

1 Academic Standards Letters were added into the registrar
system in the Spring of 2009, to match
2 the SIG logic. In the FALL of 2009, it was updated to
accomodate Darden's new ASC standards documented
3 in <http://jira-ds.darden.virginia.edu/browse/OLR-911>. To
understand how ASC Letters
4 work, please see the attached documents in both [http://](http://jira-ds.darden.virginia.edu/browse/OLR-911)
jira-ds.darden.virginia.edu/browse/OLR-911 and
5 <http://jira-ds.darden.virginia.edu/browse/OLR-143> called
6 ASCLettersSecondCut.docx and read the below document.
7
8 Darden has a Academic Standards Committee (ASC) that
creates standards for academic performance.
9 It is the goal of Darden to manage the lifecycle of these
letters in the Registrar application.
10 There are three letters that can be generated: 1) A
Dismissal letter, 2) A Warning Letter or
11 3) An Incomplete letter.
12
13 The Academic Standards Committee (ASC) Letters now built
into the the registrar system
14 replaced the legacy Student Interim Grading (SIG) software
program.
15 The life of an academic standards letter begins after
grades have been entered. For the purposes of the
16 Dismissal and Warning letter, although oversimplified,
those grades should have
17 counts_in_gpa = 1 and confirmed = 1 and completed = 1 and
D.probation_points > 0 to be considered. See
18 logic outlined at [http://mbaportal.darden.virginia.edu/dsd](http://mbaportal.darden.virginia.edu/dsd/Administration/PP09%20-%20Final%20-%20ver%20%208-6-09%20Published.pdf)
[/Administration/PP09%20-%20Final%20-%20ver%20%208-6-09%](http://mbaportal.darden.virginia.edu/dsd/Administration/PP09%20-%20Final%20-%20ver%20%208-6-09%20Published.pdf)
[20Published.pdf](http://mbaportal.darden.virginia.edu/dsd/Administration/PP09%20-%20Final%20-%20ver%20%208-6-09%20Published.pdf)
19
20 For the purposes of the Incomplete letter, those grades
should have
21 counts_in_gpa = 1 and confirmed = 1 and completed = 1 and
grade='IN'. An admin searches for a particular
22 set of students upon which to generate the ASC letters.
They generate the letters for a particular academic
23 year and term. Thus the uniqueness of a letter is defined
by the fact that a student can have at most one
24 of the 3 above letters in any single academic year and
term. However, if the student had, for instance an F and
a IN,
25 in two separate courses in the same term, they would

25 generate a Dismissal and Incomplete letter in the same
term.

26 If a student gets a dismissal letter, he does not receive
a warning letter in addition.

27 Upon generating the letters, the admin can review the
subset of letters generated for the set of students:
28 the number of students who will receive an ASC letter.
29

30 The admin is able to quickly go through all the students
who received letters and see all their grades. This
31 allows the admin to review the output of the system's
logic for generating letters. The admin can then go to
32 ASC tab on the detail view of the student and see that
student's letters. Now that letters have been generated,
the
33 admin has the ability to search by a particular set of
letters in the student search panel and then make the
letters
34 for those students available for viewing for a particular
period of time. It is important that the admin be able to
35 make synchronize the times grades are made available for
viewing with the times that letters are made available for
36 viewing; so there is a choice for that when batch setting
the viewing time of the letters. Once the letters are
37 made viewable, the admin can see the grades are student
viewable in the student enrollment detail tab. The admin
38 can see if the letter(s) is/are viewable in the ASC
letters tab. Once a student logs in and views the letter,
the
39 fact that they saw the letter is recorded by the system in
the ASC letters tab. Once the viewing time for a letter
40 expires, the student no longer sees the letter.
41

42 Note that when a student views their grades, the
last_viewed_time is updated. Similarly, when a student
views their
43 ASC letter, the student_last_viewed column is updated.
They are separate events. So there will be one record that
44 gets updated each time a student looks at their ASC letter
, but a new record is added to the grades history table
45 when a student views their grades.
46

47 -----History Notes--

48 * In the Fall of 2009, Sig was replaced and it was only
for First year Interim grades.

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49 * In the Spring of 2009, the logic was updated to allow
    for running ASC In the Spring.  There was some discrepancy
50 on the interpretation of policies and procedures
51 * In Jan 0f 2011, the logic was updated so letters could
    be run with the new First Year Terms FY-Term 1,2,3
52
53 ---- Current Test Case
54 * run import-all-db
55 * Show grade scales in registrar
56 * Show smithB38 is enrolled in NBA 500 W with professor
    Spencer Tracey
57 * Make him grade entering
58 * Make the default grade scale A-F final grade for NBA 500
    W
59 * Login as assistant/assistant and do and empty search
    with no academic years
60 * Give the students grades
61 * Generate letters
62 * show the letter is there in student tab
63 * Search by it
64 * Set ASC posting times
65 * SmithB38 goes to see grades but sees letter first
66
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