

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS

The attached document includes the recommendations that have been approved through the Council of Presidents. Clarifications have been added based on discussions with selected groups.

Please note that Reference Number is for tracking only and some documents have combined reference numbers. The SA refers to student administration issues and the SF to student financial issues.

Items have been discussed by a number of groups over the past several months and, although specific actions do not necessarily reflect full agreement by those groups, they reflect a model for the reference client.

Not included in this document but in a second document are the recommendations that have not been approved through the Council of Presidents but were still under review or needed clarification of graduate issues (in the latter case the policy for undergraduates has been approved by the presidents). These include:

Six items are *Still Under Review* reflecting the need for continuing discussion on the campuses prior to final action: SA-008; SA-025; SA-055; SF-001/003; SF-019 and SF-024. Three additional items (SA-022A; SA- 022B; SA-047) required additional policy clarification for graduate students and one item required clarification regarding handling of dual degrees and dual majors: SA-056.

Two items are being placed on hold pending Board discussions regarding tuition and fee policies. These include SA-039 (Graduation and Transfer Fee) and SF-018 (Distance Education Tuition/Fee Calculation). One additional item (SA-037; Transfer Articulation) is being placed on hold pending discussions of the Transfer and Articulation Oversight Committee. These three items are not included in the packet.

We anticipate that these issues will be discussed at the respective universities for resolution in early November.

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<b>Title:</b>	Admissions Decision Codes
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-01

**Description/Explanation of Item:**

Universities differ in their business practices when assigning a code to an admission decision. Codes are entered into the system when a decision is made to illustrate the type of offer – accept, deny, waitlist, or pending.

**Recommendation:**

The following recommended admission decision codes were reached based on the universities' common practices.

<b>Admission Decision (System Delivered Value)</b>	<b>Admission Code (New Field - Common Values)</b>	<b>Admission Condition (New Field - Common Values)</b>	<b>Admission Condition Supplement (New Field - Common Values)</b>		
<b>Approve</b>	Accept - Regular (Full Admission)				
	Accept - Alternate Program of Study – Program Requirements				
	Accept - Alternate Program of Study – Program Capacity				
	Accept - Conditional		Developmental Program - Act 101		
			Other Developmental Program (Not ACT 101)	Summer Start	
				Partnership Philadelphia	
				Partnership Pittsburgh	
				Partnership Harrisburg	
				Partnership Erie	
				Partnership Reading	
				Partnership Lancaster	
				June - January	
			KU Academy		
	Developmental Coursework				
	Pending Application Requirements				
Minimum G.P.A. within Time Frame					
Complete Prerequisite Coursework					
Reduced Course Load					

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<b>Admission Decision (System Delivered Value)</b>	<b>Admission Code (New Field - Common Values)</b>	<b>Admission Condition (New Field - Common Values)</b>	<b>Admission Condition Supplement (New Field - Common Values)</b>
<b>Reject</b>	Deny - Academic Standards - University		
	Deny - Academic Standards - Program of Study		
	Deny - Capacity - University		
	Deny - Capacity - Program of Study		
	Deny - Capacity - Non-PA Residents		
<b>Cancel</b>	Cancel - Confirmation Deadline Passed		
	Cancel - Tuition Deposit Deadline Passed		
	Cancel - Admission Condition Not Met		
	Cancel - No Show		
<b>Withdraw</b>	Withdraw - Applicant Initiated		
<b>(No System Delivered Equivalent)</b>	Waitlist - Academic Performance		
	Waitlist - Capacity		
<b>(No System Delivered Equivalent)</b>	Pending - Additional Test Scores		
	Pending - Additional Transcripts		

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<b>Title:</b>	Transcript Status
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-02

**Description/Explanation of Item:**

Universities differ in their business practices when assigning a code to represent the status of an external transcript. When an external transcript (high school, undergraduate, etc.) is received in the admissions office, the data from the transcript and a code representing the status of the transcript are entered into SAP Campus Management (CM).

**Recommendation:**

There are two elements to each value for the Transcript Status. The first element indicates whether the transcript is an official transcript or whether it is an unofficial transcript. The second element indicates whether the transcript is complete or incomplete.

The following Transcript Status values are recommended based on a consensus decision referencing current university practices.

<b>Transcript Status</b>
Official Complete
Unofficial Complete
Official Incomplete
Unofficial Incomplete

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<b>Title:</b>	Undergraduate Application Field
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-03

**Description/Explanation of Item:**

All undergraduate admission applications will be submitted via the web by either a prospect or an admissions staff member. Once an application is submitted, an SAP document (notification) is created in SAP Campus Management (CM). The notification is a document that contains a view of the data as entered. Most of the data collected on the admissions application are mapped to fields in the CM database. Name, address and high school information are examples of mapped data. Some of the data currently collected by the universities are not mapped to any database field in CM. This document focuses on the disposition of the data that are not mapped to the standard CM fields.

There are three options for managing the data that are not mapped to fields in the CM database:

- Do not include these data on the application.
- Create a new field in the CM database.
- Store a view of the data in the notification document.

The third option, storing the data in the notification document, allows the user to view and print the information. It does not allow the user to utilize the data for reporting purposes.

**Recommendation:**

- If the data item is primarily informational for the application reviewer and/or processor and is not used for reporting purposes or for further processing (i.e. registering for classes or assigning advisors) then it is recommended that this data be collected and stored in the notification document. This will allow the data to be viewed and printed.
- If the data item is needed for reporting or for further processing, then it is recommended that this data be collected and stored in a new field in the Campus Management system database. This will allow the data to be used in reports and for further processing.
- If the data item is currently collected on a university's application and is no longer needed, then it is recommended that the data item be removed.

The table below displays the consolidated list of application data that are not mapped to the CM database. This table shows the application data item, the

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recommendation, and the number of universities whose undergraduate admission application requests this data.

Application Field	Recommendation	# Apps Using Field	Notes
Applicant Signature - Affidavit	Store in notification document.	13	Web application will contain field for electronic signature.
Applicant Signature - Early Decision Plan	Store in notification document.	1	Web application will contain field for electronic signature.
Applying for financial aid?	Store in notification document.	1	
Are you an international student?	Store in notification document.	2	
Are you currently enrolled/taking courses at this university?	Do not include field on application.	2	Record will already exist in CM.
Choose an income range to determine Act 101 eligibility	Store in notification document.	2	
Computer skills necessary for Art History program	Store in notification document.	1	
Copy of green card for non-resident aliens	Create new field in CM.	1	Checkbox indicating receipt
Country of citizenship	Create new field in CM.	5	
Date (Applicant Signature) - Affidavit	Do not include field on application.	13	
Date (Applicant Signature) - Early Decision Plan	Do not include field on application.	1	
Date (Parent's Signature) - Affidavit	Do not include field on application.	3	
Date (Parent's Signature) - Early Decision Plan	Do not include field on application.	1	
Applicant Signature - Affidavit	Store in notification document.	13	Web application will contain field for electronic signature.
Date you previously graduated from this university	Do not include field on application.	1	Record will already exist in CM.

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
Dates of attendance at this university (emergency contact, related person, guardian, etc.)	Store in notification document.	2	
Dates of future tests	Store in notification document.	1	
Dates of previous enrollment at this university	Do not include field on application.	4	Record will already exist in CM.
Did you leave the previous university with less than a 2.0 cumulative gpa or were you on probation, dismissed, or had any disciplinary action taken against you while you were enrolled at this university? Please explain		1	This field will be mapped to External Academic Standing.
Do you qualify for a tuition waiver?	Store in notification document.	1	
Do you qualify for academic development programs?	Store in notification document.	1	
Do you want to be considered for the honors program?	Store in notification document.	1	
Essay	Create new field in CM.	6	Checkbox indicating completed essay
Family Income Range - based on adjusted net income	Store in notification document.	1	
Have you applied to this university previously?	Do not include field on application.	7	Record will already exist in CM.
Hispanic Origin	Store in notification document.	1	
Housing Plans	Create new field in CM.	13	
How did you learn about this university/program or what influenced you to apply?	Store in notification document.	4	
If PA resident, for how many years?	Store in notification document.	5	
List fellowships, scholarships, academic/community honors and awards received and give dates.	Create new field in CM.	1	

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
List of sports, activities or interests, including years of participation, positions/offices held, and honors and indicate those in which you plan to participate.	Create new field in CM.	13	
Military service dates	Store in notification document.	5	
Number of older brothers	Store in notification document.	1	
Number of older sisters	Store in notification document.	1	
Number of younger brothers	Store in notification document.	1	
Number of younger sisters	Store in notification document.	1	
Nursing RN certificate number	Store in notification document.	1	
Online Art History program interest	Store in notification document.	1	
Parent's Signature (if under 18)	Do not include field on application.	3	Web application will contain field for electronic signature.
Previously attended this university?	Do not include field on application.	3	Record will already exist in CM.
Previously graduated from this university?	Do not include field on application.	1	Record will already exist in CM.
Select the reason(s) you visited this university	Store in notification document.	1	
Stepparent Signature	Do not include field on application.	1	Web application will contain field for electronic signature.
Taking courses at Regional Learning Alliance?	Store in notification document.	1	
Term you applied for previously	Do not include field on application.	5	Record will already exist in CM.

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
When did you visit this university?	Store in notification document.	1	
Will you attend under veteran's benefits?	Store in notification document.	1	
Will you take tests again?	Store in notification document.	1	
With what branch of the U.S. military did you serve?	Store in notification document.	2	

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<b>Title:</b>	Graduate Application Fields
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-04

**Description/Explanation of Item:**

All graduate admission applications will be submitted via the web by either a prospect or an admissions staff member. Once an application is submitted, an SAP document (notification) is created in SAP Campus Management (CM). The notification is a document that contains a view of the data as entered. Most of the data collected on the admissions application are mapped to fields in the CM database. Name, address, and educational background information are examples of mapped data. Some of the data currently collected by the universities are not mapped to any database field in CM. This document focuses on the disposition of the data that are not mapped to the standard CM fields.

There are three options for managing the data that are not mapped to fields in the CM database:

- Do not include these data on the application.
- Create a new field in the SAP CM database.
- Store a view of the data in the notification document.

The third option, storing the data in the notification document, allows the user to view and print the information. It does not allow the user to utilize the data for reporting purposes.

**Recommendation:**

- If the data item is primarily informational for the application reviewer and/or processor and is not used for reporting purposes or for further processing (i.e. registering for classes or assigning advisors) then it is recommended that this data be collected and stored in the notification document. This will allow the data to be viewed and printed.
- If the data item is needed for reporting or for further processing, then it is recommended that this data be collected and stored in a new field in the Campus Management system database. This will allow the data to be used in reports and for further processing.
- If the data item is currently collected on a university's application and is no longer needed, then it is recommended that the data item be removed.

The following table displays the consolidated list of application data that are not mapped to the CM database. This table shows the application data item,

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the recommendation, and the number of universities whose graduate admission application requests this data.

Application Field	Recommendation	# Apps Using Field	Notes
Applicant Signature - Affidavit	Store in notification document.	10	Web application will contain field for electronic signature.
Are you currently enrolled/taking courses at this university?	Do not include field on application.	4	Record will already exist in CM.
Are you interested in a graduate assistantship application?	Store in notification document.	1	
Best time to call	Store in notification document.	1	
Computer language proficiency (specify level)	Store in notification document.	1	
Copy of alien residency card if a permanent resident	Create new field in CM.	3	Checkbox indicating receipt
Copy of green card for non-resident aliens	Create new field in CM.	1	Checkbox indicating receipt
Country of citizenship	Create new field in CM.	7	
County of emergency contact, related person, guardian, etc.	Store in notification document.	1	
Date (Applicant Signature) - Affidavit	Do not include field on application.	11	
Dates of future tests	Store in notification document.	2	
Dates of previous enrollment at this university	Do not include field on application.	1	Record will already exist in CM.
Did you leave the previous university with less than a 2.0 cumulative gpa or were you on probation, dismissed, or had any disciplinary action taken against you while you were enrolled at this university? Please explain		1	This field will be mapped to External Academic Standing.
Do you need an I-20 issued by this university?	Store in notification document.	1	

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
Do you plan to request evaluation of any previous graduate course work for transfer into your graduate program?	Store in notification document.	1	
Employer - was position paid or volunteer?	Store in notification document.	1	
Employer Address - Box/Apartment	Store in notification document.	2	
Employer Address - City	Store in notification document.	2	
Employer Address - Number & Street	Store in notification document.	2	
Employer Address - State/Province	Store in notification document.	2	
Employer Address - ZIP/Postal Code	Store in notification document.	2	
Employer Information - Telephone Number	Store in notification document.	3	
Have you applied to this university previously?	Do not include field on application.	2	Record will already exist in CM.
Have you ever been convicted of a felony? (Additional information will be sent to you to complete if your response is yes.)	Store in notification document.	2	
Have you requested that all official scores be forwarded to this university?	Store in notification document.	1	
Have you requested that all official transcripts be forwarded to this university?	Store in notification document.	1	
Hispanic Origin	Store in notification document.	1	
Housing Plans	Create new field in CM.	2	
How did you learn about this university/program or what influenced you to apply?	Store in notification document.	3	

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
How many years have you taught in PA schools?	Store in notification document.	3	
If applying for Masters of Social Work, are you applying for advance standing?	Store in notification document.	1	
If in the US, indicate when you arrived.	Create new field in CM.	1	
If not a US citizen, are you currently in the United States?	Store in notification document.	1	
If PA resident, for how many years?	Store in notification document.	4	
Known languages (reading, speaking, understanding speech, writing)	Store in notification document.	1	
Lifelong Learning Provision of Tax Relief Act of 1997 - Box/Apartment of person taking advantage	Store in notification document.	1	
Lifelong Learning Provision of Tax Relief Act of 1997 - City of person taking advantage	Store in notification document.	1	
Lifelong Learning Provision of Tax Relief Act of 1997 - State of person taking advantage	Store in notification document.	1	
Lifelong Learning Provision of Tax Relief Act of 1997 - Street of person taking advantage	Store in notification document.	1	
Lifelong Learning Provision of Tax Relief Act of 1997 - ZIP/Postal Code of person taking advantage	Store in notification document.	1	
List fellowships, scholarships, academic/community honors and awards received and give dates.	Create new field in CM.	1	
Military service dates	Store in notification document.	2	
Number of years of teaching experience	Store in notification document.	2	

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Application Field	Recommendation	# Apps Using Field	Notes
Teaching cert issued by what state	Store in notification document.	4	
Term you applied for previously	Do not include field on application.	2	Record will already exist in CM.

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<b>Title:</b>	International Application Fields
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-05

**Description/Explanation of Item:**

All international admission applications will be submitted via the web by either a prospect or an admissions staff member. Once an application is submitted, an SAP document (notification) is created in SAP Campus Management (CM). The notification is a document that contains a view of the data as entered. Most of the data collected on the admissions application are mapped to fields in the CM database. Name, address, and educational background information are examples of mapped data. Some of the data currently collected by the universities are not mapped to any database field in CM. This document focuses on the disposition of the data that are not mapped to the standard SAP CM fields.

There are three options for managing the data that are not mapped to fields in the CM database:

- Do not include these data on the application.
- Create a new field in the SAP CM database.
- Store a view of the data in the notification document.

The third option, storing the data in the notification document, allows the user to view and print the information. It does not allow the user to utilize the data for reporting purposes.

**Recommendation:**

- If the data item is primarily informational for the application reviewer and/or processor and is not used for reporting purposes or for further processing (i.e. registering for classes or assigning advisors) then it is recommended that this data be collected and stored in the notification document. This will allow the data to be viewed and printed.
- If the data item is needed for reporting or for further processing, then it is recommended that this data be collected and stored in a new field in the Campus Management system database. This will allow the data to be used in reports and for further processing.
- If the data item is currently collected on a university's application and is no longer needed, then it is recommended that the data item be removed.

The following table contains the international application fields that are not mapped to CM fields. The table shows the application data item, the

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recommendation, and the number of universities whose admission application requests this data.

<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
Admissions number on I-94 form (F-1 VISA holders) for transfer students	Create new field in CM.	6	
Age while attending previous school(s)	Store in notification document.	1	
Applicant Signature - Affidavit	Store in notification document.	11	Web application will contain field for electronic signature.
Breaks in education, please explain.	Store in notification document.	1	
Bringing dependents (relationships)	Store in notification document.	3	
City of Citizenship if not a US citizen	Create new field in CM.	1	
Country of citizenship if not a US citizen	Create new field in CM.	9	
Date (Applicant Signature) - Affidavit	Do not include field on application.	11	
Dependents will come later to US?	Store in notification document.	1	
Did you leave the previous university with less than a 2.0 cumulative gpa or were you on probation, dismissed, or had any disciplinary action taken against you while you were enrolled at this university? Please explain		1	This field will be mapped to External Academic Standing.
Do you plan to come alone to the US for your studies at this university?	Store in notification document.	1	
Do you plan to complete a degree at this university?	Store in notification document.	1	
DSP-66 for J-1 Exchange Visitor Visa form requested	Store in notification document.	1	

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
Employer Address	Create new field in CM.	2	
Employer Address - City	Create new field in CM.	2	
Employer Address - Country	Create new field in CM.	2	
Employer Address - State/Province	Create new field in CM.	2	
Employer name of sponsor	Create new field in CM.	2	
Have you applied to this university previously?	Do not include field on application.	5	Record will already exist in CM.
Housing Plans	Create new field in CM.	6	
How did you learn about this university/program or what influenced you to apply?	Store in notification document.	4	
How long do you plan to study at this university?	Store in notification document.	2	
I-20 for F-1 visa form requested	Store in notification document.	1	
If in the US, indicate when you arrived.	Create new field in CM.	1	
International student advisor at previous institution	Store in notification document.	2	
Known languages (reading, speaking, understanding speech, writing)	Store in notification document.	4	
List dates of required military service for your country and indicate if postponement could be arranged if period conflicts with period of study in the US.	Store in notification document.	1	
Name and Date of previously submitted affidavit of support	Create new field in CM.	2	
Name of J-1 visa sponsor	Create new field in CM.	2	
Name of school holding I-20 currently	Create new field in CM.	4	
Passport valid until?	Create new field in CM.	1	

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
Previously graduated from this university?	Do not include field on application.	1	Record will already exist in CM.
Previously studied in US?	Create new field in CM.	2	
Relationship of dependent to sponsor	Create new field in CM.	2	
SAT Registration number, if known	Store in notification document.	1	
SAT test place	Store in notification document.	1	
Signature and Seal of Notary on Affidavit of Support	Create new field in CM.	3	Checkbox indicating signed affidavit
Sponsor address	Create new field in CM.	5	
Sponsor address - City	Create new field in CM.	2	
Sponsor address - Country	Create new field in CM.	2	
Sponsor address - phone number	Create new field in CM.	1	
Sponsor address - State	Create new field in CM.	2	
Sponsor address - ZIP/Postal Code	Create new field in CM.	2	
Sponsor annual salary	Create new field in CM.	3	
Sponsor dependent name	Create new field in CM.	2	
Sponsor occupation	Create new field in CM.	3	
Sponsor savings	Create new field in CM.	3	
Sponsor signature	Create new field in CM.	5	
Sponsor signature - date	Create new field in CM.	4	
Status of your health (Excellent, Good, Fair, Poor)	Store in notification document.	1	
Term you applied for previously	Do not include field on application.	3	Record will already exist in CM.
TOEFL test place	Store in notification document.	1	

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<b>Application Field</b>	<b>Recommendation</b>	<b># Apps Using Field</b>	<b>Notes</b>
Type of School language of Instruction at previous institution(s)	Store in notification document.	5	
Under what type of visa or permanent resident number did you attend high school or college in the US?	Store in notification document.	1	
What are you doing now?	Store in notification document.	2	
What attracts you to study in the US and this university?	Store in notification document.	1	
When did you enter the US?	Create new field in CM.	3	
Which INS office has jurisdiction over your current school?	Store in notification document.	1	
Which type of visa do you wish to obtain?	Store in notification document.	2	
Who influenced you the most?	Store in notification document.	1	
Will you stay in US in summer?	Store in notification document.	1	
Will you take tests again?	Store in notification document.	1	

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<b>Title:</b>	Non-Degree Application Fields
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-06

**Description/Explanation of Item:**

All non-degree admission applications will be submitted via the web by either a prospect or an admissions staff member. Once an application is submitted, an SAP document (notification) is created in SAP Campus Management (CM). The notification is a document that contains a view of the data as entered. Most of the data collected on the admissions application are mapped to fields in the CM database. Name, address, and educational background are examples of mapped data. Some of the data currently collected by the universities are not mapped to any database field in CM. This document focuses on the disposition of the data that are not mapped to the standard CM fields.

There are three options for managing the data that are not mapped to fields in the CM database:

- Not include these data on the application.
- Create a new field in the SAP CM database.
- Store a view of the data in the notification document.

The third option, storing the data in the notification document, allows the user to view and print the information. It does not allow the user to utilize the data for reporting purposes.

**Recommendation:**

- If the data item is primarily informational for the application reviewer and/or processor and is not used for reporting purposes or for further processing (i.e. registering for classes or assigning advisors) then it is recommended that this data be collected and stored in the notification document. This will allow the data to be viewed and printed.
- If the data item is needed for reporting or for further processing, then it is recommended that this data be collected and stored in a new field in the Campus Management system database. This will allow the data to be used in reports and for further processing.
- If the data item is currently collected on a university's application and is no longer needed, then it is recommended that the data item be removed.

The following table displays the consolidated list of application data that are not mapped to the CM database. This table shows the application data item,

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the recommendation, and the number of universities whose non-degree admission application requests this data.

Application Field	Recommendation	#Apps Using Field	Notes
Applicant Signature - Affidavit	Store in notification document.	5	Web application will contain field for electronic signature.
Country of citizenship	Create new field in CM.	3	
Date (Applicant Signature) - Affidavit	Do not include field on application.	5	
Date of previous dismissal from this university	Do not include field on application.	1	Record will already exist in CM.
Dates of previous enrollment at this university	Do not include field on application.	2	Record will already exist in CM.
Did you leave the previous university with less than a 2.0 cumulative gpa or were you on probation, dismissed, or had any disciplinary action taken against you while you were enrolled at this university? Please explain		1	This field will be mapped to External Academic Standing.
Do you anticipate enrolling in the future as a degree candidate at this university?	Store in notification document.	1	
Essay	Create new field in CM.	1	Checkbox indicating completed essay
Have you applied to this university previously?	Do not include field on application.	3	Record will already exist in CM.
Have you ever been convicted of a felony? (Additional information will be sent to you to complete if your response is yes.	Store in notification document.	1	
Housing Plans	Create new field in CM.	2	
How did you learn about this university/program or what influenced you to apply?	Store in notification document.	1	

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<b>Application Field</b>	<b>Recommendation</b>	<b>#Apps Using Field</b>	<b>Notes</b>
I would like to receive information or application materials for a degree program.	Store in notification document.	1	
If PA resident, for how many years?	Store in notification document.	2	
Military service dates	Store in notification document.	2	
Previously attended this university as a non-degree student?	Do not include field on application.	1	Record will already exist in CM.
Previously attended this university?	Do not include field on application.	4	Record will already exist in CM.
Term you applied for previously	Do not include field on application.	2	Record will already exist in CM.

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<b>Title:</b>	Readmit Application Fields
<b>Category:</b>	Admissions
<b>Reference Number:</b>	ART-07

**Description/Explanation of Item:**

All readmit admission applications will be submitted via the web by either a prospect or an admissions staff member. Once an application is submitted, an SAP document (notification) is created in the Campus Management (CM) System. The notification is a document that contains a view of the data as entered. Most of the data collected on the admissions application are mapped to fields in the CM database. Name, address, and educational background information are examples of mapped data. Some of the data currently collected by the universities are not mapped to any database field in CM. This document focuses on the disposition of the data that are not mapped to the standard SAP CM fields.

There are three options for managing the data that are not mapped to fields in the CM database:

- Not include these data on the application.
- Create a new field in the SAP CM database.
- Store a view of the data in the notification document.

The third option, storing the data in the notification document, allows the user to view and print the information. It does not allow the user to utilize the data for reporting purposes.

**Recommendation:**

- If the data item is primarily informational for the application reviewer and/or processor and is not used for reporting purposes or for further processing (i.e. registering for classes or assigning advisors) then it is recommended that this data be collected and stored in the notification document. This will allow the data to be viewed and printed.
- If the data item is needed for reporting or for further processing, then it is recommended that this data be collected and stored in a new field in the Campus Management system database. This will allow the data to be used in reports and for further processing.
- If the data item is currently collected on a university's application and is no longer needed, then it is recommended that the data item be removed.

The following table displays the consolidated list of application data that are not mapped to the CM database. This table shows the application data item,

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the recommendation, and the number of universities whose admission application requests this data.

<b>Application Field</b>	<b>Recommendation</b>	<b>#Apps Using Field</b>	<b>Notes</b>
Applicant Signature - Affidavit	Store in notification document.	4	Web application will contain field for electronic signature.
Are you requesting academic amnesty?	Store in notification document.	1	
Country of citizenship	Create new field in CM.	2	
Date (Applicant Signature) - Affidavit	Do not include field on application.	4	
Dates of previous enrollment at this university	Do not include field on application.	4	Record will already exist in CM.
Did you leave the previous university with less than a 2.0 cumulative gpa or were you on probation, dismissed, or had any disciplinary action taken against you while you were enrolled at this university? Please explain		2	This field will be mapped to External Academic Standing.
Do you wish to change majors from your major listed at previous institution?	Do not include field on application.	1	This field will be addressed by Program of Study field.
Housing Plans	Create new field in CM.	2	
How many times have you been readmitted to this university previously?	Do not include field on application.	1	Record will already exist in CM.
If PA resident, for how many years?	Store in notification document.	1	
Major - If you wish to change from major at previous institution	Store in notification document.	1	
Military service dates	Store in notification document.	1	
Previously attended this university?	Do not include field on application.	1	Record will already exist in CM.

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<b>Title:</b>	Activity Reasons (Student Enrollment Changes)
<b>Category:</b>	Admissions, Registration, De-registration
<b>Reference Number:</b>	SA-001

**Description/Explanation of Item:**

Universities differ in their business practices in regard to the reasons associated with changes in a student's enrollment status (e.g., the reason for starting a Leave of Absence).

**Recommendation:**

Create a single list of Activity Reason codes that encompasses all reasons currently employed by the 14 Universities. This recommendation was determined based on university common practice. SAP Campus Management provides the following predefined Activities, which can be combined with the user-defined reasons.

<b>Activities (Predefined SAP Processes)</b>	
Leave of Absence	Not enrolled in campus classes due to approved temporary leave status with the expectation that the student will return.
Cancel Sessional Registration	Place the student in inactive status for a given session.
Change of Program	Updating a student's program of study designation(s).
Dismissal From Program	Student ineligible to continue in a program of study.
Withdrawal from Program	Student requests withdrawal from a program of study.
Cancel De-registration	Return student to active status.

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<b>Reason (User-Defined)</b>
Study Abroad
Student Exchange
Internship
Other
Military/Civil Service
PASSHE Visiting Student
Medical
Cancellation
Change of Interest
Correction of Entry
Withdrawal
Academic Dismissal
Administrative Dismissal
Judicial Dismissal
Completion of Program
No Tuition Deposit

The following is an example of recommended combinations of Activities and Reasons<sup>1</sup>.

<b>Activities (Predefined SAP Processes)</b>	<b>Reason (User-Defined)</b>
Leave of Absence	Study Abroad
Leave of Absence	Internship
Leave of Absence	Medical
Leave of Absence	Military/Civil Service
Leave of Absence	Other
Cancel Sessional Registration	Correction of Entry
Cancel Sessional Registration	Withdrawal
Cancel Sessional Registration	No Tuition Deposit
Change of Program	Other
Change of Program	Change of Interest

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<sup>1</sup> These values have not been through the consensus building process.

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Activities (Predefined SAP Processes)	Reason (User-Defined)
Dismissal From Program	Administrative Dismissal
Dismissal From Program	Judicial Dismissal
Dismissal From Program	Other
Dismissal From Program	Academic Dismissal
Withdrawal from Program	Other
Withdrawal from Program	Military/Civil Service
Withdrawal from Program	Medical
Withdrawal from Program	Completion of Program
Withdrawal from Program	Withdrawal
Cancel De-registration	Other
Cancel De-registration	Correction of Entry

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<b>Title:</b>	Alumni Relationship Definition
<b>Category:</b>	Admissions, Registration, De-registration
<b>Reference Number:</b>	SA-002

**Description/Explanation of Item:**

De-registration of a student can automatically trigger the inclusion of an Alumni indicator for the student. The indicator is triggered by specific combinations of Activity Type and Reason.

**Recommendation:**

Students who have successfully completed their studies should be designated as alumni, thus we will set the *Alumnus* indicator for the activity *Withdrawal from Program* and the reason *Completion of Program*.

Activities	Reasons	Alumnus Indicator
Withdrawal from Program	Other	
Withdrawal from Program	Military/Civil Service	
Withdrawal from Program	Medical	
Withdrawal from Program	Completion of Program	X
Withdrawal from Program	Withdrawal	

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Registration Classification
<b>Category:</b>	Admissions, Registration, De-registration
<b>Reference Number:</b>	SA-003

**Description/Explanation of Item:**

The way a University's student information system handles the concept of students being registered varies. This commonality issue centers on adopting a common concept based on how SAP Campus Management (CM) works.

In CM, registration indicates that a student is enrolled for a specific limited time period, for example, the Fall semester. (This is referred to as "sessional registration" in CM.) For a new incoming student to be able to schedule classes, the student needs to be registered (that is, have a sessional registration).

For future terms, once the student schedules a class, the registration flag will be set automatically for that academic period. Other processes are not dependent on this value (although it could be used in individual University-defined rules).

**Recommendation:**

We will create Registration Classifications that will assist in enrollment tracking and retention reporting. The table below shows the recommended values.

<b>Registration Classification</b>	<b>Description</b>
Continuing	Continuously registered
Returning	Break in their registration
Transfer (Internal)	Continuing student making a program change
Transfer (External)	New transfer student
FTIC	First Time in College

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Assign Academic Levels to Courses
<b>Category:</b>	Course, Section, Event Attributes
<b>Reference Number:</b>	SA-005

**Description/Explanation of Item:**

Course numbers are commonly used to designate the academic level of a course (e.g., Graduate, Undergraduate). However, the numbering systems are not common among the State System Universities. For example, equivalent English Composition I courses may be identified as ENG 023 at one University and ENG 101 at another.

In SAP Campus Management (CM) *Academic Levels* can be assigned to a course (“module” in SAP) to indicate the level of difficulty based on the module’s academic content and complexity. In CM, Academic Level is independent of the course number. Academic Level can be used for State System reporting, faculty workload computations, fee calculations, course registration, transcripts and degree audit.

**Recommendation:**

Academic levels should be assigned to courses instead of relying on a course number. We also recommend the following definitions for Academic Level values. The recommended academic levels represent State System reporting needs and University common practice. Codes are independent of course numbers and operate “behind the scenes”. Assignment of level is done by the university using procedures determined by the university. Campuses already have mechanisms to determine course level. The process provides a common code for those levels.

Academic Level	Code	Description
UG Level 0	050	Developmental/Remedial courses
UG Level 1	110	Introductory UG courses (lower division)
UG Level 2	120	Intermediate UG courses (lower division)
UG Level 3	130	Intermediate UG courses (upper division)
UG Level 4	140	Advanced UG courses (upper division)
UG/GR Bi-level	150	Advanced UG/introductory GR courses
Masters Level 1	220	Intermediate GR, courses open to undergraduates
Masters Level 2	230	Advanced GR, open to graduate students only
Doctoral Level	250	Doctoral courses only
Clock Hour	400	Non-credit courses
CEU Courses	500	Continuing education unit courses
Not Applicable	999	

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<b>Title:</b>	Academic Sessions
<b>Category:</b>	Academic Calendar
<b>Reference Number:</b>	SA-006

**Description/Explanation of Item:**

Academic Sessions subdivide an academic year into intervals that represent periods of instruction and that have academic and financial processes associated with them. Each session is unique within an academic year (i.e., there is only one “Fall”, only one “Summer 1”, etc.)

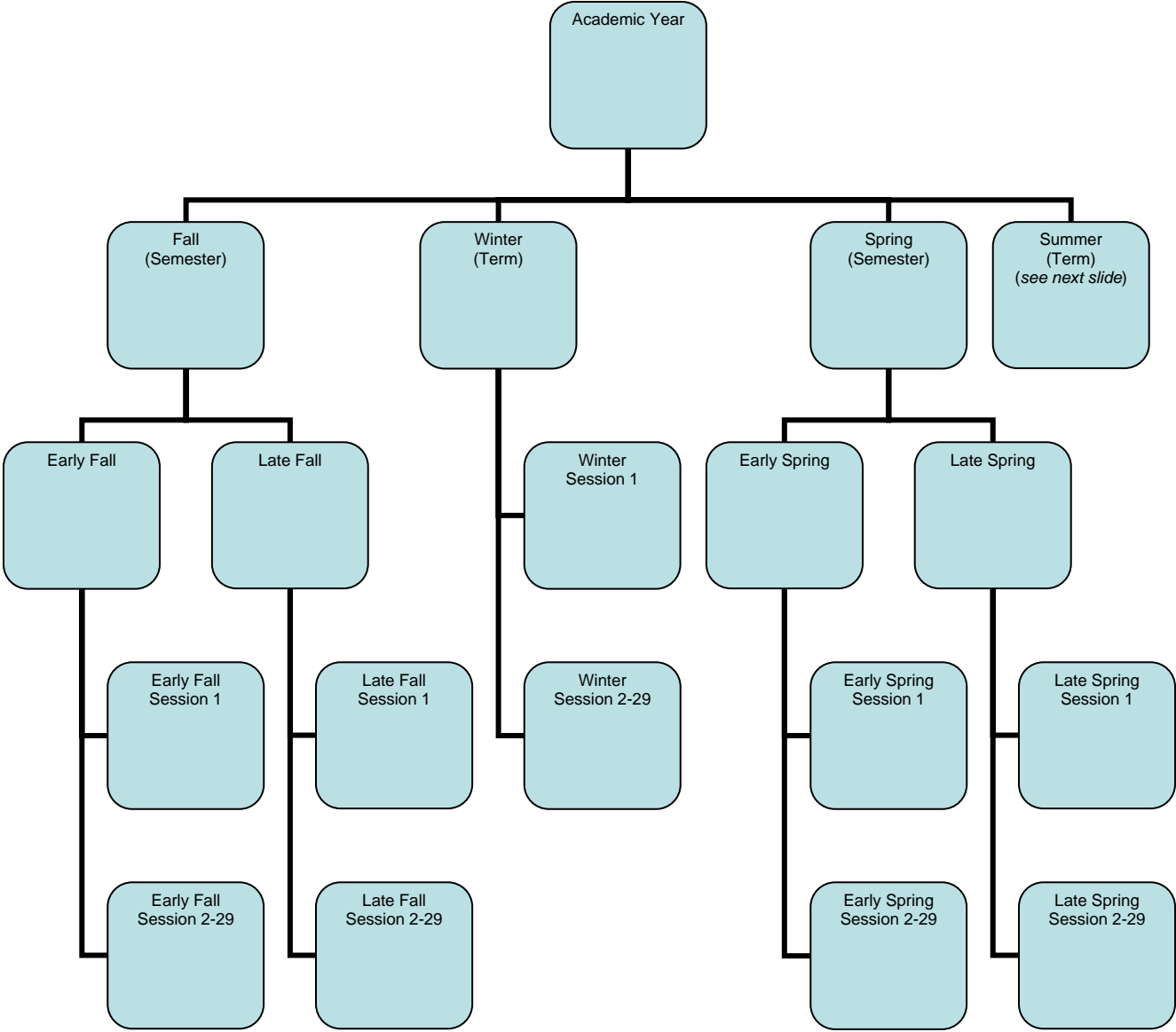
Universities currently all have a fall and spring semester. There are differences in the naming convention of most other academic periods. The recommended list of values would accommodate the various session offerings across all universities. These have been reviewed by the universities, Student Financials, and EIS.

**Recommendation:**

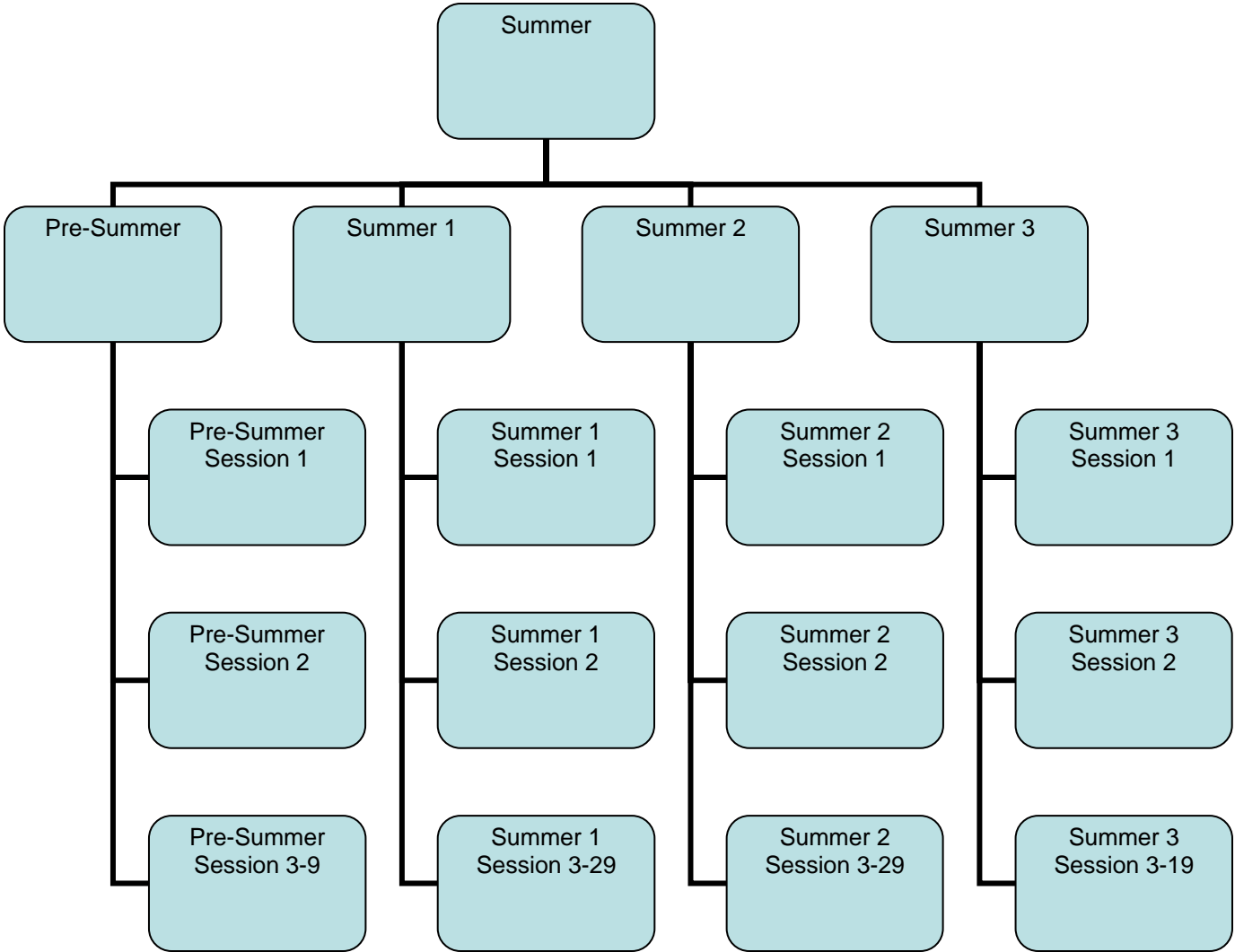
Academic Sessions will all be assigned a Session Type and can be assigned to a “higher level” academic session. Semesters and Terms would be the highest level Academic Session, and would be set up as continuous, non-overlapping periods for every academic year. These periods are fall, winter, spring and summer. Any parts of these academic periods are considered sessions, and would all roll up to either a semester or a term. Multiple sessions can be created for each semester or term.

The graphic on the next several pages provides a few examples of the roll-up logic for the sessions/semesters/terms. The table that follows shows the coding/descriptions recommended for implementation in SAP Campus Management. Variations of sessions are allowed and are expected to be different at each university.

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**Academic Sessions, Session Types, and Roll-up Values**

Acad Session (Description)	Session Type	Acad Session Roll Up	Highest Session	Level
Fall	Semester		Fall	
Early Fall	Session	Fall	Fall	
Early Fall Session 1	Session	Early Fall	Fall	
Early Fall Session 2	Session	Early Fall	Fall	
Late Fall	Session	Fall	Fall	
Late Fall Session 1	Session	Late Fall	Fall	
Late Fall Session 2	Session	Late Fall	Fall	
Winter	Term		Winter	
Spring	Semester		Spring	
Early Spring	Session	Spring	Spring	
Early Spr Session 1	Session	Early Spring	Spring	
Early Spr Session 2	Session	Early Spring	Spring	
Late Spring	Session	Spring	Spring	
Late Spr Session 1	Session	Late Spring	Spring	
Late Spr Session 2	Session	Late Spring	Spring	
Summer	Term		Summer	
Pre-Summer	Session	Summer	Summer	
Pre-Summer Session 1	Session	Pre-Summer	Summer	
Pre-Summer Session 2	Session	Pre-Summer	Summer	
Summer 1	Session	Summer	Summer	
Summer 1 Session 1	Session	Summer 1	Summer	
Summer 1 Session 2	Session	Summer 1	Summer	
Summer 2	Session	Summer	Summer	
Summer 2 Session 1	Session	Summer 2	Summer	
Summer 2 Session 2	Session	Summer 2	Summer	
Summer 3	Session	Summer	Summer	
Summer Session 1	Session	Summer 3	Summer	
Summer Session 2	Session	Summer 3	Summer	

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<b>Title:</b>	Academic Year
<b>Category:</b>	Academic Calendar
<b>Reference Number:</b>	SA-007

**Description/Explanation of Item:**

An Academic Year is an annual period to which academic processes refer. Not all the Universities are consistent in the naming of the academic year period. The Academic Year begins with the fall semester and ends with summer.

**Recommendation:**

Name the Academic Year according to the Fiscal Year in which the Fall and Spring semesters occur, as shown in the table below. This recommendation matches current practice in SAP Finance.

<b>Fiscal Year/ Academic Year</b>	<b>Fiscal Year Description</b>	<b>Academic Year Description</b>
2006	2005-06	2005-06
2007	2006-07	2006-07
Et cetera		

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<b>Title:</b>	Category (Instruction Mode)
<b>Category:</b>	Modules (Courses, Sections, and Event Types)
<b>Reference Number:</b>	SA-009

**Description/Explanation of Item:**

The Category defines the mode of instruction of a course (module) or course section (business event); for example: lecture, laboratory, studio, field experience. Category may be used in the faculty workload process and for reporting purposes. The Universities currently have different values which seem to represent the same categories.

**Recommendation:**

The list of Category values in the table below represents commonality of definition that accommodates the faculty workload process, institutional needs, and State System reporting values. The recommendation was reached based on the consensus best practice. These categories are not directly related to course titles; nor do they appear on transcripts but operate “behind the scenes” for consistency of data collection. No course titles or descriptions need be changed. “Individualized instruction” is captured elsewhere and is not part of the basic type of course but rather how it is delivered.

<b>Category</b>	<b>Category Description</b>	<b>Course Structure</b>
AC	Activity	A course that emphasizes movement or active participation in a sport.
CP	Clinical Practicum	An out of class experience in a health care setting that corresponds to CIP code 51. A practicum is between 30 and 89 hours per term.
CI	Clinical Internship	Formal arrangements designed to provide opportunities for students to study and experience professional health field careers (CIP 51) outside the University but under supervision by the appropriate academic department or program. All internships must have faculty and departmental approval. An internship must be at least 90 hours per term outside of class.
CE	Clinical Field Experience	A health-care field experience that is less than 30 hours per term and corresponds to CIP code 51.
CO	Colloquium	A course that uses multiple scholars or experts to provide instruction in a topic to students.
DI	Dissertation	A course requiring original or replicated investigation in a doctoral candidate’s principal field of study.

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ED	Extended Dissertation	Dissertation written by a student who is no longer enrolled but pays a dissertation fee.
FE	Field Experience	An out of class experience where the scope is defined by a faculty member and daily activities are defined by the organization a student is involved with. This is less than 30 hours per term.
IM	Individual Music Lesson	A course taken by students, individually or in a small group, for instruction in voice or instruments.
IN	Internship	Formal arrangements designed to provide opportunities for students to study and experience professional career interests outside the University but under supervision by the appropriate academic department or program. All internships must have faculty and departmental approval. An internship must be at least 90 hours per term outside of class.
IS	Independent Study	Instruction designed for a single student that must include some new experience of inquiry, evaluation, and/or creative activity not available through an established course.
LA	Lab	Any course where theories, techniques, and methods are tested, analyzed, and demonstrated (excluding disciplines identified in Lab-Science).
LAS	Lab – Science (CBA)	A lab course in: 26 Biological and biomedical sciences; 40 Physical sciences; 51 Health Professions/Allied Health Sciences.
LC	Lecture/Clinical Combination	A course that combines instruction by faculty members speaking to students with observations in a health care setting.
LE	Lecture	A delivery mode characterized by one or more faculty members speaking to students with minimal interaction (questions/discussion).
LL	Lecture/Lab Combination	A course that combines instruction by faculty members speaking to students with the testing, analysis, and demonstration of theories, techniques, and methods.
LLR	Lecture/Lab/Recitation Combination	A course that combines instruction by faculty members speaking to students with the testing, analysis, and demonstration of theories, techniques, and methods and student interaction with faculty members.

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LR	Lecture/Recitation Combination	A course that combines instruction by faculty members speaking to students and student interaction with faculty members (questions/discussion).
PR	Practicum	An out of class learning experience in the discipline of the course. A practicum is between 30-89 hours per term.
RCH	Research	A course where students systematically investigate topics or questions to establish or verify facts or principles.
SA	Study Abroad	An instructional experience of varying length in a foreign country offered to U.S. students.
SE	Seminar	A group of supervised students doing advanced study and discussion.
ST	Student Teaching	An internship experience for education majors who are placed in an elementary or secondary school setting.
SU	Studio	A creative instructional experience in the fine arts.
SX	Student Exhibition	A course in which students create works of art and exhibit them formally. Exhibitions can be one man shows or include other students.
TH	Thesis	A course requiring students to write a formal and lengthy research paper in partial fulfillment of a degree.
TU	Tutorial	A course in which a faculty member directs the study of and has general supervision over each student.
WR	Workshop	A seminar or series of class meetings for intensive practical study in a field.

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<b>Title:</b>	Academic Calendar – Holiday Schedule
<b>Category:</b>	Academic Calendar
<b>Reference Number:</b>	SA-010

**Description/Explanation of Item:**

Although the State System has adopted a “common academic calendar”, the commonality is limited to the starting/ending dates of the semester, the total number of weeks in the semester, and some standardized semester breaks. It is noted that each University has some flex days in the Fall semester to schedule as off days.

**Recommendation:**

The common calendar will normally call for classes to be the last Monday of August and end the first Friday of May. Four weeks will be scheduled between semesters. With the exclusion of exam week the fall semester will include 70 class days and the spring semester 69. Spring break will occur after the 7<sup>th</sup> week of classes.

Beginning in January 2008, Martin Luther King Day is designated as a holiday.

Universities will follow the common calendar with the following exceptions: (a) each University will designate two days of no classes in the fall semester as long as these days do not occur within the first fifteen days of the semester and do not result in five consecutive days of no classes prior to the sixth week of classes and (b) Universities will be able to determine the best way to make up the “missing Monday” for spring classes. Suggestions have included but are not limited to, (a) holding classes on the last Monday of the semester and reducing the exam week to four days; (b) additional assignments in lieu of class time; (c) scheduling a make-up class during the semester; and (d) holding Saturday examinations. In the latter event, consistent with the policy of the presidents, no athletic events can be scheduled for finals week regardless of whether or not classes meet on that Monday.

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<b>Title:</b>	Drop/Add Dates
<b>Category:</b>	Academic Calendar
<b>Reference Number:</b>	SA-010A

**Description/Explanation of Item:**

Drop/Add is a course scheduling process which must be tied into both enrollment and refund processing. Class lists for course sections are impacted, as well as the tracking of student course attendance. Some of the Universities will not report official enrollment verifications to third parties until drop/add is ended.

The Universities vary greatly in their designated semester drop/add dates. This variation has an impact on designing University operational calendars, and each University will need to build multiple operational calendars.

**Recommendation:**

Drop period will extend to the 6<sup>th</sup> calendar day in a typical semester and add period extend to the 7<sup>th</sup> calendar day. Normally this would mean drop day extends to the first Saturday of the semester and add day to the first Sunday. These periods will be converted to percentages to apply to nontraditional semesters. Drop day occurs after 8.5% of the class days (excluding exams) and add day is after 10% of the class days; adjusted to a whole number

Universities, as is the case now, can devise strategies to handle special circumstances (e.g., restricting the add-period for all day Saturday classes) through manual overrides.

This model was designed to allow students to attend at least one class period prior to the drop deadline and it also allows students to add a course after all course drops have been enacted.

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<b>Title:</b>	Module Group Variants
<b>Category:</b>	Program of Study
<b>Reference Number:</b>	SA-012

**Description/Explanation of Item:**

Module group variants specify which major/minor (specialization) combinations are offered in a program of study. For example, a program of study that is BA in English, Journalism requires one major (English), one concentration (Journalism), and an optional minor. This would be configured as a module group variant of “1 MAJ + 1 CONC + Opt MIN.” Within the module system, the second level is referred to as a concentration regardless of what it is labeled in university materials. Any third level is referred to as an emphasis. Universities need not change terminology for options, tracks, etc used in catalogs, web sites or other materials.

**Recommendation:**

In order to meet the needs of all 14 Universities, we will need to develop module group variants for all programs of study at each of the institutions. Many of the module group variants will be common; however there may be unique values to accommodate the academic structure at each institution. The table below is an example of module group variant combinations we would recommend for the State System Universities. Basic values for specializations used in module group variants were taken from the approved list provided in *Board of Governor’s Policy 1985-01-A, Requirements for initiation or change of Credit-Based Academic Programs, and of Academic Units.*

Module Group Variants
1 MAJ + 1 CONC/1 MIN
1 MAJ + 1 SPEC + Opt MIN
1 MAJ + 1 TRAC + Opt MIN
1 MAJ + Opt CONC +Opt MIN
1 MAJ + Opt MIN

Module Group Categories
Concentration
Major
Minor
Emphasis
Specialization
Track

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**Academic Program/Major:** Instructional program leading toward an associate's, bachelor's, master's, doctor's, first-professional degree or certificate or resulting in credits that can be applied to one of these degrees or certificates. The following categories define the various components of these terms.

**Major:** A major is an approved sequence of courses taken by students, usually within a discipline or group of related disciplines, consisting of a specified number of courses, credits, or achievements of increasing sophistication, subject to requirements of the degree under which it is authorized by the Board of Governors. The undergraduate major typically consists of one-third to one-half of the baccalaureate degree requirement.

**Minor:** A minor shares the same definition with the major, and may or may not complement the student's major field; its requirements typically include most of the required core of courses of a major, but fewer electives, and include at least 18 and up to 30 credits. Like the major, it is expected to have coherence, and increasing sophistication, and not be just a collection of courses with a common theme. Minors are approved by the Office of the Chancellor.

**Concentration:** A concentration is a sub-specialization or emphasis within a major field, usually taken by a student majoring in that discipline. For designation, it should consist of at least one-third of the major requirement, and should be within, not in addition to, the major requirements. For example, the Biology major may concentrate in botany, the physics major in astronomy, or the Business major in Finance. In some cases, a concentration may be elected by a student with a different, but related major: e.g., a Drama major might elect to complete a concentration in Greek and Roman Tragedy, offered in a literature program, or in dance, offered with Physical Education.

**Other:** Terms such as track, emphasis, specialization, option, and sub-major can be used in university literature in place of or in addition to a concentration.

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<b>Title:</b>	Progress Classifications
<b>Category:</b>	Academic Progress and Standing
<b>Reference Number:</b>	SA-013

**Description/Explanation of Item:**

The universities do not have common criteria regarding the determination of a student's progress classification (academic level) of Freshman, Sophomore, Junior, and Senior. This identification is based on the credits that have been accepted or completed for a student.

**Recommendation:**

All universities will use the same breakdown for progress classification. This recommendation is a university common practice and is consistent with EIS/SRO reporting.

<b>Classification Level</b>	<b>Number of Credits</b>
Freshman	Less than 30
Sophomore	30 or greater and less than 60
Junior	60 or greater and less than 90
Senior	90 or greater

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<b>Title:</b>	Session Types
<b>Category:</b>	Academic Calendar
<b>Reference Number:</b>	SA-015

**Description/Explanation of Item:**

SAP Campus Management (CM) uses “Session Types” to describe the academic periods within the academic year. Session types may have full different processes associated with them. For example, “semesters” have full end-of-term processing as well as full financial aid eligibility implications.

**Recommendation:**

Fall and spring will be labeled “semesters.” Winter and summer are “terms.” All other academic periods will be “sessions” and will be subsets of semesters or terms. The following Session Types will be used.

<b>Session Types</b>
Semester
Term
Session

The recommendation was reached based on the consensus best practice.

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<b>Title:</b>	Teaching Emphasis
<b>Category:</b>	Course (Module), Section, and Event Attributes
<b>Reference Number:</b>	SA-016

**Description/Explanation of Item:**

“Teaching Emphasis” is a course (“module” in SAP Campus Management) attribute that describes the content area and/or associated special abilities or skills taught through that course. Examples include: writing intensive, global awareness and/or humanities designations. A module can have multiple Teaching Emphasis values associated with it. Teaching Emphasis attribute indicators are utilized in the degree audit process.

**Recommendation:**

Below is a preliminary list of values collected from the Universities and EIS. This list is expected to grow to meet all distinctive teaching emphasis attributes needed for tracking academic requirements. Common definitions were not needed to be developed but rather the designations being handled at the University level. Each University will determine what courses will be identified with teaching emphasis values. Additional values can be added to this list as universities adopt new designations.

<b>Teaching Emphasis Values</b>	
American Civilization	Interdisciplinary
Communication	Literature
Critical Thinking Skills	Mathematics
English Composition	Natural Sciences
Diversity	PE Activity
Fine Arts	Public Speaking
Fitness	Quantitative-Analytical Reasoning
Foreign Language	Social Sciences 1
General Education	Social Sciences 2
Global Awareness	Synthesis Course
Health	Technological Literacy
Honors	Upper Division Writing

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Teaching Emphasis Values</b>	
Humanities	Values/Ethics
Information Literacy	Wellness
Lab Science	Writing Intensive

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Electronic Signature
<b>Category:</b>	Electronic Signature
<b>Reference Number:</b>	SA-017

**Description/Explanation of Item:**

This topic equates a student's electronic signature to his/her written signature when releasing information from the student's educational record to a third party (for example, enrollment verification, transcript request). Only one of the State System institutions currently utilizes electronic signatures.

**Recommendation:**

The State System will accept electronic signatures from students.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Address Types
<b>Category:</b>	General Settings
<b>Reference Number:</b>	SA-018

**Description/Explanation of Item:**

Currently the universities use different address types for various communications with students, external organizations, and third parties. Some existing legacy systems impose physical limitations on the number of address types and uses of those addresses.

The system functions, and the process for maintaining addresses, are not consistent across the universities.

**Recommendation:**

We will create a list of Address Types to apply to individuals (e.g., a student) and not to their affiliations (e.g., parents). Affiliates will receive their own “Business Partner” records and their addresses will be directly linked to those “Business Partner” records.

For example, it is not necessary to create a “Parent/Guardian” address type since a student’s parent’s address would be recorded as a “Home” address on the parent’s record. That address would then be available as a “parent” address based on the student record’s relationship to the parent’s record. (Refer to *Related Persons* - SA-034.) Each student can have multiple relationships to other persons or organizations. Therefore, the list of address types needed for a student becomes condensed.

Web self-service will present the student addresses and related affiliations. Prior to registering for each semester, the student will be required to indicate that the address data is correct or to make the applicable changes. Campus or residence hall addresses are expected to be acquired via the interface from the housing ancillary system and will not be student maintained.

When corresponding with a student each business area/process can define its address hierarchy for reports, letters and other communication.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

The values in the following table reflect the SyTEC teams' commonality recommendation. Additional values were reviewed with the universities and may be required for the university-specific configuration.

Address Type	Short Name	Long Name
BILLING	Billing	Billing Address
CAMPUS	Campus Housing	Student's Campus Housing Address
OFF CAMPUS	Off Campus	Student's Off Campus Address
PERM	Permanent	Permanent Address
TEMP	Temporary	Temporary Address

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Hold Groupings
<b>Category:</b>	General Settings
<b>Reference Number:</b>	SA-019

**Description/Explanation of Item:**

Hold Groupings are developed as another method for sorting and querying student hold information.

**Recommendation:**

The hold grouping will be based on the activity that the hold will prohibit on the student record.

<b>Hold Groupings</b>
Course Scheduling
Grades
Diplomas
Transcripts

This will allow us to sort by office responsible (via hold type) and activity held (via hold group).

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Status Types
<b>Category:</b>	General Settings
<b>Reference Number:</b>	SA-021

**Description/Explanation of Item:**

The criteria and timing that go into deciding a student’s current status relative to the university and to a program of study differ. For some of the values represented in the table below the universities maintain different definitions. These values have significant impacts on reporting and on business processes such as course scheduling.

**Recommendation:**

We recommend that the universities adopt consistent definitions for Student Status. The table below shows the recommended Student Statuses. This recommendation was reached based on the consensus best practice.

Status	Description
Confirmed Applicant	A student for whom a tuition deposit: 1) was/is not required; 2) has been paid; or 3) has been waived
PASSHE Attending	A student who actually enrolls and attends a State System institution
Admitted Applicant	A student whose application for admission has been accepted
Rejected Applicant	A student whose application for admission has been denied
Applicant	A student who has applied for admission
Alumnus	A student who has successfully completed a program
Scheduled	A student who has a “sessional registration: for a specific term or session. See <i>Registration Classification (SA-003)</i> for an explanation of “sessional registration.”
Non-attending	A student who does not have a sessional registration for a specific term or session
Student	A student who has a program registration
De-registered	A student who is no longer in a program of study
Deceased	A student who no longer is living

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Rounding/Truncating GPA Calculations
<b>Category:</b>	Academic Performance Indices
<b>Reference Number:</b>	SA-022

**Description/Explanation of Item:**

Universities differ on their approach when calculating a student's overall QPA on the official academic transcript. Some of the State System Universities display a QPA with three decimal places to the right, while some display two decimal places. Some of the Universities round, while others truncate the QPA.

**Recommendation:**

All Universities will round to the third significant digit. For example, a QPA that resulted in a calculation of 3.6578 would be rounded and displayed as 3.658.

This recommendation is a University common practice and an AACROA defined "best practice"

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Converting Incomplete Grades for Undergraduates
<b>Category:</b>	Academic Performance Indices
<b>Reference Number:</b>	SA-022A

**Description/Explanation of Item:**

Students who receive “Incomplete” grades for their coursework must make an arrangement with the instructor outlining what is required to complete the course. Most of the Universities will not permit students to graduate if any Incomplete grades remain on the student’s academic transcript.

Most of the Universities require that any Incomplete grade be converted to a real grade within a certain time limit, but this time limit is not standard. Typically, if the time limit lapses and the Incomplete is not resolved, the Incomplete grade will revert to an “F” grade.

**Recommendation:**

Three options for the default conversion of an incomplete grade exist:

- a. One year from the date of the grade assignment.
- b. At the end of the next subsequent regular semester.
- c. At the end of 10<sup>th</sup> week of the next subsequent regular semester.

Each university will select one of the three options as the default period. The default period is the point in time the grade converts to an “F” for QPA calculations, assuming the student has not completed the assignments or the instructor has not turned in an alternate grade.

Faculty members may request that students complete work prior to the default period and turn in a change of grade form based upon the arrangement with the student.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Course Repeat Policy for Undergraduates
<b>Category:</b>	Academic Performance Indices
<b>Reference Number:</b>	SA-022B

**Description/Explanation of Item:**

The Universities vary in their handling of course repeats. Some Universities permit students to repeat as many courses as the student wants, while others have a limit on both the overall number of repeats permitted in a student academic career, and/or a limit on the total number of times that a student may repeat the same course for grade improvement.

Some Universities limit repeats to courses in which the student has received a "D" or "F" grade. These various practices impact the overall GPA calculations, muddy the picture when comparing student achievements from University to University, and may limit continuance in a particular discipline.

**Recommendation:**

The Universities will employ a common standard for individual course repeats as outlined below:

- Undergraduate students will be limited to a total of six repeats.
- Repeats of a single course for grade improvement will be limited to three.
- The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Transcript Addresses
<b>Category:</b>	Transcripts
<b>Reference Number:</b>	SA-023

**Description/Explanation of Item:**

This topic covers the process by which universities allow a transcript request to trigger a change of address on the student record. Some institutions utilize the transcript request address as a formal request to change the student's permanent address.

**Recommendation:**

Universities should not automatically update the student's permanent or home address with the transcript "send to" address when a transcript request is processed.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Appraisal Types (Mid-Term/Final Grades)
<b>Category:</b>	Appraisal Process (Grading)
<b>Reference Number:</b>	SA-024

**Description/Explanation of Item:**

Currently, all State System universities process final grades, but not all of the institutions process mid-term grades. (Grades are referred to as ‘appraisals’ in SAP Campus Management.) Some universities maintain mid-term appraisals as part of the student’s permanent record.

SAP Campus Management (CM) allows for the processing of mid-term and final appraisals as well as grade components such as tests, homework, and attendance.

**Recommendation:**

We will configure two appraisal types: Final and Mid-term. We will also allow mid-term grade processing by student groups, for example athletes, Act 101 students, freshman with deficiencies.

Web self-service needs to provide the ability for faculty to enter and display course appraisals. Web self-service for students needs to display mid-term and final grades as well as provide the ability to select predefined recommendations for remediation of unsatisfactory mid-term appraisals.

The current values of mid-term and final are being recommended based on university common practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Credit Type
<b>Category:</b>	Credits
<b>Reference Number:</b>	SA-026

**Description/Explanation of Item:**

In SAP Campus Management (CM), the Credit Type represents the unit of measure for credit. The Credit Type table will include internal and external credit types and the appropriate conversion factors from external to internal credits. Currently, only one of these values can be defined as the credit type for internal academic work.

**Recommendation:**

The values used by the universities have been consolidated into the following table.

<b>Credit Type</b>
Continuing Ed Units
Clock Hours
Credit Hours

Currently, the Credit Type for the Internal Academic Work table only contains one value, credit hours. This list will need to be expanded to account for the multiple types of credits awarded at the universities.

This recommendation was reached as a consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Challenge Groups
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-027

**Description/Explanation of Item:**

Challenge Groups will assist Universities in accommodating student needs in compliance with ADA requirements. This use of challenge grouping could provide a new capability to the Universities to align their facilities more closely with the needs of students with challenges.

**Recommendation:**

We recommend creating groups that will allow Universities to plan for special facility and resource needs each semester. The following table shows the recommended Challenge Group designations.

Challenge Group
Auditory Device Support
Sign Language Interpreter
Wheelchair Accessibility
Test Taking Facilities
Guide Partners (e.g., note takers, guide dogs, etc.)

This information will be protected and available only on a “need to know” basis.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Challenge Types
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-028

**Description/Explanation of Item:**

The State System Universities currently use various Challenge Type designations for students that do not conform to the EIS/SRO collection and reporting standards. Typically Universities condense their additional challenge type values into the codes that are required for reporting thus allowing them to perform their own University specialized reporting as well as meeting the EIS/SRO requirements.

**Recommendation:**

The challenge type data values will be consistent for a student as required by the EIS/SRO data collection plan, as designated in the following table. This recommendation was determined on consensus best practice and has been reviewed by campus disability officers.

<b>Disability Code</b>	<b>Challenge Type</b>
01	ADD/ADHD
02	Autism/Asperger's Syndrome
03	Emotional/Psychological/Psychiatric
04	Hard of Hearing/Deaf
05	Learning Disability
06	Medical/Health/Chronic Illness
07	Physical/Mobility, Ambulatory
08	Physical/Mobility, Wheelchair
09	Traumatic Brain Injury
10	Visual Impairment/Blind
11	Other, not otherwise classified
12	No disability

This information will be protected and available only on a "need to know" basis.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Data Privacy
<b>Category:</b>	FERPA
<b>Reference Number:</b>	SA-029

**Description/Explanation of Item:**

Under the provisions of FERPA, the University may release directory information about students without their consent. (There are some exceptions.) Directory information consists of elements such as name, local and permanent addresses and telephone numbers, e-mail address, dates of registered attendance, nature of any degrees awarded, the date conferred, etc. The rest of the student's educational record (e.g., grades, billing information, and schedule of classes) are considered confidential and are not released without the student's consent.

The specification of directory information varies from one PASSHE institution to another. Also, exceptions created by the student (exclusion of directory information and release of confidential information) are handled differently at each University. For example, some Universities exclude all of the directory information, while others allow students to pick and choose which data elements will be excluded.

**Recommendation:**

Student web self-service provides a place for students to review their own directory and non-directory information as well as designate the release/non-release of that information.

Directory Information

The University will set up defaults that allow for the release of all directory information. Using web self-service each student will be allowed to designate which directory elements may be released. The student will be able to update the release of directory information as desired.

Educational Information

The University will not release a student's educational information (e.g., grades, billing, etc.) to any third party without the student's authorization. Using web self-service, students will be able to identify third parties (known as "business partners" in SAP Campus Management) with whom they would like to share their selected data elements (e.g., grades, bill, etc.). The student will create the user ID and password for his/her business partner(s) such as parents or guardians. The login allows each business partner to access only those data elements designated by the student. The data elements may vary from business partner to business partner.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

A business partner web self-service area needs to be developed. The business partner would log in using the account information that the student gave them and review the information (for example, pay the bill) to which the student has given access. The student is able to update or revoke the release of educational information as desired.

This recommendation was determined on consensus best practice and allows Universities the flexibility to apply FERPA regulations according to the University confidentiality policies.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Ethnic Origin
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-030

**Description/Explanation of Item:**

Currently in the legacy systems there are various ethnic origin designations for a student that do not conform to the EIS/SRO collection and reporting standards. Typically, the universities condense their additional ethnic origins into the codes that are required for reporting, thus allowing them to perform their own university specialized reporting while meeting the EIS/SRO requirements.

**Recommendation:**

SAP Campus Management (CM) provides both an Ethnic Group and an Ethnic Origin, which, used in combination, can provide the required classifications for EIS/SRO while still allowing the university to track at a more granular level.

The Ethnic Groups will align directly to the desired codes for EIS/SRO, as illustrated in the table below. The Ethnic Origins will allow the university to be as granular as desired. For example, Latino and Puerto Rican ethnic origins can be maintained at the university, but can both be rolled up to the Hispanic ethnic group for reporting.

The university will incorporate into the reporting requirements the ability to provide the ethnic origins and the ethnic groupings. The university is responsible for defining all the ethnic origins and their relationships to the ethnic groupings. Initially, the ethnic origins and ethnic groups will be identical in the configuration as shown in the following table.

<b>Ethnic Group – Ethnic Origin</b>
White/Not Hispanic origin
Black/Not Hispanic origin
Hispanic
Asian/Pacific Islander/Hawaiian
American Indian/Alaskan
Multi-Racial
Unknown

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Forms of Address
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-031

**Description/Explanation of Item:**

Forms of Address values are shared with the HR application and are currently using the basic Mr, Mrs, Ms, Miss, and Dr values. Some of the universities are using a variety of Forms of Address values that are not within this grouping, such as Reverend, Colonel, etc.

SAP Campus Management (CM) has the functionality to include personal suffixes.

**Recommendation:**

For the Forms of Address table we will continue to use the values defined by HR (Mr, Mrs, Ms, Miss, and Dr).

We recommend that we include the following values for suffixes: Jr, Sr, I, II, III, IV, V, VI, VII.

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Marital Status
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-032

**Description/Explanation of Item:**

Currently there are various Marital Status designations for a student that do not conform to the EIS/SRO reporting standards in the legacy systems. Typically the universities condense their additional marital status values into the codes that are required for reporting thus allowing them to perform their own university specialized reporting while meeting the EIS/SRO requirements.

**Recommendation:**

The marital status data values will be consistent for a student as required by the EIS/SRO data collection plan. These values are also in line with the data that is collected within HR for each employee. The other values submitted by the universities can be accommodated by the Business Partner related persons functionality. (Refer to *Related Persons - SA-034.*)

The following are the accepted configuration values:

Marital Status
Single
Marr.
Wid.
Div.
Sep.
Unknwn

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Military Service
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-033

**Description/Explanation of Item:**

The Service Status table is shared with the HR application; HR currently uses the single-digit values 1 through 8 to track military service status for their purposes. The HR values do not include those necessary for tracking Veterans Benefits, as required for the student information system.

**Recommendation:**

The recommendation is to include those additional values (30 and above) that will be required to properly process Veteran Benefits for students.

<b>Code</b>	<b>Service Status</b>
1	Inactive
2	Active
3	Retired
4	Inactive reserve
5	Reserve
6	On call
7	Vietnam veteran
8	Disabled veteran
30	Chapter 30 - Active duty
66	Chapter 1606 - Reservists
67	Chapter 1607 - Reservist
31	Chapter 31
32	Chapter 32 - VEAP
34	Chapter 34
90	Chapter 903
35	Chapter 35
98	Exhausted Benefits
99	Vet not eligible for bens

This recommendation was determined on consensus best practice.

Financial aid and Veterans reporting will utilize the specific designations in their processing.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Related Persons
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-034

**Description/Explanation of Item:**

The details of the relationship information are maintained in a record separate from the student's record. Each student can have numerous relationships to other persons or organizations. The consolidated table is as follows:

**Recommendation:**

We will consolidate the Student Related Person types by removing types that are gender specific while providing descriptive relationships that allow for flexibility.

Relationship Type (applies to Student)	Relationship Type (applies to Related Person)
has advisor or sponsor	is advisor or sponsor
has aunt/uncle	is aunt/uncle
has child	is child
has cousin	is cousin
has domestic partner	is domestic partner
has embassy	is embassy
has friend	is friend
has grandparent	is grandparent
has guardian	is guardian
has niece/nephew	is niece/nephew
has other	is other
has parent	is parent
has recommendation from	is recommender
has relative	is relative
has sibling	is sibling
has significant other	is significant other
has spouse	is spouse

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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Relationship Type (applies to Student)	Relationship Type (applies to Related Person)
has stepchild	is stepchild
has stepparent	is stepparent
has stepsibling	is stepsibling
<i>The student has the option of designating each Related Person as an Emergency Contact and/or having Legal Responsibility.</i>	

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Relationships to Institution
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-035

**Description/Explanation of Item:**

SAP Campus Management (CM) allows related persons (for example, student’s parent or spouse) to have a “Relationship to Institution” designator. This value allows the university to track a relationship with the student’s related persons.

**Recommendation:**

We recommend using descriptive relationships between student’s related parties and the university. The following table shows the recommended values. Multiple values are acceptable.

<b>Relationships to University</b>
is affiliate
is alumna/alumnus
is contractor
is faculty
is staff
is student
is sponsor

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Student Groups
<b>Category:</b>	Cross Functional Configuration
<b>Reference Number:</b>	SA-036

**Description/Explanation of Item:**

The Universities have a variety of groupings and attributes that are attached to student records. These attributes affect business processes and reporting.

SAP Campus Management (CM) provides a field called “Student Groups” that was originally identified as a way to attach particular attributes to a student (e.g., scholarship, high school student, EOP, Passport, etc.). However, after system investigation it was determined that only one Student Group can be assigned to a student, falling short of the need for multiple student attributes.

**Recommendation:**

We will use the Cohort functionality (to be released in Campus Management version 6.0) to address student attributes. This functionality allows a high degree of flexibility for processing and reporting. The list of cohort groups can be expanded as necessary.

We will reserve the Student Group field for future use to address any required Fee Calculation functionality that cannot be addressed by other means. No such need has been identified to date. This recommendation was determined based on research of the SAP Campus Management software.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Length of Class Meeting Times
<b>Category:</b>	Schedule of Classes
<b>Reference Number:</b>	SA-040

**Description/Explanation of Item:**

The length of class meeting times is defined as the number of contact hours per week per course credit hour. The Universities have different contact hour requirements per credit hour.

**Recommendation:**

It is recommended that the Universities conform to the standard contact hours established by the State System.

Definition of academic credit hour: One semester academic credit hour is the equivalent to a minimum of 700 minutes of instruction (50 minutes x 14 weeks), exclusive of time for final examination. This is equivalent to 35 hours of instruction plus time for final examination for a three credit-hour course.

Universities will develop internally consistent policies to handle labs, music lessons, internships, etc.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Cancellation Reasons
<b>Category:</b>	Module Booking Process (Course Registration)
<b>Reference Number:</b>	SA-041

**Description/Explanation of Item:**

When a course/course section is cancelled by either the student or an administrator, a cancellation reason can be selected. Cancellations include dropped courses, cancelled sections, and course withdrawals. However, a course/course section can be cancelled without specifying a cancellation reason.

Cancellation reasons can have an indicator set to denote that the course will be transcribed and a final grade is required. Other cancellation reasons will not have the indicator set, thus the course will not be transcribed nor graded. Drop/add and withdrawal policies will be enforced via the calendar time periods and rules.

Cancellation reasons may be used in fee calculation. Cancellation Reasons information can also be used for enrollment management planning.

**Recommendation:**

The following table shows the recommended relationship between Cancellation Reason and the relevance indicator. This recommendation reflects university common practice.

<b>Module (Course) Cancellation Reason</b>	<b>Relevant for Appraisal</b>
Student Dropped	
Student Withdrew	X
Admin-Drop/Cancelled Course	
Admin-Dismissal	X
Admin-Medical	X
Admin-University Withdrawal	X
Admin-No Show	
Admin-Military	X
Admin-Deceased	X
Admin-Nonpayment Drop	
Admin-Student Ineligible	

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Dean's List
<b>Category:</b>	Academic Progress and Standing
<b>Reference Number:</b>	SA-042A

**Description/Explanation of Item:**

The GPA required for Dean's List designation varies by University, as does the required enrollment.

**Recommendation:**

No commonality is required; Universities will set individual standards.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Latin Honors
<b>Category:</b>	Academic Progress and Standing
<b>Reference Number:</b>	SA-042B

**Description/Explanation of Item:**

Each of the Universities determines its own method for calculating Latin Honors at the time the student graduates from the degree program. Universities are not consistent in the GPA and the residency credits that must be taken into consideration at the time the honors are calculated.

**Recommendation:**

No commonality is required; Universities will set individual standards.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Academic Standing
<b>Category:</b>	Academic Progress and Standing
<b>Reference Number:</b>	SA-043

**Description/Explanation of Item:**

Various models exist throughout the Universities for determining a student's academic standing. The academic standing calculation at many of the Universities is a straightforward calculation that remains the same throughout the student's career at the University.

Other Universities use a variety of methods and University-specific rules that govern whether the student is on academic probation or dismissal. For example, some Universities have different GPA thresholds based on the semester within an academic level, such as a 1.5 GPA in the first semester as a freshman. Another example is a tiered approach based on the number of credits a student has earned. For example, a student with 35 credits may have a threshold of 1.9 GPA.

**Recommendation:**

Good standing for undergraduate students should be set at 2.00 GPA.

Good standing for graduate students should be set at 3.00 GPA.

Dismissal policies should be University-based and not part of this policy.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Degree Levels
<b>Category:</b>	Qualifications (Academic Degrees, Certificates, and Awards)
<b>Reference Number:</b>	SA-044

**Description/Explanation of Item:**

The Degree Level indicates the grouping label used for reporting of degrees and other types of awards for both internal and external qualifications. Examples include undergraduate, graduate, and high school. Each qualification (SAP's terminology for a degree, award, or other type of recognition for program completion) is identified by a Degree Type associated with a Degree Level. For example, a BA degree has a Degree Type of "Bachelors Degree" and a Degree Level of "Undergraduate".

**Recommendation:**

We investigated functionality and compiled a list of common Degree Level codes. The recommended values listed below represent common practice.

Degree Level Description
High School
Post-Secondary
Undergraduate
Post-Baccalaureate
Graduate
Post-Masters
Post-Doctoral
Other credential
Clock Hour
Continuing Education

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Degree Types
<b>Category:</b>	Qualifications (Academic Degrees, Certificates, and Awards)
<b>Reference Number:</b>	SA-045

**Description/Explanation of Item:**

The Degree Type defines the type of diploma/certificates awarded by the university or an external institution. It is linked to a degree along with a Degree Level. Possible degree types include “Bachelors”, “Masters”, “Doctoral”, “Associate”, and “High School Diploma”.

**Recommendation:**

We investigated functionality and compiled a list of common Degree Type codes which were reviewed by the universities and were determined to meet the needs of all 14 institutions.

Degree Type Description
Associate Degree
Bachelors Degree
Certificate (Post-Bacc)
Certificate (Post-Doctoral)
Certificate (Graduate)
Certificate (Post-Masters)
Certificate (Other)
Certificate (Undergraduate)
Doctoral Degree
High School Diploma
Masters Degree
Registered Nurse
Professional Credential
Teacher Certification (Grad)
Teacher Certification (Bacc)
Diploma (Undergraduate)
Certificate (Clock Hour Program)

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<b>Degree Type Description</b>
Certificate (Continuing Education)
Certificate (University Awarded)
Certificate (Administrative-PDE)
Certificate (Ed Specialist-PDE)
Certificate (Instructional-PDE)
Certificate (Supervisory-PDE)
Certificate (Vocational-PDE)
Letter of Eligibility (PDE)
Honorary Degree (Undergraduate)
Honorary Degree (Graduate)

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Qualification Groups
<b>Category:</b>	Qualifications (Academic Degrees, Certificates, and Awards)
<b>Reference Number:</b>	SA-046

**Description/Explanation of Item:**

Qualification Groups are high-level categories used for grouping degrees and awards for reporting purposes. They apply to both internal and external qualifications. For example, “Bachelor of Science” and “Master of Science” could belong to the Qualification Group “Degree (Higher Education)”. Diplomas and certificates are other examples of qualification groups.

**Recommendation:**

We investigated functionality and compiled a list of common Qualification Groups which were reviewed by the universities and were determined to meet the needs of all 14 institutions.

Qualification Group Description
Degree (Higher Education)
Certificate (Higher Education)
Certification (Dept of Ed)
High School Completion
Vocational/Technical Completion
Nursing Program Completion
Clock Hour Program Completion
Career Program Completion
Certificate (Other)

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Graduation Residency Requirements for Undergraduates
<b>Category:</b>	Degree Audit/Graduation Requirements
<b>Reference Number:</b>	SA-047

**Description/Explanation of Item:**

The Universities differ on their academic policies defining the minimum residency requirements for first baccalaureate degrees. The interpretations of these policies differ and affect the business practices used to determine the minimum number of credits that must be taken in residence as well as what constitutes a credit taken in residence.

**Recommendation:**

All first baccalaureate degree students will take at least 30 of their last 45 credits at the issuing University, and at least 50% of their Major credits from that University. The recommendation was reached based on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Transcripts
<b>Category:</b>	Transcripts
<b>Reference Number:</b>	SA-048

**Description/Explanation of Item:**

There are differences across the State System Universities in both the data elements that are included in transcripts and how the transcript is formatted. The Universities also differ in how their transcripts reflect unique student situations such as repeated courses, certifications, academic standing, and honors.

**Recommendation:**

A standard student transcript format will be produced that can be used by any of the Universities. The transcript format will contain standard page headings and footers to include University specific names/logos. Listed below are suggested data fields.

Student Name	Credits
Student Identifier	Grade
Student Address	Repeated Course Designation
Print Date	Semester:
Send to Address	Attempted hours
Previous Institutions	Earned hours
Previous Degrees	Quality hours
Admission Date	Quality points
Catalog Year	GPA
Transfer Credits and Institutions	Academic Standing and Honors
Current Program (all majors, minors, etc.)	Total:
Program Level (Undergraduate versus Graduate)	Attempted hours
Term	Earned hours
Module Abbreviation (Subject/course number)	Quality hours
Module Name:	Quality points
Course Title	GPA
Subtitle	Transcript Notes – e.g. Certifications
Topic Title	Degrees Granted
	Degree Date(s)
	Degree GPA(s)

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Withdrawal End Dates
<b>Category:</b>	Withdrawal Policies/Procedures
<b>Reference Number:</b>	SA-049

**Description/Explanation of Item:**

The timeframe for students to withdraw from individual courses and to totally withdraw for the semester from all courses at the University currently varies from university to university. Some Universities limit the number of individual course withdrawals which an undergraduate student may use.

**Recommendation:**

Students will be permitted to withdraw from a course and receive a grade of "W" up until the end of the tenth week of the semester. There will be no limit on the number of courses from which the student may withdraw. After the tenth week of the semester and through the last day of classes, students who withdraw will receive a grade consistent with university policy which will be determined by the instructor. Withdrawal periods will be prorated for summer and intersession terms.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Program Type
<b>Category:</b>	Program of Study
<b>Reference Number:</b>	SA-052

**Description/Explanation of Item:**

On the Program of Study configuration there is a Program Type designation that indicates if it is an Undergraduate, Graduate, Clock Hour, or Continuing Education program.

**Recommendation:**

All universities will be common in that there will be a consistent program type using following values:

- Undergraduate
- Graduate
- Clock Hour
- Continuing Education

This will also ensure that there is a consistent reporting of program types across all universities.

This recommendation was determined on consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Appointment Times (Registration Windows)
<b>Category:</b>	Module Booking Process (Course Registration)
<b>Reference Number:</b>	SA-057

**Description/Explanation of Item:**

Prior to registration the Registrar's office completes a process of determining the student's time to register or "appointment time." The Appointment Time process takes into consideration a multitude of student attributes and university statistics in order to determine the proper appointment time sequencing. Some of the data considered are the student's credits earned, honors student designation, athletes, ADA students, etc. This selection process is unique to each university.

In the Academic Calendar in SAP Campus Management (CM), there is a course registration period (Module Booking) set up for each session. Multiple appointment times (time windows) can be set up within the full registration period for each session. These time windows would correspond to time windows assigned to each student.

**Recommendation:**

An enhancement request was created as part of the Blueprint process to create appointment times for students based on each university's rules. We recommend that a process be developed that allows the universities to pick and choose how appointment times are assigned based on a predefined list of parameters. A process can be created where authorized personnel can select the criteria and set the time windows.

For each parameter the user will have the option of assigning the priority to be used when a student has the same attributes, as well as which parameter takes precedence. For example, an ADA student may take precedence over all other students for scheduling.

The list of parameters and options could include the following:

- Include All Earned Credits
- Include In-Progress Credits
- Process Credits in Descending Order
- Athletes
- ADA Students
- Honors Students

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- Continuing Education Students
- Degree Seeking Graduate Students
- Post-Baccalaureate Students
- Non-Degree Students
- GPA
- Alphabetically by Last Name
- Number of Students per Appointment Time
- Number of Appointment Times per Day

This recommendation was reached as a consensus best practice.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Time Limits
<b>Category:</b>	Academic Calendar
<b>Reference Number:</b>	SA-058

**Description/Explanation of Item:**

Time Limits are periods in the SAP Campus Management (CM) Academic Calendar relevant to university events and are associated with date ranges that indicate the allowed time period for academic and administrative university processes (for example, Course Drop Period).

Time Limits may trigger processes or workflows. For example, when a student drops a course on a certain date, Time Limits would trigger the process to recalculate tuition, issue refunds if appropriate, and assign the appropriate cancellation reason and grade on the student's record.

Event time limits (both terminology and associated dates) currently vary across the universities.

**Recommendation:**

The first three values in the table below are SAP-delivered, and have system processes already associated with them. All other Time Limits are customized and will need to have workflow or rules developed to manage what effects these Time Limits have on different activities.

The following is a preliminary list of Time Limits that are used for Student Administration purposes. There are additional values required by Student Financials. This list will be expanded as additional Time Limits are identified and defined for university processes.

<b>Time Limit</b>
Standard Duration of Academic Session
Class Period
Module Booking (With Priorities)
Course Add Period
Course Drop Period
Late Course Registration Period
Course Withdrawal Period - 'W' grade
Class Period for Referential Dates

Other policies have been developed to identify add period, drop period and withdrawal periods.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Grading Scales
<b>Category:</b>	Academic Performance Indices
<b>Reference Number:</b>	SA-059

**Description/Explanation of Item:**

The Universities do not use a common letter grading system. Some use the letter grades A through F, while others use the letter E instead for a failed course; some of the Universities use a full Plus/Minus system, while others have a limited Plus/Minus system; and, there is no standard as to the quality point value assigned to the plus/minus grades.

**Recommendation:**

Universities can continue to use the basic grading scheme they currently have for QPA calculation.

Utilize the three basic grading systems. Three scales would include the plus/minus system using .30/.70; plus/minus system using .33/.67 and plus only using .50 in the GPA calculations. Universities also need not use plus/minus. If Universities currently not using the plus/minus system convert to a plus/minus system the calculated values would be the .33/.67 for the plus/minus.

For other grading symbols see SA-008, still under review.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Academic Forgiveness Policy
<b>Category:</b>	Academic Performance Indices
<b>Reference Number:</b>	SA-060

**Description/Explanation of Item:**

Not all the Universities have an Academic Forgiveness Policy, and of the ones who do, the policy varies among institutions. Academic Forgiveness is a common practice across the country, and it typically is employed when a student has done poorly academically and has not been in attendance for several semesters/years.

The previous academic coursework and the corresponding grades earned are typically displayed on the student's academic transcript, but the Grade Point Average is started anew. In most cases, the University will bring forth selected courses which were successfully completed and apply these courses toward graduation. However, the grades and quality points will not be computed into the new GPA. Employing an academic forgiveness policy can have a significant impact on returning students.

**Recommendation:**

No commonality required. Each university determines its own policy.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	G/L Accounts Utilized for Tuition and Fee Postings
<b>Category:</b>	Account Assignments (General Ledger)
<b>Reference Number:</b>	SF-008

**Description/Explanation of Item:**

The Universities do not currently allocate tuition and fee postings to the tuition and fee general ledger accounts in a consistent manner. Some Universities allocate each tuition and fee posting for a specific G/L account into one cost center, while others break out the G/L account and/or the cost center postings by session, full- or part-time status, or academic year.

**Recommendation:**

No commonality required.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Undergraduate Nonresident Incentive Tuition Rate
<b>Category:</b>	Tuition/Fee Calculation
<b>Reference Number:</b>	SF-012

**Description/Explanation of Item:**

In response to the question, “How might fee calculation for System institutions become more common?,” the SyTEC Student Financial Team has reviewed a significant volume of unique assessments received from the Bursars. It appears that most of the varied assessments are based on implementation of policy. To manage the discussion of these differences, they have been grouped by appropriate policy or policies. This commonality topic centers on Board Policy 1999-02A, *Tuition*, Section III, Undergraduate Nonresident Tuition:

*As public Universities, it is important that every effort be made to ensure that state appropriations support only Pennsylvania resident students. Through the use of nationally developed common definitions for the determination of the cost of education, it is possible to determine the average net cost of education for students enrolled in the System. The cost to educate nonresident students can be determined and tuition rates established so that nonresident students pay tuition at a rate at least equal to the average net cost of education at individual Universities.*

**Recommendation:**

No commonality required.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Tuition Assessment Rules for Student with Mixed Credit Loads
<b>Category:</b>	Tuition/Fee Calculation
<b>Reference Number:</b>	SF-013

**Description/Explanation of Item:**

Board Policy 1999-02-A, *Tuition*, defines undergraduate and graduate students and provides the Board with the structure for establishing tuition rates. There are several different practices among the Universities in determining when to charge a student—especially a part-time student—at the graduate level versus the undergraduate level.

Lois Johnson, Director of Financial Management, facilitates a cross-functional task force (Student Accounting Policy Issues Task Force) that has analyzed data and made recommendations on this issue. The Fiscal and Administrative Vice Presidents, as well as the Chief Academic Officers, have reviewed the work of the task force and concurred with their recommendations.

**Recommendation:**

Full-time students shall be charged tuition based upon the student level, unless it is an undergraduate student pursuing a graduate degree (e.g., Slippery Rock's 3+3 Physical Therapy Program). If a graduate student is enrolled in at least nine credits, even if they are all undergraduate credits, he/she is a full-time graduate student and will be charged the full-time graduate rate. Part-time students shall be charged based upon the course level.

However, special consideration needs to be given to whether or not full-time teacher certification students are to be considered graduate students as well as the issues of non-degree and post-baccalaureate status.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Title:</b>	Internships and Other Clinical Experiences
<b>Category:</b>	Tuition/Fee Calculation
<b>Reference Number:</b>	SF-021

**Description/Explanation of Item:**

In response to the question, “How might fee calculation for System institutions become more common?,” the SyTEC Student Financials Team has reviewed a significant volume of unique assessments received from the Bursars. This category is one that, while standard at most institutions, exemplifies the issue of unique assessment rules.

**Recommendation:**

It is recommended that the standard tuition and fee schedule be used for all local internships, but that an optional off-campus fee schedule may be developed for internships located away from campus and/or out-of-state. Universities who choose to use the optional off-campus fee will need to identify all internships as “local” or “non-local.” The new definition for internships and clinical internships in SA-009 should be used.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Assessment of Non-Tuition Fees for Part-Time Students
<b>Category:</b>	Tuition/Fee Calculation
<b>Reference Number:</b>	SF-025

**Description/Explanation of Item:**

Statutorily, University Councils of Trustees are responsible for setting student fees, although the Board has established policy that provides fee categories and limits instructional support fees. Fee schedules are very complex and unique to each University, especially in regard to the kinds of fees charged and the methods used for charging on a part-time basis.

Lois Johnson, Director of Financial Management, facilitates a cross-functional task force (Student Accounting Policy Issues Task Force) that has analyzed data and made recommendations on this issue. The Fiscal and Administrative Vice Presidents, as well as the Chief Academic Officers, have reviewed the work of the task force and concurred with their recommendations.

**Recommendation:**

Institutions will assess most mandatory fees to part-time students on a per-credit basis. The fees that are recommended to be assessed on a per-credit basis include: Instructional Support Fee; Student Activities Fee; Health Services Fee; Student Union, Recreation Center, and other community building fees; and Transportation Fees. All other mandatory and nonmandatory fees will be assessed to part-time students either on a per-credit basis or as a flat fee (not by range of credits).

Board Policy 1989-05-A, *Student Fees*, will be revised to align with current fee practices and to incorporate this recommendation.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
CAMPUS MANAGEMENT APPROVED COMMONALITY ACTIONS**

<b>Title:</b>	Refund Policy
<b>Category:</b>	Withdrawal Policies/Procedures
<b>Reference Number:</b>	SF-026 and SF-027

**Description/Explanation of Item:**

The SyTEC Student Financials Team has reviewed a significant volume of refund procedures received from the Universities. It appears that most of the varied procedures are based on implementation of policies. This commonality topic centers on the Board Policy 1983-19-A, *Refund of Tuition and Fees*, Section B, Procedure.

*The refunds for tuition will be based on the following schedule if applicable after the first full class day:*

<b>Week</b>	<b>Refund</b>
<i>First Week</i>	<i>90 percent</i>
<i>Second Week</i>	<i>80 percent</i>
<i>Third Week</i>	<i>70 percent</i>
<i>Fourth Week</i>	<i>60 percent</i>
<i>Fifth Week</i>	<i>50 percent</i>
<i>After Fifth Week</i>	<i>No Refund</i>

*Because all State System Universities do not follow identical summer session schedules, each University will establish its own summer session refund schedule.*

**Recommendation:**

The Board policies will be changed from weeks to a percentage of the enrollment period to accommodate both traditional semester-length courses and courses with varying start times/lengths. Also, the policies will be modified to apply refunds only to total withdrawal, not to students moving from full-time to part-time. However, the first refund period now matches the drop period, and the total refund period should be shortened, based upon national practices.

The table below illustrates the use of enrollment duration percentages for calculating refunds. The technology tuition fee is nonrefundable. All University-based fees are refundable at the discretion of the University.

**PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION  
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<b>Refund Period</b>	<b>Refund Percentage</b>	<b>Duration (% of Enrollment Period)</b>	<b>Duration (Illustrative Estimated Weeks in Typical Semester)</b>
REF1	100%	7.00%	Through "drop period"
REF2	80%	12.50%	Through week 2
REF3	60%	18.75%	Through week 3
REF4	50%	25.00%	Through week 4
REF5	40%	31.25%	Through week 5
Thereafter	0%		