Executive Order No 823 requires the following actions be set up:

DISA - Administrative Academic Disqualification
DISM - Acad Disqualification – Manual
DISQ - Academic Disqualification
GOOD - Good Standing
PRBA - Administrative Academic Probation
PROB - Academic Probation

Create an Academic Standing Rule
The following rules are given in the Executive Order No 823:

**Academic Probation**: Undergraduate students with a cumulative grade point average below 2.0. Will be removed when cumulative grade point average becomes greater than 2.0

**Academic Disqualification**: Undergraduate student on academic probation is subject to academic disqualification when:
- Freshman (below 30 units) – student falls below a cumulative grade point average of 1.5
- Sophomore (30-59 units) - student falls below a cumulative grade point average of 1.7
- Junior (60 – 89 units) - student falls below a cumulative grade point average of 1.85
- Senior (90 units and above) - student falls below a cumulative grade point average of 1.95

An undergraduate student may also be put on academic disqualification when not on probation if:
- Students cumulative grade point average falls below 1.00
- Students cumulative grade point average is so low that in view of the student’s overall educational record it seems unlikely that the deficiency will be removed within a reasonable period, as defined by campus academic policy.

Note: These people will use the academic disqualification manual code.

**Administrative Academic Probation and Administrative Academic Disqualification**: These codes are manually placed codes and will not be assigned by the Academic Standing rule.

**Run Academic Standing Process**
View or Add Academic Standing Value to Student

1. **Effective Date:** Enter the date on which the academic standing should take effect.
2. **Manual Override:** Select the Manual Override option to indicate that the information is entered manually and should not be overridden by a batch process.
3. **Academic Standing Action:** Select the appropriate Academic Standing Action.
4. **Formal Description:** The Formal Description defaults from the Academic Standing Action table. The Formal Description will appear on the transcript, if the Academic Standing Action is defined to appear on the transcript.
5. **Internal Description:** The Internal Description defaults from the Academic Standing Action table.
6. **Academic Standing Status:** The Academic Standing Status defaults from the Academic Standing Action table.
7. **Academic Program:** Optionally, select the Academic Program to which the Academic Standing applies.
8. Click **Save** to Save the page.
Change Student's Program Status
Follow this step when the academic standing entered for the student should result in the student being dismissed from the academic program.

1. Insert a row by click on the plus button on the right of the screen.

2. **Effective Date**: Enter the date on which the program action should take effect. Remember that this date must be on or before the first day of the term it should be effective for. It is best to use 8/1/year for Fall term; 1/1/year for Spring term; and 6/1/year for Summer term.

3. **Program Action**: Select the Program Action of DISM, if student is to be dismissed from academic program due to the Academic Standing Action. This should be evaluated every term.

4. Click **Save** to Save the page.