Academic Records

May 2019

Agenda

- Key Concepts
- Academic Records
- Academic Record Status Flow
- Academic Record Creation
- Conversion Rules
- The Reporting Record
- MD/PhD and MS/MBA

UR Student – Academic Records – Key Concepts

- An Academic Record represents a degree pursuit by a student at the University of Rochester

- Academic Records are the basic building block by which a student's academic history is organized

- A student can have more than one academic record at the University, representing different degree pursuits (an undergraduate degree at Eastman, a masters degree at School of Nursing, etc.)

- Academic Records can have more than one program of study, but one must be marked as the primary program of study for that academic record

School of Arts and Sciences/Undergraduate

Program of Study	Primary?
Mathematics BS Undergraduate Major	Yes
Applied Music Major	
Applied Economics Cluster	

Warner School of Education/Graduate

Program of Study	Primary?
Masters in Mental Health Counseling	Yes
Mind/Body Healing and Wellness Advanced Certificate	

UR Student – Academic Records – Key Concepts

- Academic Records have a status value of either Active or Inactive, indicating if the student is still engaged with the university or not. This status is determined based on the status of the **primary program of study** within that academic record. The primary program of study is typically the first program of study assigned within the academic record

- The Owning Academic Unit and the Academic Level of the primary program of study determines the school and the academic level of the academic record. Changing the primary program of study can change the school to which the academic record is associated (e.g., River Campus/Eastman School of Music dual degree student)

- By evaluating the Owning Academic Unit of ALL programs on a record, you can identify dual-degree situations like a River Campus/Eastman undergrad

School of Arts and Sciences/Undergraduate

Program of Study	Primary?
Mathematics BS Undergraduate Major	Yes
Applied Music Major	
Applied Economics Cluster	

Eastman School of Music / Undergraduate

Program of Study	Primary?
Mathematics BS Undergraduate Major	
Applied Music Major	Yes
Applied Economics Cluster	

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UR Student – Academic Records – Key Concepts – Undergrads

- Within the college, Arts & Sciences and Hajim are different academic units. This can result in a student who is taking programs across these two entities being associated with either college, depending on the primary program of study within the academic record.

- To determine all students for a college's programs, reporting should not focus only on the academic record. It should include any students with a program of study where the owning academic unit is that college

School of Arts and Sciences/Undergraduate

Program of Study	Primary?
Mathematics BS Undergraduate Major	Yes
Chemical Engineering BS Undergraduate Major	
Applied Economics Cluster	

Hajim/Undergraduate

Program of Study	Primary?
Mathematics BS Undergraduate Major	
Chemical Engineering BS Undergraduate Major	Yes
Applied Economics Cluster	

UR Student – Academic Records

- Each program of study within a Student's Academic Record has a status:

Program of Study Status	Description	Academic Record Status
Matriculated	The student has been admitted, but has not yet started in the program of study. Set when the application is received by UR Student and the first date of their entering term is in the future	Active
In Progress	The student is active in the program. Set when the current date is greater than the first date of the entering term of the student	Active
Leave of Absence	The student has been approved for a leave of absence from the institution. All active programs of study within the academic record are set to this status when the leave is approved. Begins on the leave start date. The status will change back to In Progress for all programs when the Request for Return from Leave of Absence process is complete. *Students cannot register for any coursework while in this status*	Active
Discontinued – one program of study	The program of study has been dropped by the student but the student has not withdrawn from the institution as a whole. *This would be commonly seen when an undergraduate declares a major and the BA, BS or BM undergraduate major is added to the academic record and becomes the primary program of study, and the intended major is discontinued.*	Active
Discontinued – all programs of study within the academic record ** use of this status is still under evaluation **	If all programs of study are set to a discontinued status, the student is not longer actively pursuing a credential and the academic record moves to Inactive Status. *This would most commonly be used for a student who decided not to attend the UR after originally accepting an offer of admission and depositing (MELT).*	Inactive

UR Student – Academic Records

- Each program of study within a Student's Academic Record has a status, cont.:

Program of Study Status	Description	Academic Record Status
Suspension ** use of this status is still under evaluation **	The student has been suspended from the institution for a specified period of time, for either academic or non-academic reasons. All active programs of study within the academic record are set to suspended status when the suspension is processed on the suspension start date. *Students cannot register for any coursework while in this status* *As of the return date, programs of study return to In Progress status and the Academic Record returns to Active*	@ Suspension Date: Inactive @ Return Date: Active
Dismissal ** use of this status is still under evaluation **	The student has been dismissed from the university for either academic or non-academic reasons. The student is not expected to return, and the academic record is set to Inactive status	Inactive
Pending Completion	The student has applied for completion and is in the process of being reviewed. This status can be set independently for a program of study within a record if that program of study type can complete independently from the other programs of study in the record	Active
Institutional Withdrawal	The student has been withdrawn from the institution. All active programs of study within the academic record are set to this status when the withdrawal is approved. *A new academic record must be created in order to a student to return from Institutional Withdrawal*	Inactive
Complete	The student has graduated from the U of R. If all programs of study for the student are complete (or discontinued), the academic record is set to inactive status. If the student continues to pursue a another program of study within the academic record, the academic record remains active. *For example, a Doctoral student who receives an en passant Masters would have a Masters program in a status of complete, but would also have a Doctoral program in progress within that academic record, and the academic record would remain in active status.*	It depends! See description

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UR Student – Academic Record Status Flow
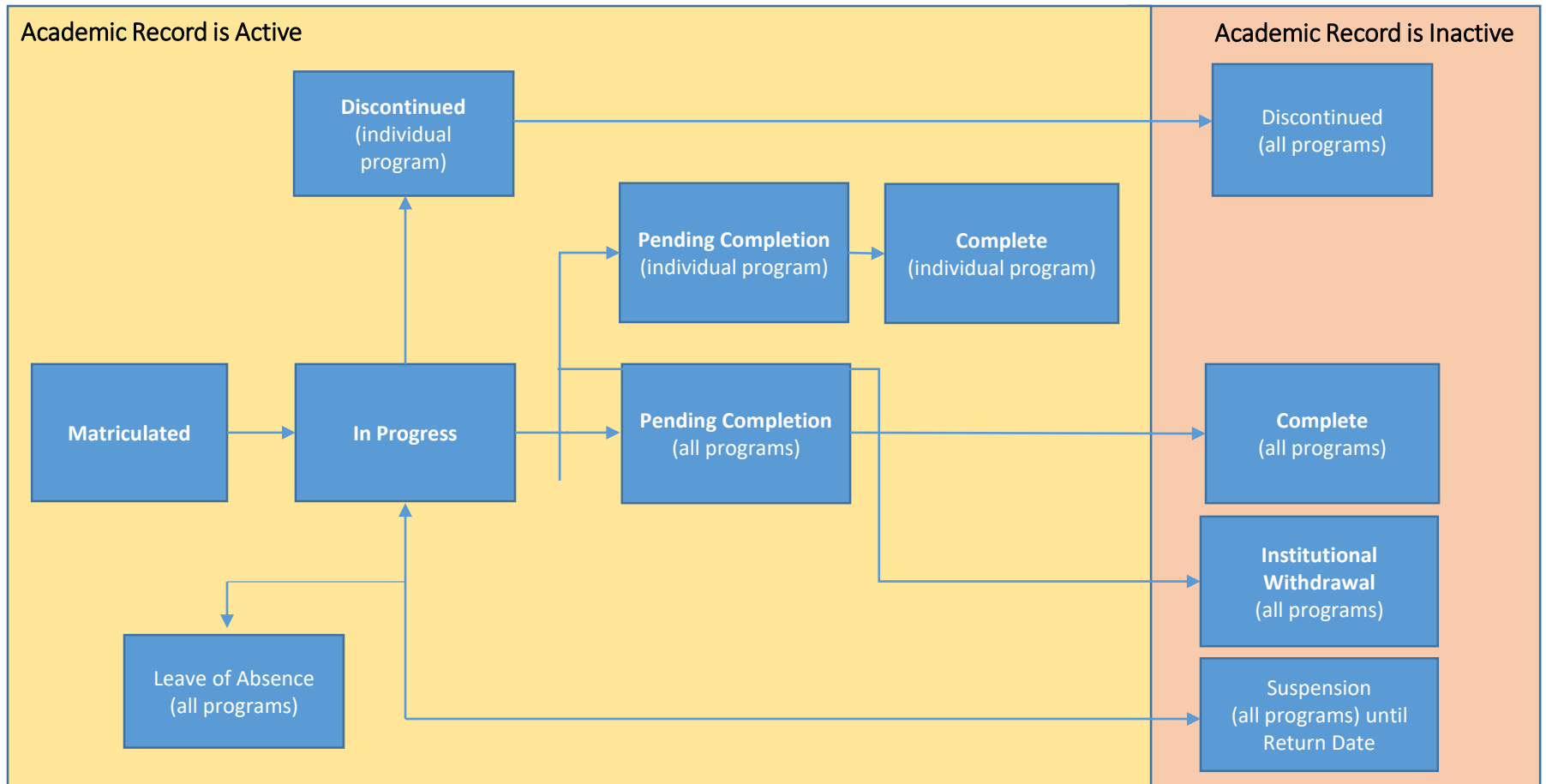
UR Student – Academic Records

- The following guidelines are being used to communicate academic record status to the Identity Management system; status is driven by the student's status in the primary program of study. An individual student will have one record sent per Academic Record

- The de-provisioning rules used by each school for accounts (such as email access) will not change with the implementation of UR Student

UR Student Primary Program of Study Status	Status passed to Identity Management system for that Academic Record
Matriculated	*blank (active)*
In Progress	*blank (active)*
Leave of Absence	*blank (active)*
Institutional Withdrawal	**Withdrawn**
Pending Completion	*blank (active)*
Complete	**Graduated**
Discontinued (exact use under evaluation)	**Withdrawn**
Dismissed (exact use under evaluation)	**Withdrawn**
Suspended (exact use under evaluation)	*blank (active)*

UR Student – Academic Records

Questions?

UR Student – Academic Records

- Each Academic Record has one primary program of study; in this case a Mathematics BS Undergraduate Major

- Each program of study within the Academic Record carries its own status; in this case, the student entered the institution with an academic interest (e.g., intended major) of Mathematics. She has added a Chemistry minor and declared her clusters. The intended major is set to discontinued as part of the major declaration process

| Overview | Current Classes | Plan | Academic History | Transfer Credit | Competencies | Academic Progress | External Records |

⌄ School of Arts and Sciences/Undergraduate (Chemistry Minor/Mathematics BS Undergraduate Major/Plays, Playwrights, and Theater Cluster/Advanced Applied Economics Cluster)

Educational Objective 5 items

Program of Study	Program Area Type	Program Area	Declare Date	Expected Completion	Conferral Date	Details	Status	Primary	
Mathematics BS Undergraduate Major	Discipline	Natural Sciences	01/17/2018	08/2020		View	In Progress	Yes	Request ▾
Advanced Applied Economics Cluster	Discipline	Social Sciences	01/17/2018	08/2020		View	In Progress	No	Request ▾
Mathematics Intended B.A. Major	Discipline	Natural Sciences	08/31/2016	08/2020		View	Discontinued	No	
Chemistry Minor	Discipline	Natural Sciences	01/17/2018	08/2020		View	In Progress	No	Request ▾
Plays, Playwrights, and Theater Cluster	Discipline	Humanities	01/17/2018	08/2020		View	In Progress	No	Request ▾

UR Student – Academic Records

- Academic Records can be seen on the Student's Academics – Overview tab

- Academic Records that are inactive will display with the programs of study compressed; in this case, the Undergraduate degree in Musical Arts at Eastman is complete (inactive), and the student is currently pursuing an Masters at Warner (active) while also participating at the Eastman Community Music School (active)

UR Student – Academic Record Creation

- An academic record is created every time an application is sent to UR Student from an admissions system or the UR Student Administrative Support system

- The academic record is created and is active in the system as soon as the admissions application is sent by the admissions system and received in UR Student, even before the term to which the student is admitted has started. The program of study status prior to the start of the entry term is Matriculated

- A student's programs of study for a school should be combined into a single academic record if the student can share requirements across the two programs
  - Academic Progress is only evaluated within an individual academic record

- If a student applies to an additional program at a school while their current program is in progress (such as a certificate), if the requirements can be combined across the two programs, the school should add the additional program to the existing academic record rather than sending a new application for the student for the additional program to UR Student

UR Student – Academic Record Creation

- The admissions integration will combine an inbound application with an existing lifecycle if the academic level and the start date of the entering term match an existing lifecycle already in the system (built to accommodate dual degree undergraduate students across River Campus and Eastman). The academic record will be associated with whichever application arrived first. This can be updated by changing the primary program of study within the academic record if necessary

UR STUDENT

UR Student – Conversion Rules

- **The following rules were used in conversion regarding the creation of academic records as a part of the conversion process**
  - All undergraduate programs and coursework were converted as follows:
    - School 8 (SON) is always in its own academic record
    - Schools 01 (A&S), 04 (Hajim) and 06 (ESM) were combined into the same academic record
    - If the P1 degree was completed, and a new degree appeared with a different educational credential in a later term, a second academic record was created
  - All graduate level programs were converted into an academic record specific to each school
    - If multiple credentials were awarded within one school, each was given its own lifecycle
    - This did not include en passant degrees (which includes certificates and advanced certificates, where the degree appears on the DG screen but no program exists for that degree on a program line)
    - DG screen degrees that were not referenced on an AA line were combined into the appropriate existing lifecycle as long as the degree level was similar (masters to masters)
      - ☐ School of Nursing graduate students with a BS on the DG screen were given both an undergraduate and a graduate academic record at School of Nursing

UR Student – Conversion Rules

- The following rules were used in conversion regarding the creation of academic records as a part of the conversion process, cont.
  - ECMS coursework was always converted into its own academic record
  - Non Matriculated students (P1/P2 of NO and NON) were converted into a separate academic record for each school and academic level. None of these records were completed
    - Non matriculated students will no longer be in College 09
    - *As was done for the matriculated undergraduate students, non matriculated coursework for schools 01 (A&S), 04 (Hajim) and 06 (ESM) will be combined into a single academic record*

UR Student

Questions?

UR Student – The Reporting Record

- If a student has more than one academic record, one of those records is identified as the primary academic record for the student, referred to as the Reporting Record

- Financial Aid can only be awarded to a student against their Reporting Record, in the case below, against the MD academic record. In addition, enrollment reporting to the National Student Clearinghouse (NSC) is driven by the reporting record

University of Rochester

| Student has Student Hold Assignment | Yes |
| Current Satisfactory Academic Progress Status | (empty) |
| Transfer Monitoring Date | (empty) |

Educational Objectives (as of standard start date of current period)

7 items

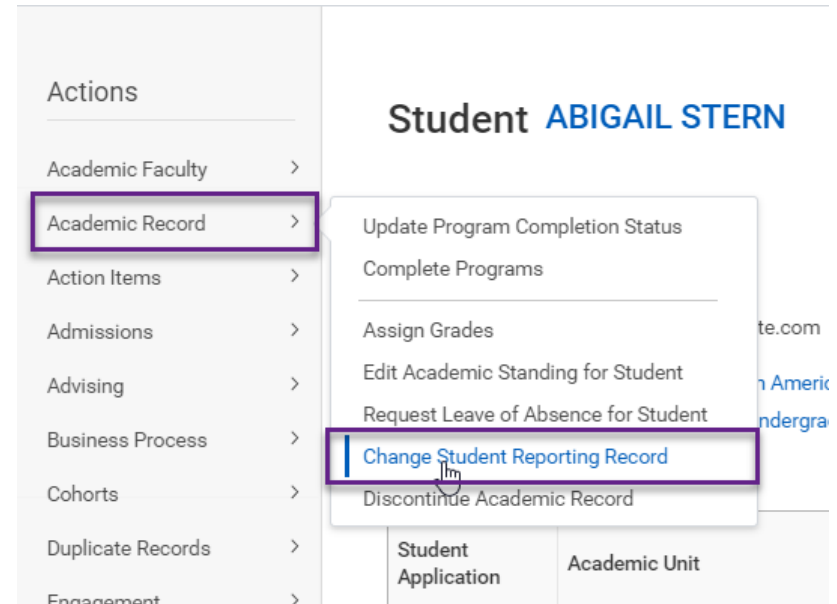| Academic Record	Reporting Record	Program of Study	Primary Program	Program of Study Status
Warner School of Education/Graduate	Yes	Mathematics Education (Non Teacher Certification) Masters	Yes	In Progress
		Counseling and Human Development Masters		In Progress
Eastman Community Music School/ECMS		Non matriculated Program	Yes	In Progress
Eastman School of Music/Undergraduate		Applied Music BM Undergraduate Major	Yes	Complete
		Linguistics BA Undergraduate Major		Complete
		Musical Arts BM Undergraduate Major		Complete
		Voice - Baritone Instrument		Complete

UR STUDENT

UR Student – The Reporting Record

- The reporting record is reset automatically when student is admitted to a new program or school only when the an active academic record becomes inactive (due to withdrawal or completion). This reset occurs on a nightly basis. The most typical example of this would be an undergraduate who is returning in the Fall to pursue a graduate program
- It can be changed if needed using the Change Student Reporting Record BP
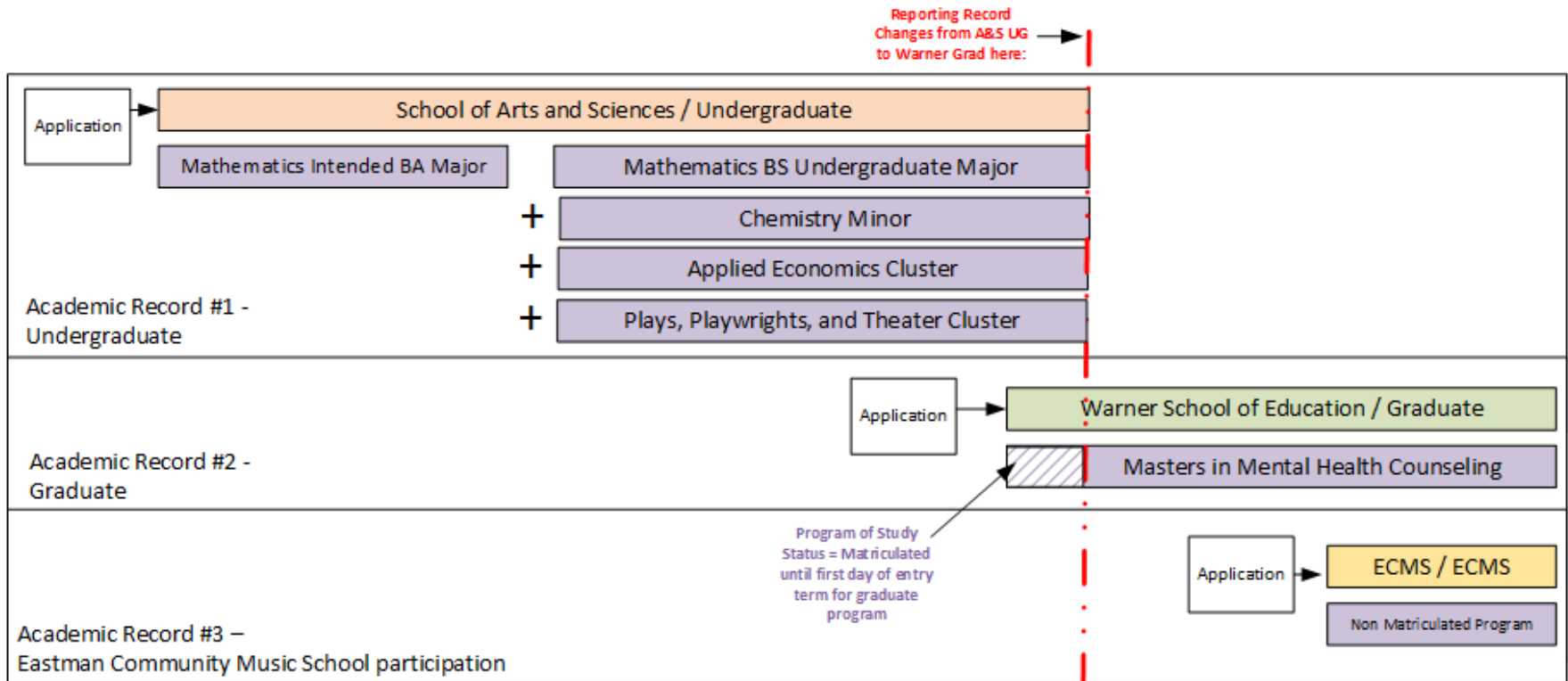
UR Student – MD/PhD and MD/MBA

- Students that are pursing an MD/PhD or an MD/MBA will have a separate academic record for each program

- Workday would only support a single academic record for this type of dual program if we had a single application into both programs (awarding 2 degrees)

- We will need to manage the Reporting Record for the student to the appropriate academic record in support of financial aid and NSC enrollment reporting as the student moves between programs.

The Change Student Reporting Record process is accessible as a related action off of the student profile | academic record , as shown below:

UR Student

Questions?