

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' form for student Ned Newman (5107687) in the Spring 2015 term at the University of Minnesota, Twin Cities. The form displays the following information:

- Academic Career: Undergraduate
- Term: Spring 2015, Univ of Minnesota, Twin Cities
- \*Effective Date: 05/22/2015
- Effective Sequence: 10
- Manual Override:
- Academic Program: [Empty]
- Academic Standing Action: PRB1
- Formal Description: Probation
- Internal Description: Probation
- Academic Standing Status: Probation
- User ID: SATRN01
- Action Date: 11/03/2015

Buttons at the bottom include Save, Return to Search, Notify, Update/Display, and Include History.

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 'Academic Standing' form for student Ned Newman (5107687) in the Spring 2015 term at the University of Minnesota, Twin Cities. The form displays the following information:

- Academic Career: Undergraduate
- Term: Spring 2015, Univ of Minnesota, Twin Cities
- \*Effective Date: 11/03/2015
- Effective Sequence: 0
- Manual Override:
- Academic Program: [Empty]
- Academic Standing Action: [Empty]
- Formal Description: [Empty]
- Internal Description: [Empty]
- Academic Standing Status: [Empty]
- User ID: SATRN01
- Action Date: 11/03/2015

Buttons at the bottom include Save, Return to Search, Notify, Update/Display, and Include History.

7. Click on **Save**