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## Graduation Tracking

### Introduction

The Graduation Tracking component is used primarily by the staff who are responsible for evaluating a student’s eligibility to graduate and making the determination if they are cleared or denied. Staff can use the Graduation Review Status and Graduation Notes to track a student’s eligibility.

Graduation Tracking allows Faculties to record information about the review for a student who has applied to graduate:

- Graduation Tracking information is only available for Program/Plans which have an ‘Active’ or ‘Completed’ status
- The following information can be recorded on Graduation Tracking for individual students:
  - An overall Graduation Review Status to identify the results of the review
  - One or more Grad Notes associated to the review
  - A Grad Notes associated to the student enrolment
- The information associated to the Graduation Tracking can be used for
  - Reporting (PS Query)
  - Identifying students to update their Program / Plan information (i.e. Degree Checkout Status)
- A separate Graduation Tracking record is made for each Career, Student Career Number, Expected Grad Term, and Degree
- If a student applies to graduate for ‘X’ Expected Grad Term but does not end up graduating, a separate Graduation Tracking record will be created for the new Expected Grad Term.
- If a student is in a joint program, a separate Graduation Tracking will also be created (one for each Student Career Number).

### Important Notes:

- 1) If an application has been “Denied” or “Withdrawn” and is being reopened for the same expected graduation term then staff must update BOTH the Graduation Tracking and Student Program/Plan component manually, as the nightly batch process will NOT update a record if a final decision has previously been posted for a student.
- 2) If staff manually update the Degree Checkout Status to “Applied” (likely by a staff member in the RO) the Graduation Review status must also be updated manually. Note: this is not typical business process.






## Viewing Graduation Tracking Information

1. Go to **Main Menu > Records and Enrolment > Graduation > Graduation Tracking**


### Graduation Tracking

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

ID	begins with	<input type="text"/>
Academic Institution	begins with	<input type="text"/> 
Academic Career	begins with	<input type="text"/> 
Student Career Nbr	=	<input type="text"/>
Academic Program	begins with	<input type="text"/> 
Degree	begins with	<input type="text"/> 
Expected Graduation Term	begins with	<input type="text"/> 
Campus ID	begins with	<input type="text"/>
National ID	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
First Name	begins with	<input type="text"/>

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter the appropriate search criteria to find the student and hit Search.

2. The following information will be available if the student has a current application for graduation or has already been completed:

- Current student Program / Plan information and status
- Current Graduation Review Status and the status history
- Summary of current Plans / Subplans
- Summary of student’s statistics (cumulative units/GPA, and transfer credit)
- Summary of student enrollment
  - The ‘Limited View’ is the default view and will show the student enrolment which meet the following criteria:
    - Classes taken in the expected grad term
    - Classes which have not been graded
    - Classes with an associated Grad Note
  - The ‘Show All’ will expand the grid to show all classes for the student

*Note: ‘Show All’ will display a line for each component of a class offering (i.e. LEC and LAB). The Grading Basis on the Enrolment Status tab will be ‘NON’ for the associated sections that do not get a grade.*

- The following additional information will display if associated to the student
  - Milestones – associated to the student career / program
  - Special GPA’s (e.g. SLA or HON) associated with the last term <= expected grad term
  - Summary of transfer credit

Graduation Tracking

Academic Career Undergraduate Programs      Student Career Nbr 1  
 Academic Program      Institution University of Calgary  
 Exp. Graduation Term      Program Status Active In Program  
 Degree      User ID      Status AC

**Graduation Tracking**

Graduation Review Status Applied  
 Status Date 2022/07/26      Last Modified On  
 Update Graduation Status      Updated By  
[View Status History](#)

**Academic Plan**

Plan Seq	Acad Plan	Description	Acad Plan Type	Acad Subplan	Degree
					Bachelor of Social Work

**Statistics**      Personalize | Find | View All | 1 of 1 | Last

Term	Acad Level	Projected	Cumulative Units Taken for Progress	Cumulative GPAs	Transfer Credit	Passed for Progress	Taken Toward GPA	Passed Toward GPA	Taken Not Toward GPA	Passed Not Toward GPA	In Progress GPA	In Progress Not for GPA

**Enrollment**      Select Display Option  Limited View       Show All

**Class Details**      Personalize | Find | View All | 1-2 of 2 | Last

Term	Class Nbr	Subject	Catalog Nbr	Description	Official Grade	Grad Note	Description

**Graduation Notes**      Find      First      1 of 1      Last

Sequence      Graduation Note

Note

**Special GPA**      Personalize | 1 of 1 | Last

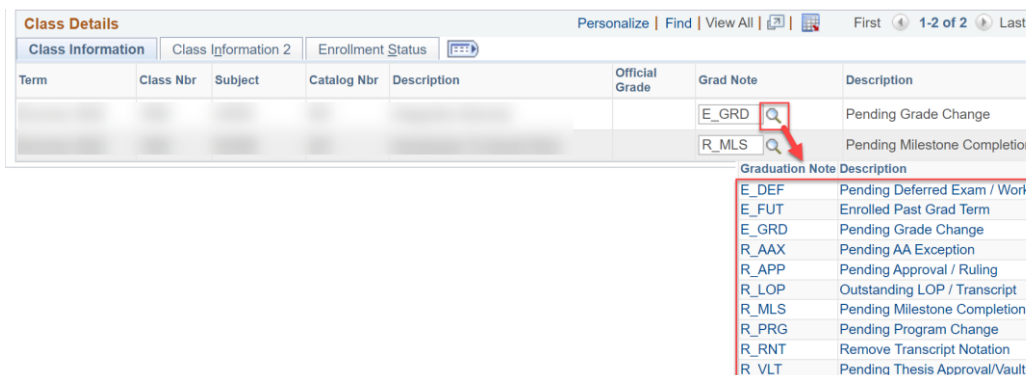
Term	GPA Type	Short Description	GPA	Academic Program	Academic Plan	Academic Sub-Plan

**Course Credits**      Personalize | 1-2 of 2 | Last

Transfer Model	Source Information	Statistics			
Model Nbr	Articulation Term	Description	Model Status	Program	Plan

Save      Return to Search      Notify

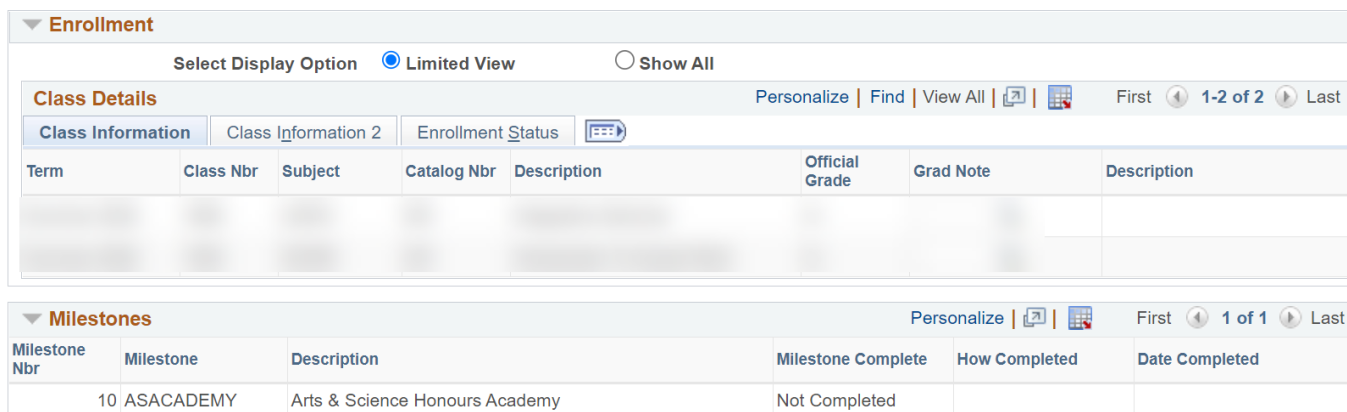
3. Grad Notes can be added to an enrolment record to allow for reporting or follow-up.
  - These notes are attached to the specific graduation tracking review (Career, Student Career Number, Expected Grad Term, and Degree). This means they will not be associated to a separate review (i.e. Joint Program or new application for a different term)



The screenshot shows the 'Class Details' section with a table of Grad Notes. A dropdown menu is open, listing various Grad Note codes and their descriptions:

Graduation Note	Description
E_DEF	Pending Deferred Exam / Work
E_FUT	Enrolled Past Grad Term
E_GRD	Pending Grade Change
R_AAX	Pending AA Exception
R_APP	Pending Approval / Ruling
R_LOP	Outstanding LOP / Transcript
R_MLS	Pending Milestone Completion
R_PRG	Pending Program Change
R_RNT	Remove Transcript Notation
R_VLT	Pending Thesis Approval/Vault

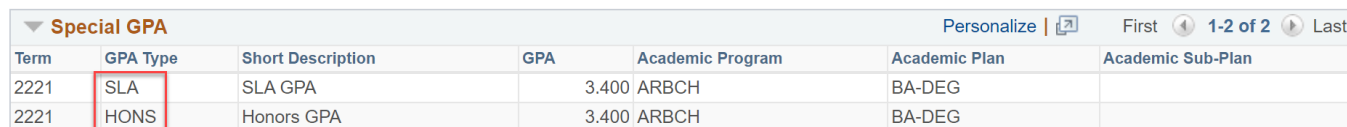
If a student has milestones that section will also appear:



The screenshot shows the 'Enrollment' section with 'Limited View' selected. Below it, the 'Milestones' section is expanded, showing a table with the following data:

Milestone Nbr	Milestone	Description	Milestone Complete	How Completed	Date Completed
10	ASACADEMY	Arts & Science Honours Academy	Not Completed		

If a student has Special GPA's, such as an academic review GPA or Dean's list GPA, the Special GPA's for the most recent term <= their expected graduation term will display.



The screenshot shows the 'Special GPA' section with a table containing the following data:

Term	GPA Type	Short Description	GPA	Academic Program	Academic Plan	Academic Sub-Plan
2221	SLA	SLA GPA	3.400	ARBCH	BA-DEG	
2221	HONS	Honors GPA	3.400	ARBCH	BA-DEG	

If a student has transfer credit that section will also appear:



The screenshot shows the 'Course Credits' section with a table containing the following data:

Model Nbr	Articulation Term	Description	Model Status	Program	Plan	Credit Source	External Org ID	Descr	Source Institution	Apply Agreement	Units Taken	Units Transferred	Transfer Taken for GPA	Transfer Taken Not for GPA	Transfer Passed for GPA	Transfer Passed Not for GPA	Transfer Grade Points	Transfer GPA
1	2177	Fall 2017	Submitted	Arts Bachelor		External				Y								
2	2177	Fall 2017	Posted	Arts Bachelor		External				Y								
3	2177	Fall 2017	Posted	Arts Bachelor		External				Y								
4	2227	Fall 2022	Posted	Education Bachelor		External				Y								
5	2227	Fall 2022	Posted	Education Bachelor		External				Y								
6	2227	Fall 2022	Submitted	Education Bachelor		External				Y								

End.

