



**CARDINAL STATION PROBATION ENTRY INSTRUCTIONS**

**PLACING A STUDENT ON PROBATION**

**NAVIGATION:** Records & Enrollment > Student Term Information > Term History

Click the Academic Standing tab. If necessary, use the left/right arrows to navigate to the correct term. This is generally the next term(s) after the term in which the grades were earned. E.G., if a student’s fall term grades lowered his gpa resulting in probation, the probation status would be posted on the following spring term. If probation is a result of spring grades, the probation status would be listed on the following summer and possibly fall terms.

Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | **Academic Standing** | Student Grade Review

Cardinal, Stacy Lynn N. 2202982

Academic Career: Undergraduate

Term: Spring 2018 The Catholic Univ of America

\*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

Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Grade Review | Student Special GPA | Class Rank

Click the **Manual Override** select box.

Enter the **Effective Date**. This should be the date on the communication sent to the student informing him/her of the probationary status.

Select the student’s **Academic Program**

Enter **PROB** in the **Academic Standing Action**.

Click Save



Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | **Academic Standing** | Student Grade Review

Cardinal, Stacy Lynn N. 2202982

Academic Career: Undergraduate

Term: Spring 2018 The Catholic Univ of America

\*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

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

Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | Student Grade Review | Student Special GPA | Class Rank

NOTE: If the student’s probationary status continues for more than one semester, follow the steps above for each semester the student remains on probation.

**REMOVING A STUDENT FROM PROBATION**

Probationary status only appears on the terms on which you enter the PROB Academic Standing Action. In the system, the student is not considered to be on probation if the Academic Standing Action is blank. Therefore, there is no process needed to remove a student from Probation. You may navigate to the Academic Standing page for the term in which the student is no longer on probation to verify the Academic Standing Action is blank.

**NAVIGATION:** Records & Enrollment > Student Term Information > Term History

Click the Academic Standing tab. If necessary, use the left/right arrows to navigate to the correct term.



Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | **Academic Standing** | Student Grade Review

Cardinal, Stacy Lynn N. 2202982

Academic Career: Undergraduate

Term: Summer 2018 The Catholic Univ of America

\*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

[Term Statistics](#) | [Cumulative Statistics](#) | [Term Withdrawal](#) | [Session Withdrawal](#) | [Academic Standing](#) | [Student Grade Review](#) | [Student Special GPA](#) | [Class Rank](#)

End