This document is published as a baseline guide. Page shots may reflect campus specific information, provided as examples only. Any questions concerning this document should be addressed to the CMS SA team.
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Section 1  CSU Academic Standing Modification Setup Guide
The following Sections give a detailed description of how to setup and use the new CSU custom, Academic Standing Modification. This modification adds an additional field to the criteria setup on the Academic Standing Rule setup page as well as a new Application Engine process to calculate Academic Standing based on the new criteria.

Section 2  CSU Academic Standing Rule Setup
A new field has been added to the Academic Standing setup page. This field is the Cumulative Campus GPA. This field/criteria can be used in conjunction with the delivered fields to determine Academic Standing based on Executive Order 823 (EO823).

2.1  Academic Standing Rule Setup
Page Name: Academic Standing Rule
Navigation: Manage Student Records → Manage Academic Records → Setup → Academic Standing Rule

This field has been added to the Academic Standing Rule Setup page.

2.1.1  Considerations
The Cumulative Campus GPA represents the Resident Cumulative GPA and is calculated by the CSU Student Special GPA** process and posted for each student in their Academic History record.

**Special Note – you must run the CSU Student Special GPA process prior to running the CSU Academic Standing Process in order to ensure accurate results. Please refer to the CSU Student Special GPA setup guide for more details.
2.2 Rule Setup instructions

The CSU Academic Standing process is a new, custom process and requires a specific rule setup that will be detailed in the following sections. The following screen shots will give examples of the Good, Probation and Disqualified rules and how they should be built. A rule should be built for each career that you will be assessing academic standing. You can have multiple Effective terms for your Academic Standing Rules. The process will look for the most recent effective term for a rule not exceeding the current term.

**Page Name:** Academic Standing Rule

**Navigation:** Manage Student Records → Manage Academic Records → Setup → Academic Standing Rule

**Good Standing Rule Example**

2.2.1 Considerations – Good Rule

When building the Academic Standing Rules prior to running the new CSU custom Academic Standing process, you will need to have the best Academic Standing at the lowest sequence number.

If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.
If your Good Standing Rule applies to all students, regardless of their attempted unit total, you will only need one Good Standing Rule. In the example above, the GOOD standing is at the lowest (10) sequence number. The Actual criteria that are used should be in line with EO 823.

*Academic Standing Detail

*Note: If you choose to use the Academic Standing Detail Section, Select the appropriate value(s) that you would like to use in order for a student to satisfy the Standing Rule above. If you select Any Academic Standing Set, it does not matter what academic standing action codes students can have on their records prior to this rule evaluation. The other fields on the page become unavailable for input. By selecting the No Academic Standing Set check box and selecting prior academic standing values, the academic standing rule reads as an 'or' statement. For this rule to apply, the student's record must either possess the academic standing values for the prior term that you select, possess no academic standing action code, or have no prior term for comparison.

**This example applies to all of the rules below.
Probation Standing Rule Example

2.2.2 Considerations – Probation Rule

The Probation rule should be the second lowest Sequence Number – in this case it would be 20. If your Probation Status rule applies to all students, regardless of Units attempted, you will only need 1 rule for Probation. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.
Disqualification Standing Rule Example

Because the Disqualification Rules are based on number of units attempted, there will be several sequence numbers to build. Please review the screen shots to see the baseline recommended way to setup those rules. The Prior Term Academic Standing can be setup with values that you determine.

*The first level would capture the students who have less than 30 units.

2.2.3 Considerations – Disqualification Rules – Less than 30 Units

The first rule for Disqualification should be for students with less than 30 units and should have the lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 30. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.
2.2.4 Considerations - Disqualification Rules - More than 30 units / less than 60 units

The second rule for Disqualification should be for students with 30 units or more and should have the second lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 40. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.
*This rule will capture anyone who has more than 60 units and a GPA less than 1.85.

2.2.5 Considerations - Disqualification Rules - More than 60 units / less than 90 units

The third rule for Disqualification should be for students with 60 units or more and should have the third lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 50. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.
This rule will capture anyone who has more than 90 units and has a GPA less than 1.95.

### 2.2.6 Considerations – Disqualification Rules – More than 90 Units

The fourth rule for Disqualification should be for students with 90 units or more and should have the fourth lowest sequence number of the disqualification rules. In this example, this rule is at Sequence Number 60. If you use the Cumulative Units Attempted or Current Units Attempted, use the “Exclude No GPA Attempted Units” check box to exclude all units attempted that were not for GPA.
2.3 Running the Process

*You need to run this process from the CSU SA Baseline Menu – not the delivered menu.

**Page Name:** CSU Academic Standing Calc  
**Navigation:** CSU SA Baseline → CSU Student Records → Process → CSU Academic Standing Calc

If you want to run the process for students in a specific Academic Program and you have linked the Academic Program to a specific Academic Standing Rule, then identify that Program here. Otherwise, you can leave this field blank or enter a % sign and the process will run for all students in the Career.
2.3.1 Considerations

Enter the Institution, Academic Career and Term that you want to run the process for. After entering this data, press the RUN button. Please verify that the server name is PSUNX and then click the OK button to run the process.

2.4 Viewing the Results

Page Name: Academic Standing

Navigation: Manage Student Records → Manage Academic Records → Use → Term History

2.4.1 Considerations

You can view the results of the process by navigating to the student’s Term History record. The CSU Academic Standing process will populate the Effective Date with the date when the process was run. The manual override flag will be left unchecked. If the campus has manually added an Academic Standing for a student, the process will ignore that student and not update their record.