

If a college has reviewed their students and finds an Academic Standing should be manually updated, the college can do this. However, once a manual update has been made to a student's Academic Standing, the student will NOT be evaluated again until after the next term. Keep this in mind if late grades/grade changes are still be entered for a student.

Manual overrides are done in Peoplesoft. Navigate to:

Records and Enrollment > Student Term Information > Term History > Academic Standing

1. Navigate to the correct term you want to change

The screenshot shows the 'Academic Standing' tab for student Ned Newman (5107687) in the Spring 2015 term at the University of Minnesota, Twin Cities. The current record shows an 'Academic Standing Action' of PRB1 (Probation) with an effective date of 05/22/2015 and an effective sequence of 10. The 'Manual Override' checkbox is currently unchecked.

2. Add a row
3. Click on **Manual Override** box
4. Increase sequence by 10 from previous row
5. Use same effective date as previous row
6. Click on the magnifying glass next to **Academic Standing Action** to select and change the Academic Standing value for the student

The screenshot shows the same interface as above, but with a new row added. The 'Effective Date' is now 11/03/2015, the 'Effective Sequence' is 0, and the 'Manual Override' checkbox is checked. The 'Academic Standing Action' field is highlighted with a magnifying glass, indicating it is being edited.

7. Click on **Save**