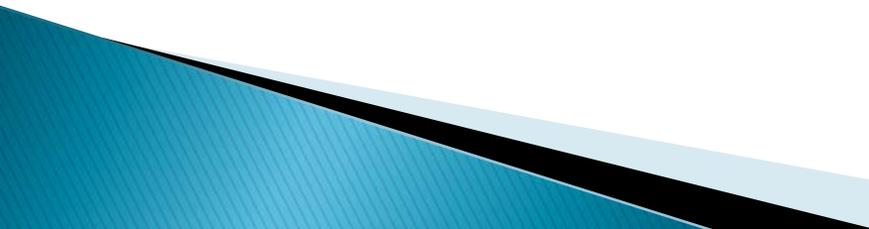


Academic Record Changes Training

Office of Enrollment Services
December 1 & 9, 2016

Agenda

- ▶ Admit to Matric Status
 - ▶ Term Activation
 - ▶ Change of Admission Status
 - ▶ Plan & Sub-Plan Changes
 - ▶ Program Changes
 - ▶ Second Majors Across Schools
 - ▶ Grade Changes
 - ▶ Probation
 - ▶ Academic Dismissal
 - ▶ Academic Leave & Term Withdrawal
 - ▶ Record Cancellation
 - ▶ Academic Senate & Latin Honors Lists
- 

Admit to Matric Status

- ▶ Admissions Office matriculates student (activating records pages) once deposit paid (in CardinalPay, by mail, or in person at admissions)
- ▶ Deposit waiver request
 - Undergrad deposits rarely waived
 - Grad deposit may be waived at request of dean under extraordinary circumstances
 - Email cua-gradadmissions@cua.edu
- ▶ If requesting waiver for students, make sure they understand charges are not reduced

Term Activation

- ▶ What is Term Activation?

Term Activation

- ▶ What is Term Activation?
 - Process that makes term available to student for registration

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

Cardinal, Stacy Lynn N. 2202982   

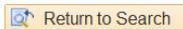
Find | View All First 2 of 2 Last

Academic Career: Undergraduate

Find | View All First 1 of 31 Last

| | | | |
|-------------------------------|--|---|--|
| *Academic Institution: | CRDNL  The Catholic Univ of America |      | |
| *Term: | 1171  Spr 2017 Semester | Activation Date: | |
| Student Career Nbr: | 0  Arts & Sciences | Academic Year: | 2017 |
| Override All Academic Levels: | <input type="checkbox"/> | Load Determination: | Units |
| Override Projected Level: | <input type="checkbox"/> | *Form of Study: | Enrollment |
| Academic Level - Projected: | Freshman | Academic Load: | No Units |
| Academic Level - Term Start: | Freshman | *Billing Career: | UGRD  |
| Academic Level - Term End: | Freshman | Eligible To Enroll: | <input checked="" type="checkbox"/> |
| Level Determination: | Units | | |

Go to: [Calculate Tuition](#)

 Save  Return to Search  Notify

[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

Term Activation

- ▶ New students activated daily starting approximately 1 month before registration
 - ▶ Continuing students term activated approximately 1 month before registration
 - Must be enrolled or on official leave prior term
 - Must be degree-seeking or certificate student
- 

Term Activation

- ▶ May non-degree students be allowed to register for subsequent terms?

Term Activation

- ▶ May non-degree students be allowed to register for subsequent terms?
 - Yes, with permission of the Dean
 - Only for consecutive semesters
 - Only up to a limit of 9 credits
 - Dean sends email to cu-enrollmentservices@cu.edu stating non-degree status is extended
 - Enrollment Services will term activate

Change of Admission Status

- ▶ Changes entered by Dean's Office
 - No need to contact Enrollment Services
 - ▶ Provisional to regular
 - ▶ Provisional to conditional
 - ▶ Conditional to regular
- 

Change of Admission Status

Records and Enrollment > Career and Program Information > Student Program/Plan

- ▶ Provisional / Conditional status shows as Action Reason on ADMT row

Academic Career: Graduate Career Requirement Term Student Career Nbr: 0

Find | View All First 2 of 3 Last

| | | | |
|------------------------|------------------------------------|---------------------|--------------------------|
| Status: | Admitted | Effective Sequence: | 1 |
| *Effective Date: | 08/26/2016 | Action Date: | 08/30/2016 |
| *Program Action: | ADMT Admit | Joint Prog Appr: | <input type="checkbox"/> |
| Action Reason: | PROV Provisional Admission | | |
| *Academic Institution: | CRDNE The Catholic Univ of America | | |
| *Academic Program: | ENGRG Engineering GR | | |
| *Admit Term: | 1168 Fall 2016 | | |
| Requirement Term: | 1168 Fall 2016 | | |
| Expected Grad Term: | 1191 Spr 2019 | | |
| Last Updated On: | 09/02/2016 2:59:58PM | | |
| By: | DUNNING | | |

Admissions

From Application
Application Nbr: 00199007
Application Program Nbr: 0

*Campus: MAIN CUA

*Academic Load: Full-Time

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

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

Change of Admission Status

- ▶ Click the Student Program tab
- ▶ Add a new row by clicking the +
- ▶ Change the effective date if necessary
 - Date should be actual status change date which may be before you are updating the record
- ▶ Select Program Action of DATA
- ▶ Select Action Reason
 - Provisional to regular = PRRG
 - Provisional to conditional = PRCN
 - Conditional to regular = CNRG
- ▶ Click Save

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Student Diploma

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Graduate

Career Requirement Term

Student Career Nbr: 0

Find | View All First 1 of 5 Last

Status:

Active in Program



*Effective Date:

11/10/2016



Effective Sequence:

1

*Program Action:

DATA



Data Change

Action Date:

11/22/2016

Action Reason:

PRRG



Provisional to Regular

Joint Prog Appr:



*Academic Institution:

CRDNL



The Catholic Univ of America

*Academic Program:

ASG

Arts & Sciences GR

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

*Admit Term:

1168



Fall 2016

Requirement Term:

1168



Fall 2016

Expected Grad Term:

1191



Spr 2019

*Campus:

MAIN



CUA

Last Updated On:

11/09/2015 3:26:01PM

*Academic Load:

Full-Time

By:

BOYDM

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

Include F

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

Plan & Sub-Plan Changes

- ▶ What is a plan?

Plan & Sub-Plan Changes

- ▶ What is a plan?
 - The student's plan of study
 - May be a major, second major, certificate, or a minor
 - Examples include ENGL-BA, 2MAJ-ECON, ISLMW-CERT, MATH-MNR
 - Students may have more than one plan

Plan & Sub-Plan Changes

- ▶ What is a sub-plan?

Plan & Sub-Plan Changes

- ▶ What is a sub-plan?
 - A concentration of study within a plan
 - Examples include PRELAWTRK under the PHILOS-BA plan, STRUCTURAL under the CIVIL-MS plan
 - Students should have no more than one sub-plan per plan
 - Not all plans have sub-plans available

Plan & Sub-Plan changes

Records and Enrollment > Career and Program Information > Student Program/Plan

- ▶ **Changing an existing plan (replacing a plan with another)**
 - Click the Student Program tab
 - Add a new row by clicking the +
 - Effective date must be changed to a date between semesters – plan changes cannot be effective during a semester
 - Date the change the first day after the end of the current term
 - Last day of term is last day of final exam period on academic calendar
 - Select Program Action of PLNC

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Career Requirement Term

Student Career Nbr: 0

Find | View All First 1 of 11 Last

Status:

Active in Program



*Effective Date:

12/18/2016



Effective Sequence:

1

*Program Action:

PLNC



Plan Change

Action Date:

11/22/2016

Joint Prog Appr:



Action Reason:



*Academic Institution:

CRDNL



The Catholic Univ of America

*Academic Program:

ASU

Arts & Sciences

*Admit Term:

1068



Fall 2006

From Application

Application Nbr:

00057071

Application Program Nbr: 0

Requirement Term:

1068



Fall 2006

Expected Grad Term:

1185



Sum 2018

*Campus:

MAIN



CUA

*Academic Load:

Full-Time

Last Updated On:

06/16/2016 10:00:03AM

By:

SPINATO



Plan & Sub-Plan Changes

- ▶ Click the Student Plan tab
 - ▶ Over-write the existing Academic Plan with the new plan or use the magnifying glass to select the new plan.
 - ▶ Click Save
- 

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Student Diploma

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Student Career Nbr: 0

Car Req Term: Fall 2006

Find | View All

First



1 of 11



Last

Status:

Active in Program

Admit Term:

Fall 2006

Effective Date:

12/18/2016

Effective Sequence:

1

Program Action:

Plan Change

Action Date:

11/22/2016

Action Reason:

Requirement Term:

Fall 2006

Academic Program:

ArtsSciUG

Find | View All

First



1 of 1



Last

*Academic Plan:

ENGL-BA

English - BA

Major



*Plan Sequence:

10

Degree:

B.A.

*Declare Date:

12/18/2016



Degree Checkout Stat:

*Requirement Term:

1068



Fall 2006

Student Degree Nbr:

*Advisement Status:

Include



Completion Term:



Save



Return to Search



Previous in List



Next in List



Notify



Refresh



Add



Update/Display

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#) | [Student Diploma](#)

Plan & Sub-Plan changes

- ▶ Keeping existing plan and adding a second plan (or third or fourth. . .)
 - Click the Student Program tab
 - Add a new row by clicking the +
 - Effective date must be changed to a date between semesters – plan changes cannot be effective during a semester
 - Date the change the first day after the end of the current term
 - Last day of term is last day of final exam period on academic calendar
 - Select Program Action of PLNC

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Career Requirement Term

Student Career Nbr: 0

Find | View All First 1 of 11 Last

Status:

Active in Program



*Effective Date:

12/18/2016

Effective Sequence:

1

*Program Action:

PLNC Plan Change

Action Date:

11/22/2016

Joint Prog Appr:

Action Reason:

*Academic Institution:

CRDNL The Catholic Univ of America

*Academic Program:

ASU Arts & Sciences

*Admit Term:

1068 Fall 2006

Admissions

From Application

Application Nbr: 00057071

Application Program Nbr: 0

Requirement Term:

1068 Fall 2006

Expected Grad Term:

1185 Sum 2018

Last Updated On:

06/16/2016 10:00:03AM

By:

SPINATO

*Campus:

MAIN CUA

*Academic Load:

Full-Time



Plan & Sub-Plan Changes

- ▶ Click the Student Plan tab
 - ▶ In the Academic Plan section at the bottom of the page, add a row by clicking the +
 - ▶ In the Academic Plan box type the additional plan or use the magnifying glass to select it.
 - ▶ Click Save
- 

Cardinal, Stacy Lynn N.

2202982



Academic Career: Undergraduate **Student Career Nbr:** 0 **Car Req Term:** Fall 2006

Find | View All First 1 of 11 Last

| | | | |
|--------------------------|-------------------|----------------------------|------------|
| Status: | Active in Program | Admit Term: | Fall 2006 |
| Effective Date: | 12/18/2016 | Effective Sequence: | 1 |
| Program Action: | Plan Change | Action Date: | 11/22/2016 |
| Action Reason: | | Requirement Term: | Fall 2006 |
| Academic Program: | ArtsSciUG | | |

Find | View All First 2 of 2 Last

*Academic Plan: Mathematics - Minor Minor



*Plan Sequence:

Degree:

*Declare Date:

Degree Checkout Stat:

*Requirement Term: Fall 2006

Student Degree Nbr:

*Advisement Status:

Completion Term:

Plan & Sub-Plan changes

Records and Enrollment > Career and Program Information > Student Program/Plan

▶ Deleting a plan

- Click the Student Program tab
- Add a new row by clicking the +
- Effective date must be changed to a date between semesters – plan changes cannot be effective during a semester
 - Date the change the first day after the end of the current term
 - Last day of term is last day of final exam period on academic calendar
- Select Program Action of PLNC

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Career Requirement Term

Student Career Nbr: 0

Find | View All First 1 of 11 Last

Status:

Active in Program



*Effective Date:

12/18/2016



Effective Sequence:

1

*Program Action:

PLNC



Plan Change

Action Date:

11/22/2016

Joint Prog Appr:



Action Reason:



*Academic Institution:

CRDNL



The Catholic Univ of America

*Academic Program:

ASU

Arts & Sciences

*Admit Term:

1068



Fall 2006

Requirement Term:

1068



Fall 2006

Expected Grad Term:

1185



Sum 2018

Last Updated On:

06/16/2016 10:00:03AM

By:

SPINATO

Admissions

From Application

Application Nbr:

00057071

Application Program Nbr: 0

*Campus:

MAIN



CUA

*Academic Load:

Full-Time



Plan & Sub-Plan Changes

- ▶ Click the Student Plan tab
- ▶ In the Academic Plan section at the bottom of the page, use the left or right arrows (◀ ▶) to navigate to the correct plan row
- ▶ Click - to delete the row
- ▶ Click Save

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Student Diploma

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Student Career Nbr: 0

Car Req Term: Fall 2006

Find | View All First 1 of 11 Last

Status:

Active in Program

Admit Term:

Fall 2006

Effective Date:

11/28/2016

Effective Sequence:

1

Program Action:

Plan Change

Action Date:

11/29/2016

Action Reason:

Requirement Term:

Fall 2006

Academic Program:

ArtsSciUG

Find | View All First 2 of 2 Last

*Academic Plan:

MATH-MNR



Mathematics - Minor

Minor



*Plan Sequence:

20

Degree:

*Declare Date:

11/28/2016



Degree Checkout Stat:

*Requirement Term:

1068



Fall 2006

Student Degree Nbr:

*Advisement Status:

Include

Completion Term:



Save



Return to Search



Previous in List



Next in List



Notify



Refresh



Add



Update/Display

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

Plan & Sub-Plan changes

▶ Adding a sub-plan

- Click the Student Program tab
- Add a new row by clicking the +
- Effective date must be changed to a date between semesters – plan changes cannot be effective during a semester
 - Date the change the first day after the end of the current term
 - Last day of term is last day of final exam period on academic calendar
- Select Program Action of PLNC
- Select Action Reason of SBPC

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Student Diploma

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Career Requirement Term

Student Career Nbr: 0

Find | View All First 1 of 11 Last

Status:

Active in Program



*Effective Date:

12/18/2016



Effective Sequence:

1

*Program Action:

PLNC



Plan Change

Action Date:

11/22/2016

Action Reason:

SBPC



Sub-Plan Change

Joint Prog Appr:



*Academic Institution:

CRDNL



The Catholic Univ of America

*Academic Program:

ASU

Arts & Sciences

Admissions

From Application

Application Nbr:

00057071

Application Program Nbr:

0

*Admit Term:

1068



Fall 2006

Requirement Term:

1068



Fall 2006

Expected Grad Term:

1185



Sum 2018

*Campus:

MAIN



CUA

Last Updated On:

06/16/2016 10:00:03AM

*Academic Load:

Full-Time



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

Plan & Sub-Plan Changes

- ▶ Click the Student Sub-Plan tab
 - ▶ Type the new Academic Sub-Plan plan or use the magnifying class to select the new sub-plan.
 - ▶ Click Save
- 

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Student Diploma

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Student Career Nbr:

0

Find | View All

First



1 of 11



Last

Status:

Active in Program

Admit Term:

Fall 2006

Effective Date:

11/22/2016

Effective Sequence:

1

Program Action:

Program Change

Action Date:

11/22/2016

Action Reason:

Academic Program:

Philosophy

The Catholic Univ of America

Find | View All

First



1 of 1



Last

Academic Plan:

Bachelor of Arts in Philosophy

Major

Requirement Term:

Fall 2006

Find | View All

First



1 of 1



Last

*Academic Sub-Plan:

PRELAWTRK



Pre-Law Track



Academic Sub-Plan Type:

Subconcentration

*Declare Date:

11/22/2016



*Requirement Term:

1068



Fall 2006

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

Add

Update/Display

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

Plan & Sub-Plan changes

▶ Deleting a sub-plan

- Click the Student Program tab
- Add a new row by clicking the +
- Effective date must be changed to a date between semesters – plan changes cannot be effective during a semester
 - Date the change the first day after the end of the current term
 - Last day of term is last day of final exam period on academic calendar
- Select Program Action of PLNC
- Select Action Reason of SBPC

Student Program

Student Plan

Student Sub-Plan

Student Attributes

Student Degrees

Student Diploma

Cardinal, Stacy Lynn N.

2202982



Academic Career:

Undergraduate

Career Requirement Term

Student Career Nbr: 0

Find | View All First 1 of 11 Last

Status:

Active in Program



*Effective Date:

12/18/2016



Effective Sequence:

1

*Program Action:

PLNC



Plan Change

Action Date:

11/22/2016

Action Reason:

SBPC



Sub-Plan Change

Joint Prog Appr:



*Academic Institution:

CRDNL



The Catholic Univ of America

*Academic Program:

ASU

Arts & Sciences

Admissions

From Application

Application Nbr: 00057071

Application Program Nbr: 0

*Admit Term:

1068



Fall 2006

Requirement Term:

1068



Fall 2006

Expected Grad Term:

1185



Sum 2018

*Campus:

MAIN



CUA

Last Updated On:

06/16/2016 10:00:03AM

*Academic Load:

Full-Time

By:

SPINATO



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

Plan & Sub-Plan Changes

- ▶ Click the Student Sub-Plan tab
 - ▶ Click the - to delete the sub-plan row
 - ▶ Click Save
- 

Cardinal, Stacy Lynn N.

2202982



Academic Career: Undergraduate **Student Career Nbr:** 0

Find | View All First 1 of 11 Last

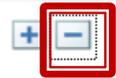
Status: Active in Program **Admit Term:** Fall 2006
Effective Date: 11/22/2016 **Effective Sequence:** 1
Program Action: Program Change **Action Date:** 11/22/2016
Action Reason:
Academic Program: Philosophy The Catholic Univ of America

Find | View All First 1 of 1 Last

Academic Plan: Bachelor of Arts in Philosophy Major
Requirement Term: Fall 2006

Find | View All First 1 of 1 Last

*Academic Sub-Plan:
Academic Sub-Plan Type:
*Declare Date: 11/22/2016
*Requirement Term:



Plan & Sub-Plan Changes

Don't forget . . .

- ▶ Students must have at least one plan (major for degree-seeking students)
 - ▶ Students should not have more than one sub-plan per plan
 - ▶ Remember to change effective date
 - ▶ Remember to be careful when adding additional plans not to over-write/delete the major plan
 - ▶ Only use reason of SBPC when making a change on the sub-plan page
- 

Program Changes

- ▶ Transfer Between Schools
- ▶ Form available at <http://enrollmentservices.cua.edu/res/docs/Program-Change-Form.pdf>
- ▶ Cannot be used to move from non degree-seeking to degree-seeking
 - Must apply through admissions
- ▶ Completed form emailed to cua-enrollmentservices@cua.edu or campus mail to Enrollment Services, W200 O'Connell Hall
 - Cannot be accepted directly from student



REQUEST FOR PROGRAM CHANGE FORM - TRANSFER BETWEEN SCHOOLS

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

STUDENT'S ID _____

STUDENT'S LAST NAME _____

STUDENT'S FIRST NAME _____

CURRENT PROGRAM (SCHOOL): _____

TRANSFER TO PROGRAM (SCHOOL): _____

TRANSFER TO PLAN (MAJOR/DEGREE): _____

REASON FOR REQUEST: _____

Effective Semester / Year of change: _____

DATE: _____ STUDENT'S SIGNATURE: _____

To Be Completed By Current Dean

CURRENT GPA: _____ ACADEMIC STATUS: () FRESHMAN () SOPHOMORE () JUNIOR () SENIOR () GRADUATE () GRAD CERTIFICATE

COMMENTS: _____

DEAN'S NAME (PLEASE PRINT): _____

DATE: _____ DEAN'S SIGNATURE: _____

To Be Completed By Transfer To Program Dean

PROGRAM CHANGE: () NOT APPROVED () APPROVED () APPROVED WITH THE FOLLOWING CONDITIONS: _____

DEAN'S NAME (PLEASE PRINT): _____

DATE: _____ DEAN'S SIGNATURE: _____

Instructions:

The student requesting a program change (transfer between schools) should complete the top two sections of this form and submit it to his/her current dean.

The current dean should complete the third section of the form and submit it to the transfer to program dean.

The transfer to program dean should complete the fourth section. If approved, submit the form to the Office of Enrollment Services so the student's record will be updated. Also submit a copy to the previous dean and the student. If denied, return the form to the previous dean with a copy to the student. Do not send denied requests to Enrollment Services.

Notes: Program changes may only be effective between semesters. Requests submitted after the beginning of a semester will be made effective for the following semester.

This form may not be used to request program changes from non-certificate non-degree to degree-seeking. A new application to the University is required.

Program Changes

- ▶ Can only be effective for next term
 - Change term entered by student if necessary
- ▶ Make sure subject and degree both listed
 - Add Cardinal Station plan code
 - If student has current minor that is to remain, note that on the form
- ▶ Deans' approvals required before sending form to Enrollment Services

Second Majors Across Schools

- ▶ Student pursuing a second major in another school
- ▶ Plan change entered by Enrollment Services
- ▶ Form available at <http://enrollmentservices.cua.edu/res/docs/Double-Major-Application.pdf>
- ▶ Completed form emailed to cua-enrollmentservices@cua.edu or campus mail to Enrollment Services, W200 O'Connell Hall
 - Cannot be accepted directly from student



THE CATHOLIC UNIVERSITY OF AMERICA
Office of Enrollment Services

Application for Double Major

Student's Name: _____ ID: _____
Address: _____ Phone: _____
Cumulative GPA: _____ Academic Level: _____

I request approval to arrange my curriculum in such a manner as to satisfy the requirements for the Bachelor's Degree as specified by:

1. The major of _____ in the School of _____
This is my primary major. All distribution requirements for this major must be completed.
2. The major of _____ in the School of _____
This is my secondary major. All major requirements for this major must be completed.

I understand that the minimum grade point average for approval is 3.2 at the beginning of my junior year. In addition, I realize that departmental prerequisites and required cumulative average may vary depending upon the department or School, and that comprehensive examinations are required in each department. I also understand that I must complete requirements in both majors at the same time in order to graduate with a double major.

Signature of Student

Date

Approval of Double Major

Double major should be approved by the beginning of the student's junior year. Applications will be effective dated for the start of the semester following approval by both deans.

1. _____
Signature of Chair or Adviser – Primary Major *Department* *Date*
2. _____
Signature of Chair or Adviser – Secondary Major *Department* *Date*

3. Dean's Approval:
____ Yes
____ No
____ pending review of cumulative GPA at the end of _____
Semester/Year

Signature of Academic Dean for the Primary Major

Date

Signature of Academic Dean for the Secondary Major

Date

Second Majors Across Schools

- ▶ Can only be effective for next term
 - ▶ Deans' approvals required before sending form to Enrollment Services
 - ▶ If primary major listed on form is not in student's current school, a program change will be entered on the student's record based on this form
- 

Grade Changes

- ▶ Authorized dean's office staff can enter grade changes
 - Until the end of the succeeding fall or spring term
 - With appropriate approval
 - Changes of F grades always require approval of Dean of Graduate or Dean of Undergraduate Studies
 - Dispositions of incomplete only require approval of school dean
 - Non-DOI grade changes older than one semester require approval of Dean of Graduate or Dean of Undergraduate Studies

Grade Changes

- ▶ Grade changes older than one prior fall or spring term must be processed by Enrollment Services
 - After approval of Dean of School and if not a disposition of incomplete approval of Dean of Graduate or Dean of Undergraduate Studies
- ▶ Completed form emailed to cu-enrollmentservices@cu.edu or campus mail to Enrollment Services, W200 O'Connell Hall
 - Cannot be accepted directly from student



THE CATHOLIC UNIVERSITY OF AMERICA
OFFICE OF ENROLLMENT SERVICES

GRADE CHANGE/DISPOSITION OF INCOMPLETE REQUEST FORM

SECTION 1

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

STUDENT'S ID

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

STUDENT'S SCHOOL

SECTION 2

To Be Completed By InSTRUCTOR

COURSE SUBJECT: _____ COURSE NUMBER: _____

SEMESTER: _____ YEAR: _____

CURRENT GRADE: _____ REQUESTED GRADE: _____

COMMENTS: _____

INSTRUCTOR'S NAME (PLEASE PRINT): _____

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

SECTION 3

To Be Completed By STUDENT'S ACADEMIC DEAN

GRADE CHANGE REQUEST () APPROVED () NOT APPROVED

COMMENTS: _____

DEAN'S NAME (PLEASE PRINT): _____

DEAN'S SIGNATURE: _____ DATE: _____

SECTION 4

To Be Completed By DEAN OF GRADUATE/UNDERGRADUATE STUDIES

GRADE CHANGE REQUEST () APPROVED () NOT APPROVED

COMMENTS: _____

DEAN'S NAME (PLEASE PRINT): _____

DEAN'S SIGNATURE: _____ DATE: _____

Instructions:

Section 1 & 2:

- ◆ Instructor completes and submits to student's school.

Section 3:

- ◆ Is it a Disposition of Incomplete [DOI] or Grade Change [GC]?
 - > If DOI, is the change accessible to dean's office, i.e. class taken one semester back?
 - If yes, dean's office should process.
 - If no, dean's off completes section 3 and submits to Office of Enrollment Services to process.
 - > If GC, is the change accessible to dean's office, i.e. class taken one semester back?
 - If no, dean's office completes section 3 and submits form to Dean of Graduate/Undergraduate Studies.
 - If yes, does grade change involve an "F" grade?
 - If no, dean's office should process change.
 - If yes, dean's office completes section 3 and submits form to Dean of Graduate/Undergraduate Studies.

Section 4:

- ◆ Is grade change accessible to dean's office, i.e. class taken one semester back?
 - > If no, DOG/US completes section 4 and submits to Office of Enrollment Services to process.
 - > If yes, DOG/US completes section 4 and submits back to school to process

Note: The Office of Enrollment Services will not accept incomplete or alternate forms.

Instructions:

Section 1 & 2:

- ❖ Instructor completes and submits to student's school.

Section 3:

- ❖ Is it a Disposition of Incomplete (DOI) or Grade Change (GC)?
 - If DOI, is the change accessible to dean's office, i.e. class taken one semester back?
 - If yes, dean's office should process.
 - If no, dean's office completes section 3 and submits to Office of Enrollment Services to process.
 - If GC, is the change accessible to dean's office, i.e. class taken one semester back?
 - If no, dean's office completes section 3 and submits form to Dean of Graduate/Undergraduate Studies.
 - If yes, does grade change involve an "F" grade?
 - If no, dean's office should process change.
 - If yes, dean's office completes section 3 and submits form to Dean of Graduate/Undergraduate Studies.

Section 4:

- ❖ Is grade change accessible to dean's office, i.e. class taken one semester back?
 - If no, DOG/US completes section 4 and submits to Office of Enrollment Services to process.
 - If yes, DOG/US completes section 4 and submits back to school to process

Note: The Office of Enrollment Services will not accept incomplete or alternate forms.

Grade Changes

Records and Enrollment > Enroll Students > Enrollment Request

- ▶ Click the Add a New Value tab
 - ▶ Enter the student ID
 - ▶ Enter the student's Academic Career
 - ▶ Enter the Academic Institution CRDNL
 - ▶ Enter the Term in which the class was taken
 - ▶ Click the Add button
- 

Enrollment Request

[Find an Existing Value](#)

[Add a New Value](#)

ID:

2202982

Academic Career:

UGRD

Academic Institution:

CRDNL

Term:

1161

Add

[Find an Existing Value](#) | [Add a New Value](#)

Grade Changes

- ▶ Select the Action of Change Grade
 - ▶ Use the Class Nbr magnifying glass to select the class for which grade is being changed
- 

Enrollment Request

2202982 Stacy Lynn N. Cardinal

Undergraduate

Arts & Sciences

The Catholic Univ of America

Spring 2016



Enrollment Request ID: 0000000000

Status: Pending

Submit

User ID: WOODS

Operator Enrollment Access

Enrollment Request Details

Find | View All

First



1 of 1



Last

Sequence Nbr: 1 Pending



*Action:

Change Grade

Action Reason:



Action Date:

Override Action Date

Wait List Okay

Class Nbr:



Related Class 1:

Related Class 2:

Instructor ID:

Repeat Code:

Transcript Note

Grade Changes

- ▶ Click the Select box next to the class

Enrollment Request

Enrollment Listing

Request ID: 0000000000 Cardinal, Stacy Lynn N. **ID:** 2202982
Undergrad **Institution:** CUA **Term:** Spr 2016

| Enrollment List | | | | | | | | | | Find | First | 1 of 1 | Last |
|-------------------------------------|---------|---------|------|-------|-----------|----------|----------|---------------|-------|---------|-------|--------|------|
| Subject | Catalog | Section | Unit | Taken | Class Nbr | Status | Reason | Grading Basis | Grade | Session | | | |
| <input checked="" type="checkbox"/> | BIO101 | 103 | 01 | 3.00 | 3200 | Enrolled | Enrolled | Graded | I | Regular | | | |
| General Biology I Lecture | | | | | | | | | | | | | |

Return

Grade Changes

- ▶ Type the new grade (or use the magnifying glass to select the new grade) in the Grade Input box
- ▶ Click the Submit button

Enrollment Request ID: 0000000000

User ID: WOODS

Status: Pending

Operator Enrollment Access

Submit

Enrollment Request Details

Find | View All

First



1 of 1



Last

Sequence Nbr: 1 Pending



*Action:

Change Grade

Action Reason:

[Search]

Override Action Date

Action Date:

[Date]

Wait List Okay

Class Nbr:

3200 [Search]

BIOL 103 01 Lecture General Biology I

Regular Academic Session Undergraduate

Related Class 1:

[Text]

Related Class 2:

[Text]

Instructor ID:

[Text]

Repeat Code:

[Text]

Transcript Note

Override

Grading Basis: GRD Graded

Grade Input:

A [Search] A

Units Taken: 3.00

Course Count:

1.00

Designation:

[Text]

Take Requirement Designation

RD Grade:

[Text]

Permission Nbr:

[Text]

Probation

Records and Enrollment > Student Term Information > Term History

- ▶ Processed entirely by Dean's office
 - **Do not send probation notifications to ES**
 - Click the Academic Standing tab
 - Navigate to the appropriate term using < or >
 - Click Manual Override
 - Enter Effective Date as the date the student was notified of probationary status
 - Select Academic Program
 - Select Academic Standing Action of **PROB**
 - Click **Save**

[Term Statistics](#)

[Cumulative Statistics](#)

[Term Withdrawal](#)

[Session Withdrawal](#)

Academic Standing

[Student Grade Review](#)

Cardinal, Stacy Lynn N.

2202982



Find | View All

First 2 of 2 Last

Academic Career: Undergraduate

Find | View All

First 1 of 34 Last

Term: Spring 2018 The Catholic Univ of America

Find | View All

First 1 of 1 Last

***Effective Date:**

11/16/2017



Effective Sequence:

0

Manual Override:



Academic Program:

Academic Standing Action:

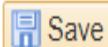
Formal Description:

Internal Description:

Academic Standing Status:

User ID:

Action Date:



Save



Return to Search



Notify



Update/Display

Include History



Correct History

Cardinal, Stacy Lynn N.

2202982



Find | View All First 2 of 2 Last

Academic Career: Undergraduate

Find | View All First 1 of 34 Last

Term: Spring 2018 The Catholic Univ of America

Find | View All First 1 of 1 Last

***Effective Date:** 12/20/2017 **Effective Sequence:** 0 **Manual Override:**

Academic Program: ASU Arts & Sciences

Academic Standing Action: PROB

Formal Description: Probation

Internal Description: Probation

Academic Standing Status: Probation

User ID: WOODS Woods, Kevin G **Action Date:** 11/16/2017

Probation

- ▶ Enter PROB standing action on every term for which the student is on probation
 - ▶ System does not see student as probationary if academic standing action is blank
 - ▶ No process needed to remove probationary status on future terms as standing action is blank
- 

Academic Dismissal

- ▶ Send copy of student dismissal letter to Enrollment Services
 - Before the start of the next term
 - Include Student ID on letter
- ▶ ES will drop student from upcoming semester classes
 - Imperative ES receives dismissal letters before student begins attending next term classes

Academic Dismissal

- ▶ Students dismissed from University
 - Cannot dismiss student from school but allow to remain at University
 - If offering program change as an option, dean must contact dean of another school and obtain approval before dismissal
 - Submit program change form as per earlier slides
 - Must occur before next term begins

Academic Dismissal

- ▶ Don't send letter like the sample below:

Dear,

Final grades for the fall 2015 semester have now been posted and reviewed by the School of [school name]. According to your grade report you have attained a [school] GPA of 1.96. This GPA includes all courses listed as [subject] in the university catalog. I regret to inform you that, in accordance with academic regulations, because this is the second semester that you have had a departmental grade point average below 2.30, you have been dismissed from the School of [school name].

You may apply to transfer to another CUA school if you wish to continue your education at our University. The schools to which you may apply are:

...

Academic Dismissal

- ▶ When student is placed on probation, notify her/him that if student fails to obtain GPA required by your school, (s)he will be dismissed.
- ▶ Follow up with probationary students by midterm
 - Advise student that (s)he should proactively pursue program change if (s)he wishes to remain at University if GPA in question
- ▶ Only dismissal letter sent to student must be dismissal from University

Academic Leave & Term Withdrawal

- ▶ Change of Enrollment: Undergraduate and Graduate Policy
<http://policies.cua.edu/academicundergrad/changeundergrad.cfm>
- ▶ If student not yet enrolled for semester – can apply for leave up until administrative withdrawals are processed
- ▶ If student is already enrolled for semester – no need to apply for leave; can request a term withdrawal up until last date to withdraw from regular session classes with a W grade

Academic Leave & Term Withdrawal

- ▶ Same process to request academic leaves and term withdrawals
 - Undergraduates
 - Dean of Students – paper form; full instructions at <http://deanofstudents.cua.edu/faqs/timeaway.cfm>
 - Graduates
 - Dean of Graduate Studies online request form <https://go.cua.edu/gradstudies/>
- ▶ If approved ES will be notified and process leave or term withdrawal in Cardinal Station

Record Cancellation

- ▶ Continuous enrollment required per enrollment policies:
<http://policies.cua.edu/academicundergrad/enrollundergradfull.cfm#vi> and
<http://policies.cua.edu/academicgrad/enrollgradfull2.cfm#vii>
- ▶ Summer only program students must maintain continuous summer enrollments
- ▶ Records of non-enrolled students cancelled by Enrollment Services (WADMed) after the last date to enroll in a course in the term

Academic Senate & Latin Honors

- ▶ Dean submits to Academic Senate list of all students who have completed degree requirements
 - ▶ Enrollment Services posts degrees based on senate lists
 - ▶ May (requirements completed Spring)
October (requirements completed Summer)
January (requirements completed Fall)
- 

Academic Senate & Latin Honors

- ▶ Include all students who have completed degree requirements
 - Don't exclude students who have not submitted diploma application
- ▶ Verify student has completed requirements for all plans on record
 - Remove any plans on the Student Program/Plan page for which the student did not complete requirements

Academic Senate & Latin Honors

- ▶ Academic Senate List Format
 - On school letterhead
 - Signed by the dean
 - Names grouped by degree, listed in alphabetical order, including student ID number

Doctor of Philosophy

9876543

2345678

Jones, William

Smith, Jane

Master of Arts

2123456

3134567

Doe, John

Smith, Joan

Master of Fine Arts

2145758

1213267

Brown, John

Clark, Ian

Academic Senate & Latin Honors

- ▶ Dean submits list of degree recipients with Latin honors to Enrollment Services
 - ▶ Enrollment Services posts Latin honors on student record and diploma
- 

Academic Senate & Latin Honors

- ▶ Latin Honors List Format
 - On school letterhead
 - Names grouped by Latin honor, degree, listed in alphabetical order, including student ID number

Summa Cum Laude

Bachelor of Arts

9876543

Jones, William

Bachelor of Science

2123456

Doe, John

Magna Cum Laude

Bachelor of Arts

2345678

Smith, Jane

Bachelor of Science

3134567

Smith, Joan

Cum Laude

Bachelor of Arts

2145758

Brown, John

1213267

Clark, Ian

Questions?

