Viewing Term History

This guide will cover:

- How to access and view a student's term statistics, cumulative statistics, and academic standing by term.

Step One

- Navigate to the Term History page using the following breadcrumb:

Step Two

- On the search page enter search criteria for the student then click Search.

NOTE: The ID field is referring to the Catalyst (or EMPL) ID while the Campus ID is referring to the UCID M#. 
Step Three

- Term History is separated by Academic Career and then by term. Use the arrows to navigate to a specific career (if multiple exists) and academic term. Use the View All button to display all terms.

- The Term Statistics tab includes a summary of specific term's Enrollments, Transfer Credit, and a Combined (Enrollments + Transfer Credit). Below is a description of each field for each category of data:
**Enrollments:**

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Graded Units</th>
<th>Grade Points</th>
<th>GPA</th>
<th>Earned Units</th>
<th>In Progress Units</th>
<th>Units Taken Towards Acad Load</th>
<th>Units Earned Towards Acad Load</th>
<th>Units Taken For Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>For GPA</td>
<td>3.000</td>
<td>12.000</td>
<td>4.000</td>
<td>3.000</td>
<td>12.000</td>
<td>15.000</td>
<td>3.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Not For GPA</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Graded Units (for GPA):** Displays the total number of units that are taken for a grade and accumulate in the GPA.
- **Graded Units (not for GPA):** Displays the total number of units that are taken for a grade and do not accumulate in the GPA. This will not include classes that are in a withdrawn status and classes that are taken with the audit grade basis.
- **Grade Points:** Displays a number that is calculated by taking the grade points received for each grade (on a 4-point grading scale) and multiplying that number by the number of units taken for each class for which a grade accumulates in the GPA.
- **GPA:** Displays the grade point average which is calculated by dividing the grade points for GPA by the graded units for GPA. No values will appear in the Not For GPA row.
- **Earned Units (for GPA):** Displays the total number of units that are passed with an earned credit grade (A, B, C, D) and accumulate in the GPA.
- **Earned Units (not for GPA):** Displays the total number of units that are passed with an earned credit grade (Pass, Satisfactory) and do not accumulate in the GPA.
- **In Progress Units (for GPA):** Displays the total number of units that are not yet completed and for which the future assigned grade will accumulate in the GPA.
- **In Progress Units (not for GPA):** Displays the total number of units that are not yet completed and for which the future assigned grade will not accumulate in the GPA.
- **Units Taken Towards Acad Load:** Displays the total number of units taken for progress. This total is used in Student Records to determine academic load.
- **Units Earned Towards Acad Load:** Displays the total number of units passed for progress. This total is used in Student Records to determine academic load and academic level.
- **Units Taken For Audit:** Displays the total number of audit units taken for the term.
Transfer Credit:

<table>
<thead>
<tr>
<th></th>
<th>Graded Units</th>
<th>Grade Points</th>
<th>GPA</th>
<th>Earned Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>For GPA</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Not For GPA</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

Graded Units (for GPA): Displays the total number of units that are transferred for a grade and accumulate in the GPA.

Graded Units (not for GPA): Displays the total number of units that are transferred for a grade (T) and do not accumulate in the GPA.

Grade Points (for GPA): Displays a number that is calculated by taking the grade points received for each grade (on a 4-point grading scale) and multiplying that number by the number of units taken for each transferred class for which a grade accumulates in the GPA.

GPA (for GPA): Displays the grade point average which is calculated by dividing the grade points for GPA by the graded units for GPA.

Earned Units (for GPA): Displays the total number of transferred units that are passed with an earned credit grade and accumulate in the GPA.

Earned Units (not for GPA): Displays the total number of transferred units that are passed with an earned credit grade and do not accumulate in the GPA.

Graded Transferred Units GPA: Displays the sum of transferred units for which received grades both accumulate and do not accumulate in the GPA.

For Units Only: Displays the total number of transferred units that are passed with an earned credit grade and do not accumulate in the GPA.

Units Adjustment: Displays the total number of units that were manually removed from the student's overall transfer credit units. This field is updated on the Terms in Residence page in the Term Activation component.

Total Adjusted Transferred Units: Displays the sum of graded transfer units (for GPA and not for GPA), plus the value in the Units Only field, minus the value in the Units Adjustment field.
Combined (Enrollment + Transfer Credit Units):

<table>
<thead>
<tr>
<th>Graded Units (for GPA)</th>
<th>Grade Points (for GPA)</th>
<th>Earned Units (for GPA)</th>
<th>In Progress Units (for GPA)</th>
<th>Combined Earned Units GPA / No GPA</th>
<th>Transfer Credit For Units Only</th>
<th>Transfer Credit Units Adjustment</th>
<th>Total Term Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.000</td>
<td>12.000</td>
<td>4.000</td>
<td>3.000</td>
<td>30.000</td>
<td>0.000</td>
<td>0.000</td>
<td>3.000</td>
</tr>
</tbody>
</table>

- **Graded Units (for GPA)**: Displays the sum of all enrollment and transfer credit units that are taken and transferred for a grade and accumulate in the GPA.
- **Graded Units (not for GPA)**: Displays the sum of all enrollment and transfer credit units that are taken and transferred for a grade and do not accumulate in the GPA.
- **Grade Points (for GPA)**: Displays the sum of all grade points for enrollment and transfer credit units that accumulate in the GPA.
- **GPA (for GPA)**: Displays the grade point average which is calculated by dividing the grade points for GPA by the graded units for GPA.
- **Earned Units (for GPA)**: Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade and accumulate in the GPA.
- **Earned Units (not for GPA)**: Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade and do not accumulate in the GPA.
- **In Progress Units (for GPA)**: Displays the total number of units that are not yet completed and for which the future assigned grade will accumulate in the GPA.
- **In Progress Units (not for GPA)**: Displays the total number of units that are not yet completed and for which the future assigned grade will not accumulate in the GPA.
- **Combined Earned Unit GPA / No GPA**: Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade.
- **Transfer Credit For Units Only**: Displays the sum of transferred units that are passed with an earned credit grade and do not accumulate in the GPA.
- **Transfer Credit Units Adjustment**: Displays the number of units that were manually removed from the student's overall transfer credit units.
- **Total Term Units**: Displays the sum of all enrollment and transfer credit units that are passed with an earned credit grade, including both those that accumulate and do not accumulate in the GPA, plus transfer credit units that are passed with an earned credit grade that do not accumulate in the GPA, minus the number of units that were manually removed from the student's overall transfer credit units. Units taken for audit are excluded from this total.
**Step Four**

Navigate to the **Cumulative Statistics** tab. Term History on the Cumulative Statistics tab is also separated by Academic Career and then by term. Use the arrows to navigate to a specific career (if multiple exists) and academic term. Use the **View All** button to display all terms.

This tab includes a summary of the student’s cumulative enrollment statistics, transfer credit statistics, and combined enrollment and transfer credit statistics for a specific term. The cumulative statistics that are displayed will include data accumulated from the beginning of the student's academic career to the term which is being viewed.

![Cumulative Statistics Tab](image)

<table>
<thead>
<tr>
<th>Academic Career: Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution: University of Cincinnati</td>
</tr>
<tr>
<td>Term: 2161 Spring Semester 2015-16</td>
</tr>
</tbody>
</table>

### Enrollments

<table>
<thead>
<tr>
<th>For GPA</th>
<th>Not For GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Units: 107.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Grade Points: 339.673</td>
<td>0.000</td>
</tr>
<tr>
<td>GPA: 3.175</td>
<td>0.000</td>
</tr>
<tr>
<td>Earned Units: 104.000</td>
<td>0.000</td>
</tr>
<tr>
<td>In Progress Units: 30.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

- Units Taken Towards Acad Load: 137.000
- Units Earned Towards Acad Load: 104.000
- Units Taken For Audit: 0.000

### Transfer Credit

<table>
<thead>
<tr>
<th>For GPA</th>
<th>Not For GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Units</td>
<td>Grade Points</td>
</tr>
<tr>
<td>0.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

- Graded Transfer Units GPA / No GPA: 0.000
- For Units Only: 8.000
- Units Adjustment: 0.000

### Combined (Enrollment + Transfer Credit Units)

<table>
<thead>
<tr>
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<th>Not For GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graded Units</td>
<td>Grade Points</td>
</tr>
<tr>
<td>107.000</td>
<td>339.673</td>
</tr>
</tbody>
</table>

- Combined Earned Units GPA / No GPA: 104.000
- Transfer Credit For Units Only: 8.000
- Transfer Credit Units Adjustment: 0.000

- Total Combined Units Adjusted for Audit: 112.000
Step Five

Navigate to the Academic Standing tab.

The Academic Standing tab is used to place academic standing actions (probation, suspension, dismissal, etc.) on a student’s term record. Academic Standing can be placed on a student’s record manually or by batch process.

College academic actions are posted manually and university academic actions are posted in batch. Manually academic standing postings will have the Manual Override box selected.

Academic Standing is separated by Academic Career and then by term. Use the arrows to navigate to a specific career (if multiple exists) and academic term. Use the View All button to display all terms.

Note: The Effective Date is the date the academic standing action will go into effect. The Action Date is the date the Academic Standing was created through batch or manually.

You have now completed the steps for accessing and viewing a student’s term history.