

AUDIT GRADING BASIS GUIDE

The 'AUD' Audit Grading Basis can be used to identify instances where individual students are taking a standard credited and/or graded course, purely for personal reference, with no bearing on their degree progression. This includes students sitting in on lectures/seminars, but not taking part in tutorials/coursework/assessments.

The 'AUD' grading basis ensures that the associated enrolment is not included in the students' progression statistics, is not used to satisfy Academic Advisement rules, and is not indicated on their official transcript.

The 'AUD' grading basis can, in exceptional instances, also be used against the Course Catalog, where a course is defined for activity which is not assessed, will not count towards a students' degree progression, or requires to be shown on a transcript. Note that in these instances it would be expected that the course would also be defined with zero credits against the Course Catalog. When the 'AUD' grading basis is defined against the Course Catalog, all enrolment activity on the course can be dealt with in the normal manner.

There are some negatives to utilising the 'AUD' grading basis for individual student enrolments on credited and non-credited courses. These are explained in the following screenshots. *Note that many of the negative impacts can be reduced by ensuring that 'AUD' class enrolments are zero-credited.*

The manner in which you enrol a student onto a class, as an 'Audit' student, and the associated impacts of this, is explained in the following sections:

1) GRADING SCHEME – Audit Grade Basis.....	2
2) QUICK ENROLMENT – Enrolling students onto classes as 'Audit' student	2
3) BLACKBOARD 9 – 'Audit' students access to Course spaces	3
4) ENROLMENT RECORD – How 'Audit' enrolments are indicated.....	4
5) STUDENT GRADES – How 'Audit' enrolment grades are indicated.....	4
6) TERM HISTORY – How 'Audit' enrolments are reflected in Term Statistics	5
7) CLASS ROSTER – How 'Audit' students are indicated	5
8) ATTENDANCE ROSTER – How 'Audit' students are listed but NOT flagged	6
9) GRADEBOOK – How 'Audit' students are listed but NOT flagged	6
10) GRADE ROSTER – How 'Audit' students are identified.....	7
11) EXAM GRIDS – How 'Audit' enrolments are represented	7
12) YEAR MARK PROCESS – Issues if not zero-crediting 'Audit' enrolments.....	9
13) FEE CALCULATION FOR MODULAR STUDENTS – Issues if not zero-crediting 'Audit' enrolments	9
14) TRANSCRIPTS – How 'Audit' classes are omitted	9
15) ACADEMIC PROGRAM TABLE – Enrolment Limits	11
16) GRADING SCHEMES & GRADE BASIS JOB AID	12

1) GRADING SCHEME – Audit Grade Basis

The 'AUD' Audit Grading Basis is available under all Grading Schemes (UGD, PGD, PGR,MDU), therefore it can be used against all Careers.

In the Grading Schemes (where all marking schemes are defined), the 'AUD' grade basis is flagged as 'Audit Grade Basis' and 'Exclude Progress Units', whilst excluding flags for 'In Progress Grade', 'Include in GPA', 'Earn Credit', 'Grade Required' and 'Print on Transcript'.

Note that a 'Grading Schemes & Grade Basis Job Aid' is provided at the back of this document.

Favorites | Main Menu > Set Up SACR > Foundation Tables > Academic Structure > Grading Scheme Table

Grading Scheme Table

SetID: UMANC Grading Scheme: UGD
Effective Date: 01/02/1901 Status: Active
Description: Undergraduate Grading Scheme Short Desc: UGRD GS

Grade Basis

Grade Basis: AUD Audit
Formal Description: Audit Class Grade Basis - UGRD
Grade Basis Convert: ☐
Grade Basis Choice Default: ☐
Default AA What If Grade: ☐
☐ Include in GPA
☐ Grade Required
☐ Elective Grade Basis
☐ Print On Transcript
☒ Print Grade Basis Desc
☒ Audit Grade Basis

Grade Input

Grade Input: AUD Convert To Grade: ☐
Description: No Grade - Audit Class Only
Short Desc: AUDIT
Grade Points: 0.000
☒ Exclude Progress Units
Grade Category: NONE
Complete: ☐
☐ In Progress Grade ☐ Include in GPA ☐ Earn Credit ☐ Valid Attempt ☒ Include in Self Service
Repeat Checking Option: 4) Count = N, Process = N

Drop/Withdraw Penalty Grades

Drop with Penalty: ☐ Withdraw with Penalty: ☐
Drop with Greater Penalty: ☐ Withdraw with Greater Penalty: ☐

2) QUICK ENROLMENT – Enrolling students onto classes as 'Audit' student

When enrolling a student onto a standard class as an Audit student, you must select the 'Grading Basis' override, on the 'Class Overrides' tab.

Favorites | Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 0000000000 Name Withheld ID: 1234567
Career: UGRD Institution: UMANC Term: 11/12 Year

Class Enrollment | Units and Grade | Other Class Info | General Overrides | **Class Overrides**

		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
+	-	BioSci 30040	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos
+	-	BioSci 31212	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

This will then enable you to amend the classes Grade Basis to 'AUD', on the 'Units and Grade' tab. Additionally, depending on the maximum enrolment loads defined against the students Academic Program, you may also need to select the override for 'Unit Load', on the 'General Overrides' tab (**this will not be necessary if you are also zero-crediting the enrolment, which is the recommended approach – see below**). Reference to the enrolment limits on the Academic Program Table, is given later in the document.

Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 0000000000 **Name Withheld** ID: 1234567
 Career: UGRD Institution: UMANC Term: 11/12 Year

		Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
<input type="button" value="+"/>	<input type="button" value="-"/>	BiolSci 30040	30.00	1.00	AUD			No	
<input type="button" value="+"/>	<input type="button" value="-"/>	BiolSci 31212	10.00	1.00	UMK			No	

Whilst enrolling the student on an audit class and amending the Grading Basis, you can also override the credits the enrolment will carry in this instance. ***It is recommended that you do this, as it will minimise some of the additional problems encountered when utilising the 'AUD' grading basis.***

This enables you to not only identify the course as an 'AUD' Audit course, but also to zero-credit this specific enrolment.

You can do this by also selecting the 'Class Units' override, also on the 'Class Overrides' tab.

Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 0000000000 **Name Withheld** ID: 1234567
 Career: UGRD Institution: UMANC Term: 11/12 Year

		Closed Class	Class Links	Class Units	Grading Basis	Class Permission	Dynamic Dates	Wait List Okay	WaitList Pos
<input type="button" value="+"/>	<input type="button" value="-"/>	BiolSci 30040	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WaitList Pos

By selecting the 'Class Units' override, the 'Unit Taken' and 'Course Count' fields will become available on the 'Units and Grade' tab. You can then manually overwrite the values to '0'.

Favorites Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student

Quick Enrollment

Request ID: 0000000000 **Name Withheld** ID: 1234567
 Career: UGRD Institution: UMANC Term: 11/12 Year

		Unit Taken	Course Count	Grade Base	Grade Input	Repeat Code	Requirement Designation	Requirement Designation Option	RD Grade
<input type="button" value="+"/>	<input type="button" value="-"/>	BiolSci 30040	0.00	0.00	AUD			No	

You can then submit the enrolment as normal.

3) BLACKBOARD 9 - 'Audit' students access to Course spaces

Where a course is set for delivery via Blackboard, any student enrolled on the class as an audit student, will also be included in Blackboard, with the same associated level of access as standard students on the class.

Therefore be aware that audit students will have exactly the same abilities to carry out activity in BB9, such as completing online assessments, which may not be suitable. ***This is currently under review.***

4) ENROLMENT RECORD – How ‘Audit’ enrolments are indicated

Upon processing a student enrolment onto a standard class, as an audit student, the Enrolment record will be updated as shown:

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

Name Withheld 1234567
Term: 11/12 Year Career: UGRD Institution: The University of Manchester

Find | View All First 6 of 6 Last

Class Nbr: 7801 Description: Project (+ML & Cog Neuro) Component: Lecture
Subject: BiolSci Catalog Nbr: 30040 Class Section: LEC1
Academic Group: Faculty of Life Sciences Career: UGRD Session: Full Year
Status: Enrolled Reason: Enrolled Status Date: 14/10/2011
Action: Reason: Program: 00647

Grading
☒ Override Grading Basis
Grading Basis: AUD Audit
Grade In/Official: Repeat Code:

Units
Units Taken: 30.00 Units Earned: 30.00
Course Count: 1.00 Progress: 30.00
Billing Units: 30.00 FA Progress: 30.00

Go to: Term History Enrollment Summary

Note that if you have also zero-credited the enrolment, the values indicated under ‘Units’ will indicate ‘0.00’.

Note that the ‘Audit Grading Basis’ checkbox is flagged, and the ‘Include in GPA’ and ‘Earn Credit’ check boxes are no longer flagged for this particular enrolment.

Student Enrollment 1 | Student Enrollment 2 | Student Enrollment 3 | Student Enrollment 4 | Last Enrollment Action

Name Withheld 1234567
Term: 11/12 Year Career: UGRD Institution: The University of Manchester

Find | View All First 6 of 6 Last

Class Nbr: 7801 Description: Project (+ML & Cog Neuro) Component: Lecture
Subject: BiolSci Catalog Nbr: 30040 Class Section: LEC1
Academic Group: Faculty of Life Sciences Career: UGRD Session: Full Year

Status / Reason: Enrolled Enrolled Status Date: 14/10/2011
Enrollment Add Date: 14/10/2011 Enrollment Drop Date:
Grade Date: Primary Program: BSc(Hons) Biology
Grading Basis Date: 14/10/2011 Repeat Date:
Grade Points Per Unit: 0.000 Repeat Scheme: UMANC Repeat Scheme
Grade Points: 0.000 Units Attempted: No
Grading Scheme: Undergraduate Grading Scheme

☐ Include in GPA
☒ Audit Grading Basis
☐ Earn Credit
☒ Mandatory Grading Basis

5) STUDENT GRADES – How ‘Audit’ enrolment grades are indicated

When viewing student grades, you will see that the ‘Audit’ Grading Basis is indicate against this enrolment.

Student Grade Inquiry | Term Statistics

Name Withheld 1234567
Term: 11/12 Year Career: UGRD Institution: The University of Manchester

Print Report Manager

Detail	Class Nbr	Subject	Session	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	7801	BIOL	30040	Lecture	LEC1			Audit	30.00	Full Year	Project (+ML & Cog Neuro)
Detail	3554	BIOL	30112	Lecture	LEC1			Audit	10.00	2nd Sem	Neuroinflammation in Health&Di
Detail	3102	BIOL	30121	Lecture	LEC1			UGRD	10.00	1st Sem	How Cells Sense and Respond
Detail	3225	BIOL	30231	Lecture	LEC1			Audit	10.00	1st Sem	Legal and Professional Aspects
Detail	3087	BIOL	30262	Lecture	LEC1			UGRD	10.00	2nd Sem	Applications of Plant Biotech
Detail	3100	BIOL	31212	Lecture	LEC1			UGRD	10.00	2nd Sem	Evo. of Genes Genomes & Systems

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Class Roster](#)

Class Roster

BIOL 30040 - LEC1 **Project (+ML & Cog Neuro)**
 Lecture (7801) [Class Detail](#)
 2011/12 Academic Year | Full Year | The University of Manchester | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	19/09/2011 - 08/06/2012

*Enrollment Status: Enrolled Show Combined Class Roster

Enrollment Capacity: 999 Enrolled: 1

Enrolled Students					
ID	Name	Grade Basis	Units	Program and Plan	Level
1 1234567	Name Witheld	Audit	00.00	BSc(Hons) Biology - BSc(Hons) Biology	Third Year

Again, where you have zero-credited the audit class enrolment, the 'Units' will be indicated as such here.

8) ATTENDANCE ROSTER – How 'Audit' students are listed but NOT flagged

Note that audit students ARE included on the attendance rosters.

If the use of the AUD grading basis becomes prevalent, this will mean that attendance statistics could potentially become skewed.

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Attendance Roster](#) > [Attendance Roster By Class](#)

Class Attendance

Course ID: 000883 Term: 11/12 Year
 Course Name: Project (+ML & Cog Neuro) Session: Full Year
 Subject / Catalog#: BIOL 30040 Institution: The University of Manchester
 Class Nbr: 7801 Instructor: Name Witheld
 Class Section: LEC1

Status: Draft

Template Nbr: 1 Attendance Type: Meeting Attendance Date: 20/09/2011

Student Attendance Roster					
*Student ID	Name	*Academic Career	Present	Reason	Communication Status
1 1234567	Name Witheld	UGRD	<input type="checkbox"/>		Communication Status

9) GRADEBOOK – How 'Audit' students are listed but NOT flagged

There is no indication within Gradebook itself, of the Audit class status, for the relevant enrolment.

Marks can be saved in Gradebook for an Audit class student, although they cannot be carried through to the Grade Roster (see below), or Student Term Enrolment record.

Favorites | Main Menu > Curriculum Management > Gradebook > Access Gradebook

Name Withheld [New](#)

Gradebook

2011/12 Academic Year | Full Year | The University of Manchester | Undergraduate

▼ BIOL 30040 - LEC1 (7801)
Project ('with language' + Cognitive Neuroscience & Psychology) (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Staff	19/09/2011 - 08/06/2012

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designation](#) [Import Component Grades](#) [Gradebook Notes](#)

Select Assignment: Maximum: Average:

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	Submitted Date	Due Date	Grade	Last Updated
Name Withheld	1234567	<input type="text"/>	<input type="text"/>	0.00 <input type="checkbox"/>	

10) GRADE ROSTER – How ‘Audit’ students are identified

The Grade Roster does indicate the ‘Audit’ grading basis, and as such, any marks added for Audit class students, will not be posted to the Roster, as only the standard ‘AUD’ Grade Input can be posted.

Grading	66	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Posting Resit Marks	67	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Define Exam Board Notes	68	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Create Grade Rosters	69	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Grade Roster	70	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Grade Post	71	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Print Grade Roster	72	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Mid-Term Deficiency Report	73	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Grade Lapse	74	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Grade Review	75	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Student Grade Report	76	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Grade Change Audit	77	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Batch Upload of Grades	78	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Course Mappings	79	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Gradebook	80	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Instructor/Advisor	81	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Information	82	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Learning Management Systems	83	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Financial Aid	84	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Student Financials	85	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Academic Advising	86	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Contributor Relations	87	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
UK Statutory Interfaces	88	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
UK Confirmation Hotline	89	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Set Up HRMS	90	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Set Up SACR	91	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Enterprise Components	92	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Worklist	93	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note
Application Diagnostics	94	1234567	Name Withheld	<input type="checkbox"/>	UGRD	Audit	Pending	Detail	Note
Tree Manager	95	1234567	Name Withheld	<input type="checkbox"/>	UGRD	UGRD	Pending	Detail	Note

11) EXAM GRIDS – How ‘Audit’ enrolments are represented

On the **ONLINE** Exam Grids, the Audit Classes are indicated by the ‘Audit’ Grading Basis. Although the credits for the Audit Classes are included in the ‘Units Taken’, they are not included when calculating GPA’s etc (as indicated in ‘Term History’ above).

Note although that the exam grid does indeed include the audit class, without specific reference to its status as an ‘Audited’ class. Additionally if the audited class enrolment has not been zero-credited, the credits will be counted in the .xls Exam Grid.

Favorites | Main Menu > Records and Enrollment > Term Processing > End of Term Processing > Exam Grid

Exam Grid Students | **Exam Grid Student Details**

Batch Number: 3199582 **Active** **Organization:** Faculty of Life Sciences
Institution: The University of Manchester **Program:** BSc(Hons) Biology
Career: Undergraduate
Term: 2011/12 Academic Year **Acad Level:** 3rd Year

List of Students | Toggle Name | Cancel | Post

'Sort 1: Emplid' Asc Desc | 'Style: 1. Style A' | Generate Report
 Sort 2: Asc Desc | 'Ser Nbr' | Grdtk | Mlstms
 Sort 3: Asc Desc
 Degree Mark Decimals: 0 1 2

Student Details Find | View All First 2 of 3 Last

Empl ID: 1234567
Acad Standing:
Acad Plan: 00524 BSc(Hons) Biology
Units Taken: 80.000
Units Passed:
Qual. Aim: 21
Award: BSCHONS
Award Class.:
Complete: ☐

Cumulative GPA: 60.667
Term GPA:
Prev. Term GPA: 58.417

Classification Mark:
Level 1 Mark (L1CM):
Level 2 Mark (L2CM):
Level 3 Mark (L3CM):
Level 4 Mark (L4CM):
[Units in Grade Ranges](#)

Course Details Customize | Find | First 1-6 of 6 Last

Subject	Cat. Libr	Course Unit	Units	Grading Basis	Grade	Notes
BIOL	30040	Project (+ML & Cog Neuro)	30.00	AUD		Add
BIOL	30112	Neuroinflammation in Health&Di	10.00	AUD		Add
BIOL	30121	How Cells Sense and Respond	10.00	UMK		Add
BIOL	30231	Legal and Professional Aspects	10.00	AUD		Add
BIOL	30262	Applications of Plant Biotech	10.00	UMK		Add
BIOL	31212	Evo. of Genes Genomes Systems	10.00	UMK		Add

Batch ID: 3199582			Term: 1111		2011/12 Academic Year											
Creation Date: 14/10/2011			Level: 03		Third Year											
			Program: 00647		BSc(Hons) Biology											
			Unit 1		Unit 2		Unit 3		Unit 4		Unit 5		Unit 6		Units	Units
EmolId	Name	Plan	M	EN	M	EN	M	EN	M	EN	M	EN	M	EN	Taken	Passed
		BSc(Hons) Biology	MLPX20031 (10)												10	0
EmplIDs	Names	BSc(Hons) Biology	BIOL30040 (30)		BIOL30121 (10)		BIOL30231 (10)		BIOL30112 (10)		BIOL30262 (10)		BIOL31212 (10)		80	0
Witheld	Witheld	BSc(Hons) Biology	MLPX20032 (10)												10	0
Key																
AS = Academic Standing																
EN = Exam Notes																
M = Mark																
Unit Key																
BIOL30040 (30) - Project (+ML & Cog Neuro)																
BIOL30121 (10) - How Cells Sense and Respond																
BIOL30231 (10) - Legal and Professional Aspects																
MLPX20031 (10) - Leadership in Action Online																
BIOL30112 (10) - Neuroinflammation in Health&Di																
BIOL30262 (10) - Applications of Plant Biotech																
BIOL31212 (10) - Evo. of Genes Genomes & Systems																

By zero-crediting the audited class enrolment, although it still appears on the .xls Exam Grid, it now does not impact on the 'Units Taken' calculation, and is indicated as a '0' credit enrolment (which could be used as a manner to identify it as a non-standard enrolment).

A			B			C			D			E			F			G			H			I			J			K			L			M			N			O			P			Q			R																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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12) YEAR MARK PROCESS – Issues if not zero-crediting ‘Audit’ enrolments

If you do not zero-credit audit class enrolments, this will have an impact on the Year Mark Calculation process. Therefore if you utilise the Year Mark Calculation process, you will need to ensure that you are also zero-crediting all audit class enrolments.

13) FEE CALCULATION FOR MODULAR STUDENTS – Issues if not zero-crediting ‘Audit’ enrolments

Particular attention needs paying to students on modular activity (CPD and related) who pay per module. In these instances tuition fee calculation is carried out by identifying how many credits the student is taking and charging them accordingly.

Therefore if you are processing an audit class enrolment for a modular student, you MUST ensure that you zero-credit the enrolment also. Otherwise the student will get charged additional tuition fees.

14) TRANSCRIPTS – How ‘Audit’ classes are omitted

- Audit Classes are not shown on any transcript, Official, Unofficial or Academic Advisement;
Investigations are underway to determine how Digitary (as regards Official & Unofficial transcripts) will handle this grading basis
- Audit classes are not used to satisfy Academic Advisement rules, even if the audited class is a course included in the students relevant program Course Lists;
- Enrolment Summary Report – Audit classes are included in the list of units, without indication of the ‘Audit’ status, though the credits are not counted;
- AA Exception Report – Audit classes are included in the list of units, for a exception report with detail type of ‘ALL’ (without indication of ‘Audit’ status), though they are still not counted towards satisfaction of the relevant Academic Advisement rules.

AA Exception Report (note that it does list the audit class, although it has not been used to satisfy any requirements)

Report ID: UMPRC040.SQR	AA Exception Report The University of Manchester	Page No: 1 Run Date: 14-OCT-2011 Run Time: 03:40:46_PM
Run Control Parameters:		

Academic Institution:	UMANC	
Academic Career:	UGRD	Undergraduate
Academic Organisation:	3032	Faculty of Life Sciences
Academic Programme:	00647	BSc(Hons) Biology
Term:	1111	2011/12 Academic Year
Academic Level:	03	3rd Year

Emplid	Name	Requirement Group Course Units

1234567	Name Witheld	Requirement Group 000613 has not been satisfied
cs.test@manchester.ac.uk		BIOL 30262, BIOL 30040, BIOL 31212, BIOL 30231, BIOL 30121, BIOL 30112

Academic Advisement report (note that it does not list the audit class, or include the associated credits)

[Favorites](#) | [Main Menu](#) > [Academic Advising](#) > [Student Advisement](#) > [Student Advisement Report](#)

[Request Header](#) | [Request Detail](#) | [Report Results](#) | [Report Errors](#)

Seq Nbr: 1 Print
 ID: 1234567 Name Withheld [Report Manager](#)

The University of Manchester Advisement Transcript

Academic Program History

2.2 Program : BSc(Hons) Biology

4.1 Mode of Attendance : Full Time

Active in Program : 09-09-2009

End Date : 08-06-2012

- - - ACADEMIC ADVISEMENT REPORT - - -

Report on Undergraduate Career No Requirements

BSc(Hons) Biology Program No Requirements

BSc(Hons) Biology Plan

Requirements Not Satisfied

BSc (Hons) Biology - Yr3 Requirements

Requirement Not Satisfied -

Units (required/actual/needed): 120.00/20.00/100.00

BSc (Hons) Biology - Yr3, RQ1, Mandatory units

Requirement Not Satisfied -

Units (required/actual/needed): 60.00/0.00/60.00

Yr3 Mandatory Units (60 credits in total)

Requirement Not Satisfied -

Units (required/actual/needed): 60.00/0.00/60.00

The following course(s) may be used to satisfy this requirement:

BIOL 30000, BIOL 30030, BIOL 40122, BIOL 40322

BSc (Hons) Biology - Yr3, RQ2, Optional units (IP)

Requirement Not Satisfied -

Units (required/actual/needed): 60.00/20.00/40.00

Yr3 BL Optional Units - Choose AT LEAST 4 units (IP)

Requirement Not Satisfied -

Units (required/actual/needed): 40.00/20.00/20.00

The following course(s) may be used to satisfy this requirement:

BIOL 3###

Term	Course	Description	Units	Grade Code
11/12 Year	BIOL 30262	Applications of Plan	10.00	EN
11/12 Year	BIOL 31212	Evo. of Genes Genome	10.00	EN

Yr3 HS Optional Units - Choose up to 2 units

15) ACADEMIC PROGRAM TABLE – Enrolment Limits

One of the 'Enrolment' limits defined against the Academic Program Table, controls the amount of 'Audit' and 'No GPA Units' which can be enrolled upon in a Term, for students on the relevant program. Therefore depending on how you utilise the Audit grade basis (and whether you 'zero-credit' the audited class enrolment or not), you may need to update the maximum Term loads for these against the relevant program. Note that these limits are defined as 20 credits as standard.

Academic Institution: UMANC The University of Manchester
Academic Program: 00647 BSc(Hons) Biology

Effective Date: 01/01/1990 Status: Active
Allow OEE Enrolment ☐

*Term Category: Acad Year ☐ Check Min Before Open Enroll

Full Time	Part Time
Max Total Units: 120.00	Max Total Units: 70.00
Max No GPA Units: 20.00	Max No GPA Units: 20.00
Max Audit Units: 20.00	Max Audit Units: 20.00
Max Wait List Units:	Max Wait List Units:
Projected Bill Units: 120	Projected Bill Units: 60
Bill for Wait List Units: <input type="checkbox"/>	Include Wait List in Total: <input checked="" type="checkbox"/>

*Session: 1st Sem

Full Time	Part Time
Max Total Units:	Max Total Units:
Max No GPA Units:	Max No GPA Units:
Max Audit Units:	Max Audit Units:
Max Wait List Units:	Max Wait List Units:

16) GRADING SCHEMES & GRADE BASIS JOB AID

Set Up SACR > Foundation Tables > Academic Structure > **Grading Scheme Table**

MDU – Med & Dentistry Grading Scheme

PGD – Postgraduate Grading Scheme

PGR – Postgraduate Research GD

UGD – Undergraduate Grading Scheme

Each 'Grade Scheme' consists of a number of different 'Grade Bases' (to denote the different marking schemes available – standard %tile, compensated pass, pass/fail etc.), and each Grade Basis can consist of multiple Grade Input values (to denote the actual individual spread of results within that grading type – a/b/c, 33/50/63% etc.).

Grading Scheme Table

The screenshot displays the 'Grading Scheme Table' application. It shows three grade bases: 'AUDIT', 'UGRD Compensated Pass', and 'UGRD Grading'. Each grade basis has a 'Grade Basis' section with checkboxes for 'Include in GPA', 'Grade Required', 'Elective Grade Basis', 'Print On Transcript', 'Print Grade Basis Desc', and 'Audit Grade Basis'. Below this is a 'Grade Input' section with fields for 'Grade Input', 'Convert To Grade', 'Description', 'Short Desc', 'Grade Points', and 'Grade Category'. There are also checkboxes for 'In Progress Grade', 'Include in GPA', 'Earn Credit', 'Valid Attempt', and 'Include in Self Service'. At the bottom, there are 'Drop/Withdraw Penalty Grades' fields.

The values selected here affect the entire Grade Basis (you also have the ability to set some additional values for individual Grade Inputs).

You can identify whether the Grade Basis is to be:

- Included in GPA (numerical values only);
- Grade Required (a stated);
- Elective Grade Basis (NOT USED, as it enables the students to choose a GB in self-service);
- Print on Transcript (show the associated course and result on the transcript);
- Print Grade Basis Desc (print the description on the transcript);
- Audit Grade Basis (only to be used for the Audit grade basis, as the system counts audited enrolments separately within the Term Statistics).

Where a Grade Basis consists of multiple Grade Input values (ie. %tile, alpha results), these are added individually.

The standard %tile Grade Basis therefore has 101 Grade Input values (from 0-100)

You can identify whether each Grade Input is to be:

- Excluded from Progress Units (as indicated in the Term Statistics);
- In Progress Grade (indicated in the Term Statistics);
- Included in GPA (numerical values only, included in the cumulative statistics);
- Earn Credit (identifies passed credit, so all **pass** marks have this flag selected);
- Valid Attempt (counted for progression calculations).