Dean's List Rules, Reports and Updating Dean's List Results in Banner

Overview

Dean's List Rules and Exclusions are configured on the **Academic Standing Rules (SHAACST)** form in Banner.

NOTE: For updates to the Rules and Exceptions please contact Rob Dixon and Michelle Garcia, and copy the OSSS office at <u>OSSSCoreTeam@uillinois.edu</u>.

The rules are configured for Effective Term and consist of the following parameters:

Term – effective term of Dean's List process Type of GPA – choices are Institutional or Combined Type of Hours – choices are Attempted, Earned, Passed, GPA Minimum Term Hours – specify hours Minimum Term GPA – specify GPA Status – DL (Dean's List)

Document Direct Reports - https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint

The **Dean's List process** is run in **Audit** and **Update** modes by term and produce the following reports:

AUDIT - Preliminary Dean's List – creates two downloadable Document Direct reports (same data, different file format) using a query based on a minimum term GPA of 3.5 (separate rpt for Nursing – 3.35 GPA).

NOTE: the Preliminary Dean's List reports will include students who meet the GPA, but not hour's requirement.

- SH2DLST01B Preliminary Dean's List separated by college, download as a PDF file.
- **SH2DLST02B Preliminary Dean's List Data** separated by college, saved as an HTML file, opens in web browser and can be copied/pasted into a spreadsheet.
- **UPDATE** Final Dean's List creates four downloadable Document Direct reports (same data, different file format) of students whose Dean's List indicator has been set on SHAINST in Banner for that term.
 - SH2DLST04B Final Dean's List separated by college, download as a PDF file.
 - SH2DLST05B Final Dean's List Data separated by college, saved as an HTML file, opens in web browser and can be copied/pasted into a spreadsheet.
 - **SH2DLST06B Final Dean's Publication List** separated by college, includes FERPA (confidentiality) indicator, download as a PDF file.
 - SH2DLST07B Final Dean's Publication List Data separated by college, includes FERPA (confidentiality) indicator, saved as an HTML file, opens in web browser and can be copied/pasted into a spreadsheet.

View Dean's List Rules and Exceptions

Dean's List Rules and Exceptions are configured on the Academic Standing Rules (SHAACST) form.

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Select **Options** > **Dean's List and Excl Grade Rules** - Term is Effective Term for that and all future terms. Must be updated if Dean's List is calculated for summer terms or for updated rules/exclusions

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Select report and click on appropriate college and download/save report.

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FL	Business Administratio	on 2U	Unde		Jergrad - Chicago 674235176		Alvarado	Gabriel			с	3	20FL9870BS	2846	987
FL	Business Administratio	2U	U		d - Chicago	6604660 3746	Amato	Gina	,	м	с	3	20FL1432BS	2846	143
FL	Business Administratio	2U	Und		d - Chicago	668893296346	Amin	Farrukh			с	4	20FL1000BS	2656	100
FL	Business Administratio	2U	Undergrad - 0		d - Chicago	66167,2880	Anastasopoulos	Kyriakos			с	4	20FL0075BS	2691	007
FI	Business	211		Undergra	d - Chicago	6, 7046, 7046, 3.9	Anderson	lillian	,	м	c	4	20EL 1432BS	2846	143

Update student's Dean's List status on SHAINST as necessary

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Term Course Maintenance SHAINST 8.2.1 (BANRPTDV) (2UIC) 000000000000000000000000000000000000	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
ID: Term: 220098	
Term Header Information Cohort Information Stored GPA by Term Calculation	
Term Header	
Data Added By: System User Pre-Catalog Entry Record Status: Grade Maller Processing Complet End of Term Academic Standing: 20 Good Standing Dean's List Status: Progress Evaluation: Combined Academic Standing: Special Exam Credit: Withdrawal Reason: Transfer Institution: Output Deams List Status and save	
Duplicate Mailer Request Date: Original Grade Mailer Sent Date: 17-DEC-2009 Revised/Duplicate Grade Mailer Sent Date:	
Progress Evaluation Standing Code; press LIST for valid codes. Record: 1/1 List of Valu <0SC>	