

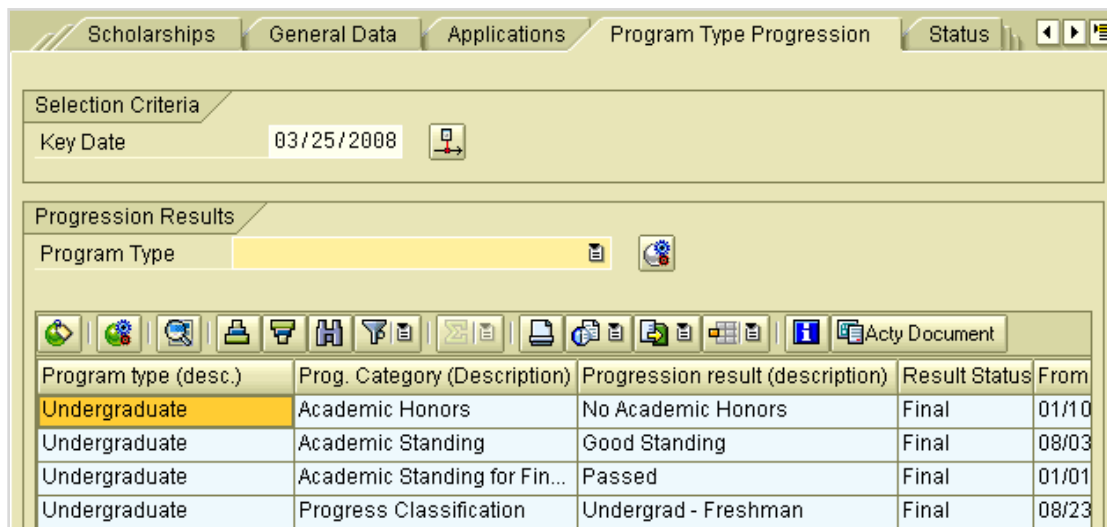
## Progression (PIQST00)

Program Type Progression refers to the process of evaluating a student's academic work and making a determination of academic standing and progress classification. Most students are evaluated through Mass Progression, a system process that runs at the end of each term after grading is completed. Progression also can be executed manually for individual students when academic work is changed.


There are four Progression Categories: Academic Honors, Academic Standing, Academic Standing for Financial Aid, and Progress Classification. College personnel view and maintain Academic Honors and Academic Standing only.

### PROGRESSION RESULTS DISPLAY

Use T code **PIQST00** to display a student's Progression results. Find the student and choose **Program Type Progression** from the drop-down list.



Program type (desc.)	Prog. Category (Description)	Progression result (description)	Result Status	From
Undergraduate	Academic Honors	No Academic Honors	Final	01/10
Undergraduate	Academic Standing	Good Standing	Final	08/03
Undergraduate	Academic Standing for Fin...	Passed	Final	01/01
Undergraduate	Progress Classification	Undergrad - Freshman	Final	08/23

To view the progression history of a Progression Category, highlight the row and click the Display Progression History  icon. The Progression Results are displayed per the Key Date.

### END-OF-TERM (EOT) REPORTS

End-of-Term reports for each college generally are available on myUK the day after Mass Progression is executed. The reports can be found by clicking on the **Student Administration** tab -> **Administrative Services**. The **College Reports** folder link is in the left-side Administrative Services navigational bar.

The EOT reports include one for Academic Action which lists the Academic Standing value for each student: Good Standing, Probation, or Eligible for Suspension. Reinstated students will be listed with an Academic Action of Academic Suspension that must be manually changed. This report enables

authorized college personnel to make final suspension decisions. Also included in the EOT reports is a listing of students who may be eligible for Academic Honors (Dean’s List).

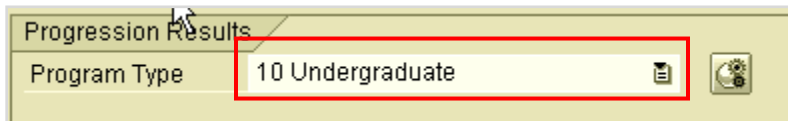
## MAINTENANCE OF ACADEMIC STANDING AND HONORS

Following review of EOT reports, authorized staff members in each college maintain Academic Standing and Honors with manual progression actions.

### Change in Academic Standing

To change Academic Standing, bring up the Student File using T code **PIQST00**. Choose Program Type Progression from the drop-down list.

1. The key date should default to the current date.
2. Select the program type of the student.



3. Highlight the row of the progression category to be updated.



The screenshot shows the 'Progression Results' window with a table of progression categories. The row for 'Academic Standing' is highlighted in yellow. The table has the following columns: Prog.type, Prog. Category (Description), Prog.result (desc), Result Sts, From Date, and To Date.

Prog.type	Prog. Category (Description)	Prog.result (desc)	Result Sts	From Date	To Date
Undergraduate	Academic Honors	No Academic Honors	Final	01/01/1900	05/04/2007
Undergraduate	Academic Standing	Eligible for Suspens...	Final	12/16/2006	05/04/2007
Undergraduate	Academic Standing for Financial Aid	Passed	Final	12/16/2006	05/04/2007
Undergraduate	Progress Classification	Undergrad - Freshm...	Final	12/16/2006	05/04/2007

4. Double-click the highlighted category to bring up the result history. Select the most recent result by date range. In this illustration, the student’s most recent status is **Eligible for Suspension**.

The screenshot shows the 'Progression Result History' window with a table of result history. The row for 'Eligible for Suspension' is highlighted in yellow. The table has the following columns: Prog.result (desc), Result Sts, From Date, To Date, Valid From, Valid-To Date, Set, Year, and Acad. Year (C).

Prog.result (desc)	Result Sts	From Date	To Date	Valid From	Valid-To Date	Set	Year	Acad. Year (C)
Good Standing	Final	01/01/1900	12/15/2006	12/15/2006	05/04/2007	12/15/2006	2007	Acad Year 2007
Eligible for Suspension	Final	12/16/2006	05/04/2007	05/05/2007	12/31/9999	05/05/2007	2007	Acad Year 2007

5. To change the result, click the . In the drop-down list, click on the new result, for example, **Academic Suspension**. Then save .



The screenshot shows a 'Progression' form with the following fields:

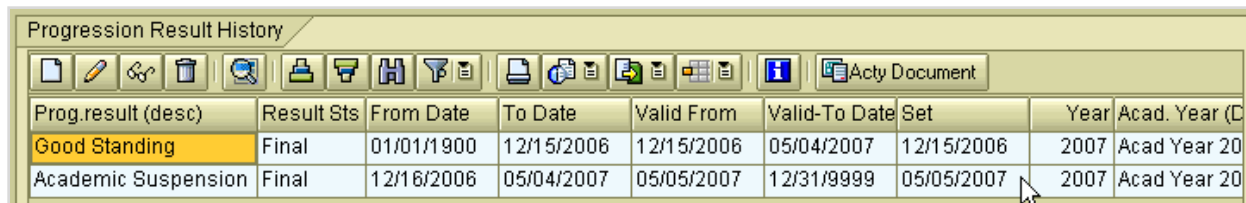
- Check-To Date: 12/14/2007
- Academic Year: 2008 Acad Year 2007-2008
- Valid From: 12/15/2007
- Academic Session: 10 Fall Semester
- Prog. result: 05 Academic Suspension
- Result Status: 1 Final

Below these fields is a section titled 'Progression Results (System)' containing:

- Prog.result (desc): Good Standing
- Final
- Prereq. Fulfilled:
- Activity Doc: 

At the bottom of the form are icons for checkmark, save, and close.

6. Note new progression result for Academic Standing.



The screenshot shows a 'Progression Result History' table with the following data:

Prog.result (desc)	Result Sts	From Date	To Date	Valid From	Valid-To Date	Set	Year	Acad. Year (C)
Good Standing	Final	01/01/1900	12/15/2006	12/15/2006	05/04/2007	12/15/2006	2007	Acad Year 20
Academic Suspension	Final	12/16/2006	05/04/2007	05/05/2007	12/31/9999	05/05/2007	2007	Acad Year 20

7. After completing the progression result, be sure to activate a hold on the student's record. Additionally, drop the student from any future term bookings.

Note: Sessional Registrations for future terms should not be manually deleted. Mass De-registration for future terms will be run automatically after the last day to add a class to delete the registration for students not booked in classes.

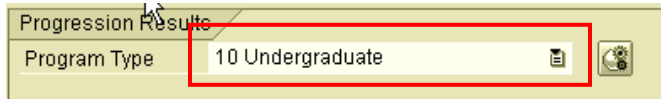
### Change in Academic Standing for Reinstated Students

EOT reports will show an Academic Standing of Academic Suspension for any student who was reinstated for a given term. Authorized college personnel must change the standing to the appropriate end-of-term result, based upon the student's grades for that term. To change, follow steps 1-6 outlined above.

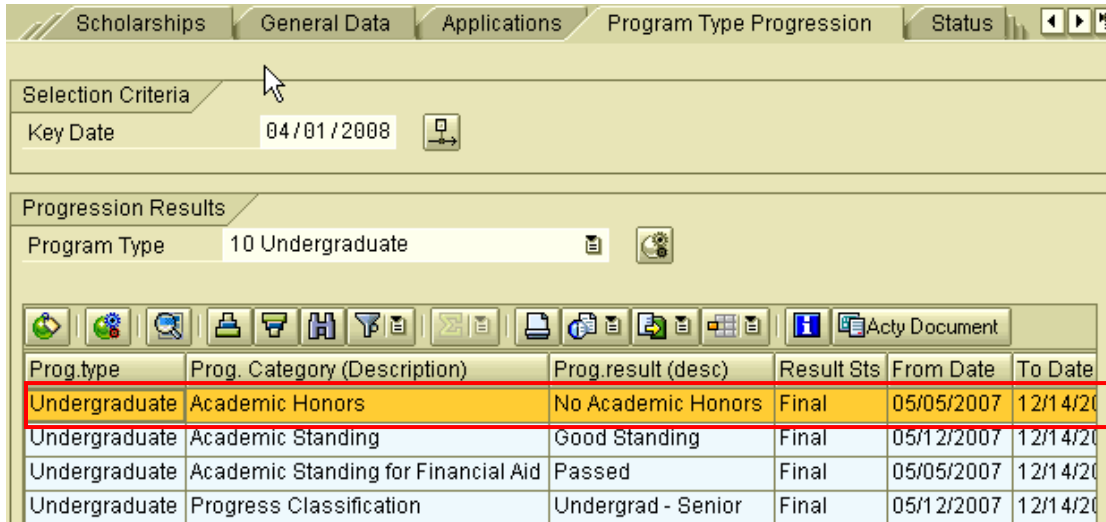
### Change in Academic Honors Status (Dean's List)

To change Academic Honors status to **Dean's List**, bring up the Student File using T code **PIQST00**. Choose Program Type Progression from the drop-down list.

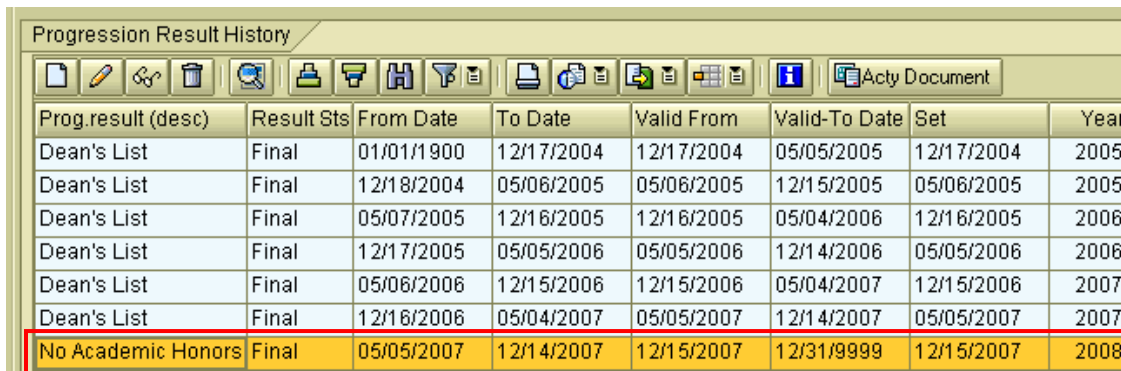
1. The key date should default to the current date.
2. Select the program type of the student.



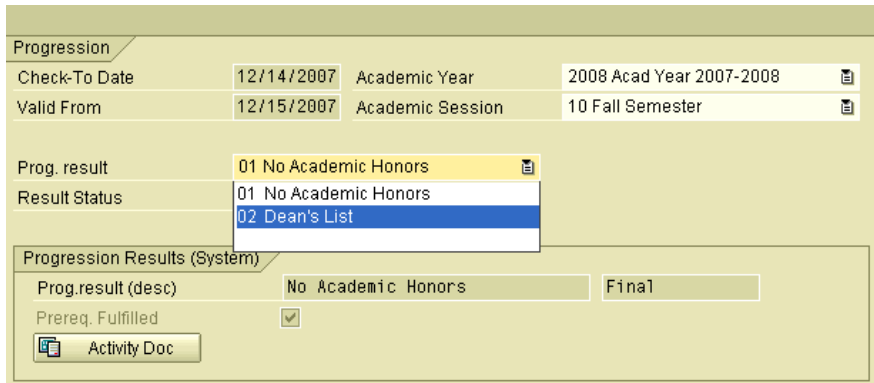
3. Highlight the row of the progression category to be updated.




4. Double-click the highlighted category to bring up the result history. Select the most recent result.



5. To change the result, click the . Select **Dean's List** from the Result Status drop-down list. Save .



Progression			
Check-To Date	12/14/2007	Academic Year	2008 Acad Year 2007-2008
Valid From	12/15/2007	Academic Session	10 Fall Semester
Prog. result	01 No Academic Honors		
Result Status	01 No Academic Honors 02 Dean's List		
Progression Results (System)			
Prog.result (desc)	No Academic Honors	Final	
Prereq. Fulfilled	<input checked="" type="checkbox"/>		
			

## MANUAL PROGRAM TYPE PROGRESSION

Manual execution of progression typically follows a change in the student's academic work (such as repeat option, bankruptcy, credit- by- examination posting, notation of duplicate course, retroactive withdrawal, or grade change). **Student Records staff members in the Office of the Registrar are responsible for all such manual progression actions.**

## REMINDERS


- Authorized college personnel must review and change each **Eligible for Suspension** status listed on the End-of-Term Reports created after Mass Progression. The status must be changed to either **Probation** or **Academic Suspension**.
- Only Student Record staff members can make progression changes for prior terms.
- Beginning with the 2008 Spring Semester, **Suspend from College** will no longer be among the options for Result Status. Instead, college suspensions must be managed by creating and maintaining Holds in the Student File, Holds tab.
- The **Check to** date should be the last day of the term. The **Valid From** date should be the day following the last day of the term. (Verify dates in the Academic Calendar.)
- College personnel must manually change the student's Academic Standing **after** the first term of enrollment following reinstatement.

## QUESTIONS?


- Direct questions about progression to the Student Records Office:  
[Jacquie Hager](#), Student Records, 257-7157

## QUICK STEPS

### CHANGE IN ACADEMIC STANDING

- To change Academic Standing, bring up the Student File using T code **PIQST00**. Choose Program Type Progression from the drop-down list.
- The key date should default to the current date.
- Highlight the row of the progression category to be updated.
- Double-click the highlighted category to bring up the result history. Select the most recent result by date range.
- To change the result, click the . In the drop-down list, click on the new result and then save.

### CHANGE IN ACADEMIC HONORS STATUS (DEAN'S LIST)

- To change Academic Honors status to **Dean's List**, bring up the Student File using T code **PIQST00**. Choose Program Type Progression from the drop-down list.
- The key date should default to the current date.
- Select the program type of the student.
- Highlight the row of the progression category to be updated.
- Double-click the highlighted category to bring up the result history. Select the most recent result.
- To change the result, click the . Select **Dean's List** from the Result Status drop-down list and then save.