Special Grade Point Average Processing

**Special GPA types:**
- **Cumulative GPA** (CGPA) includes transfer, test, and other credits.
- **Institutional GPA** (IGPA) excludes transfer, test and other credits.
- **Transfer GPA** (TGPA) includes only transfer, test, and other credits.

- A special academic advisement report, **SGPA**, has been created for this process.
- The Cumulative and Institutional GPA report depends on the Academic Advisement engine to calculate the cumulative units attempted (Cum Att), cumulative gpa (Cum GPA), institutional units attempted (Inst Att), institutional gpa (Inst GPA), transfer units attempted (Tran Att), transfer gpa (Tran GPA), and institutional units earned (Inst Earn).
- The academic advisement process uses the grading basis to determine whether a course is a transfer course: TRN grade basis = transfer course; GRD/PRC grade basis = institutional course, etc. The remaining data for the report comes from the student career term table and personal data tables.

It is recommended to run NDU Delete Unused Term Activations process for the current term at NDU Application>NDU Student Records>NDU Delete Unused Term Activat before proceeding with Special GPA processing.

**Step 1a** – Select students with an active program this term for special GPAs calculation, page 2  
**Step 1b** – Select students who have completed degrees this term for special GPAs calculation, page 3  
**Step 2** – Calculate special GPAs for the students selected in 1a and 1b, page 4  
**Step 3** – Run the Cum & Inst GPA report to review the calculated GPAs and look for missing calculations, page 5  
**Step 4** – Calculate special GPAs for one student when needed, page 6  
**Step 5** – Populate Special GPA values in Term History, page 7
1. After grades are posted and repeat checking is completed for the term, run the batch Academic Advisement process to select students for special GPA calculation.

   The GPA and attempted credits are calculated at the point-in-time when this batch process runs. The process may run many times but should no longer run if any grades including Ws have been posted to student records for the next term.

**Security: SR Reporting Enrollment**

**Step 1a.** Select students with current active programs.

Start at **Navigator > Academic Advisement > Advisement Processes > Generate Report Requests**  
**Tile Navigation:** Academic Advisement Tiles > Batch Student Requirement Rpts > Generate Report Requests

- If this is the first time using this navigation, create a new run control or use a previously saved run control. 
  Enter the Report Date = today, 
  As of Date = 1/1/3000, 
  Institution, 
  Report Type = SGPA, 
  Report Identifier = SGPA.
- Check the Population Selection box, Selection Tool = PS Query, 
- Query Name = **SAA_RPT_CAREER**.
- Click the Edit Prompts link and set Institution, Transcript Type = SGPA, Career = UGRD and click OK.
- Click Save to save this run control.
- Click the Run button.

   **Generate Report Requests**

- Click OK on the next screen to run the process.
- Check for the completed process in the Process Monitor.
- After it is successfully completed, go to the next step 1b.
Step 1b. Select students who have completed programs during this term.

Return to Academic Advisement > Advisement Processes > Generate Report Requests

Tile Navigation: Academic Advisement Tiles > Batch Student Requirement Rpts > Generate Report Requests

- Create a new run control or use a previously saved run control.
  Enter the Report Date = today, As of Date = 1/1/3000, Institution, Report Type = SGPA, Report Identifier = SGPA.
- Check the Population Selection box, Selection Tool = PS Query, Query Name = NDU_SAA_RPT_COMPPROG.
- Click the Edit Prompts link and set Institution Transcript Type = SGPA Completion Term = current term, Career = UGRD and click OK.
- Click the Run button.

Click OK on the next screen to run the process.
Check for the completed process in the Process Monitor.
After it is successfully completed, go to the next step 2.
Step 2. Process selected students to calculate special GPAs.

Go to Navigator>Academic Advisement > Advisement Processes > Generate Advisement Reports.

Tile Navigation: Academic Advisement Tiles > Batch Student Requirement Rpts > Generate Advisement Reports

Batch generation that includes more than 500 reports should be scheduled to run at night.

- If this is the first time using this navigation, create a new run control or use a previously saved run control.
  Enter the Institution,
  Report Type = SGPA,
  From Date = date must match steps 1a and 1b Report Date,
  To Date = use From date or 1/1/3000,
  Report Identifier = SGPA
- Click the Run button

Generale Advisement Reports

Click OK on the next screen to run the process.
Check for the completed process in the Process Monitor.
Click the Details link then click the Message Log link to view the list of processed reports.
Step 3. Run the Cumulative and Institutional GPA Report at
Navigator>NDU Applications>NDU Student Records>Report>NDU Cum and Inst GPA Report
Tile Navigation: Student Records Tile > End of Term Processing > NDU Cum and Inst GPA Report

- Check for the completed process in the Process Monitor. Click the Details link.
- The report produces a .csv file which may be opened or saved for your use.
- The .log file will list all the students who were processed.

Security: SR Reporting Enrollment

If the Cum Att, Cum GPA, Inst Att, Inst GPA, Tran Att, Tran GPA fields are blank on the report, then the Academic Advisement engine did not process this student. The student must be processed using the single report in Step 4 on page 6.

NDU Cumulative and Inst GPA Report

Report logic:
The term entered on the run control is used to select the term activated students for the specified term that have completed or in-progress more than 0 credits. Excluded are students who have been withdrawn on Term History>Term Withdrawal, or Term Activation Academic Load = No Units, or Term History>Term Statistics Enrollment Units Taken Towards Academic Load = 0. The data in the results database from the AA reports are not term specific; rather it is a snapshot of a point in time. For the results database data, the logic in the report selects the maximum effective dated row that is greater than the specified term begin date and less than the term end date + 60 days. The academic advisement process uses the grading basis to determine whether a course is a transfer course: TRN grade basis = transfer course, GRD grade basis = institutional course, etc.

Fields on the Report:
- Cum GPA – Cumulative GPA including transfer, test, and other credits. Data is calculated and comes from the results database.
- Cum Att – Cumulative attempted credits including repeats, W graded classes, failed courses, S/U courses from institutional and transfer/test/other credits. Data is calculated and comes from the results database. It includes all credits taken excluding pre-college and in-progress courses.
- Cum Earn - STDNT_CAR_TERM.TOT_CUMULATIVE
- Tran GPA – Transfer GPA including transfer, test, and other credits. Data is calculated and comes from the results database.
- Tran Att – Transfer attempted credits including repeats, W graded courses, failed courses, S/U courses. Data is calculated and comes from the results database. It includes all credits taken excluding pre-college and in-progress courses.
- Tran Earn = Cum Earn minus Inst Earn
- Inst GPA – Institutional credits excluding transfer, test, and other credits. Data is calculated and comes from the results database.
- Inst Att – Institutional attempted credits including repeats, W graded courses, failed course, S/U courses from institutional credits. Data is calculated and comes from the results database. It includes all credits taken excluding pre-college and in-progress courses.
- Inst Earn – Data is calculated and comes from the results database. Includes institutional enrollment credits and converted credits using GRD grading basis in the transfer model.
- Term Att – Includes all credits taken for a term excluding W graded classes. This is inconsistent with Cum Att, Tran Att, and Inst Att. This data comes from the Student Career Term table.
- Term Inc – Includes all term credits with a posted ‘I’ grade.
Step 4. To process one student who was missed in the batch calculation or a student who has had a grade change prior to posting of special GPAs to Term History, go to

Navigator>Academic Advisement > Student Advisement > Request Advisement Report, Add a New Value.


- Enter student ID, Institution, and Report Type = SGPA.
- Click Add.

Request Advisement Report

On the next screen, click Process Request. Review the report information for accuracy.
Step 5. Populate Special GPAs in Term History

Navigation: Navigator>NDU Applications > NDU Student Records > Process > NDU Populate Special GPAs
Tile Navigation: Student Records Tile>End of Term Processing>NDU Populate Special GPAs

Security: SR Management

![Run Control ID](NDU_Populate_Special_GPAs.png)

Run Control Parameters

- *Institution: WSC01
- *Academic Career: Undergrad
- *Term: 1910

Run Control:

Institution
Academic Career
Term – all term activated students for this term are included in the process

Process logic:

The values entered on the run control are used to select the term activated students for the specified term, academic career, and institution. The data in the results database are not term specific; rather it is a snapshot of a point in time. From the results database data, the process selects the maximum effective dated row for each gpa type (CGPA, IGPA, TGPA). The data values are populated for each student at Records & Enrollment > Student Term Information>Term History, Student Special GPA tab.

The process may be run more than once and will update any previous data that has been entered for the term.