Progress Codes Key

Course Progress Codes Allowed

“S” for satisfactory

“I” for incomplete (enter 01/19/11 college deadline or whatever date you have communicated to student) Note: A Reason for Incomplete form is not needed

“U” for unsatisfactory (student attempted but was not successful)

“UW” for unofficial withdrawal (student stopped attending course) Note: You will be required to enter a Last Date of Attendance or check Never Attended box after the student’s name in the bottom section of the assign progress codes entry screen.

Validation Progress Codes Allowed

“S” for satisfactory

“I” for incomplete (enter 01/19/11 college deadline or whatever date you have communicated to the student) Note: A Reason for Incomplete form is not needed

“U” for unsatisfactory (student attempted but was not successful)

“W” for validation not offered in course or student did not attempt validation
Note: Use for students who unofficially withdrew unless they attempted validation before they stopped attending

Note: you will have approximately 24 hours after the due date of your progress codes to make changes. If you attempt to change a progress code after this date, you will get an error message stating that the progress code cannot be changed. You must fill out a Progress Code Change form, available in the Registrar’s Office, in order to change this code.