

User Guide

Update Structured Progression Outcome

Jul 2025

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Background

Faculty Office will run Structured Progression (SP) process for all programmes. which are on either a Progression and Awards Board (PAB) committee or a provisional (PRV) committee. For any grade amendments, first run all relevant Amendment Scripts and then rerun Structured Progression to update GPA and Outcome.

Care is required when running SP Process to specify the correct Student level and Term, as running SP process for a student on more than one level or term across committees is not recommended and cannot easily be deleted.

When Structured Progression produces an incorrect outcome or GPA/Precision, you are required to troubleshoot using Compliance, to verify all areas of Curriculum, registration and grading are in order. Once an issue is identified in underlying structure of data, you will need to fix the issue using the appropriate University Process such as grade amendment, Curriculum update etc.

There are known scenarios where, due to inconsistent module weighting across the area, or progression derogation, it will be necessary to run offline manual calculate and input the correct GPA/Precision.

There are also known scenarios where the Progression Outcome produced will need to be updated from a temporary code. In other cases, an unknown amendment may prove necessary as a result of Review or other process.

The following guide details amendments to Progression Outcome and lists the expected circumstances for doing so. Outside of the circumstances described herein, you should not amend Experience Outcomes for either Annual or Award Outcome.

It is not possible to update GPA/Precision, on Experience - any remaining inaccuracies in GPA/Precision should be communicated to PAB via the Broadsheet.

Comments box in Experience is not to be used to convey any information to other Staff members.

Note: attempted credits are synonymous with registered/graded. Earned credits are the credits associated with a pass level module outcome.

Structured Progression Outcomes

- Banner needs to assign an annual Outcome to all students;
 - who are registered on a programme which will go to PAB for review and approval
 - who are on a programme stage where they will require progression to register to the next stage
- Structured Progression process generates outcomes as follows;
 - Annual Stage: a Compliance Request is run for each Student as part of the Structured Progression job process. Similar to **min credits for progression**, this validates the courses taken which will be included in calculation
 - Calculates the **Stage Average** (GPA/Precision Mark)
 - Determines the **Progression Outcome** (annual result/classification) based on the Student's actual data compared with the matching Progression Rule requirements in SHASPAR
 - AWARD Stage : determines the **Overall Average** and **Award Classification** if the student has met all requirements for the Study Path
- When a committee or student is run through SHPPGAW Structured Progression process, an outcome is generated
- The configuration behind each outcome in the Rule calculates and assigns the outcome for each Student
- Subsets of all available outcomes are used for each Programme Rule
- The outcome determines whether an enrolment shell is created for next Term, by mapping to (either the same or next) attributes: Stage and Student Type
- Progression Outcomes are written to intermediate tables and the data is displayed via the Experience Assigned Committees card
- Data writes to Academic History only when approved by PAB

Outcome list and usage

Outcome	Banner Outcome Description	Purpose and usage
DF	Deferred	Any deferred module present will assign this Outcome. This Student will not be assessed against any outcomes farther down the list, the process will move on to next Student
H1	First Class Honours	<ul style="list-style-type: none"> No deferred credits are present Compensation is validated where applicable Credits earned meet programme requirements GPA meets the classification band
21	Second Class Honours, Grade I	
22	Second Class Honours, Grade II	
H3	Third Class Honours	
PH	Pass with Honours	Where Pass with Hons required, eg. where all modules in the year are P/F
CN	Continue Programme	Auto assigned outcome for flexible programmes which stay on one Banner stage but span multiple Academic Years. <i>Assigned when total credits have not yet been earned</i>
PR	Progress	Student moving Stage without a Classification being assigned such as Year 1 of Part Time
CF	Results Confirmed	Applied on non award programmes which need outcome for PAB
PW	Programme Complete	Used for part time programmes in Award stage when credits have been met
F	Fail	Stage or Award requirements not met
VP	Verify Modules Passed	Specific programme allowing a range of credits, when validation is needed that Student has earned all required credits - to be tested
CK	Check Outcome	A catch-all bucket to highlight Students who did not meet earlier configured requirements in the hierarchy - investigate and resolve to the correct outcome above

View Outcome on Experience

- On opening Experience for the committee a student is linked to, drill into the individual student row
- Annual Outcome is listed under Stage Average on the left hand side
- Award Outcome is listed under Overall GPA on the right hand side

	Student ID	Term	Department	Programme	Mode	Annual Outcome	Approval Status
						Proposed Progression Outcome	Progression Status
						FAIL	CALCULATED
						SECOND CLASS HONOURS, GRADE I	CALCULATED
	A23492022	Yr 2024	Policy & Professional Practice	Bachelor of Education	Full-time		
	A21788149	Yr 2024	Biotechnology	BSc Biotechnology	Full-time		
	A22766961	Yr 2024	--	BA Jnt Hons (Media)	Full-time	THIRD CLASS HONOURS	OVERRIDDEN

Drill to review Precision Marks



A23492022 | Stage 2 | BSc Analytical Science

UNLOCKED

APPROVE

Annual/Stage Outcome

==

Stage Average

Final/Overall outcome (total credits not earned)

==

Overall GPA

Progression Outcome

Calculated On:

25/04/2023, 02:41:10 PM

Progression Status:

CALCULATED

Progression Status Summary

Classification Outcome

Calculated On:

Classification Status:

Classification Status Summary

- Both Outcomes and GPA/precision marks are also reported by the Broadsheet

Update Progression Outcome

- The [Scenarios listed](#) below in this document, may need to have Outcome updated and it is acceptable to do so
- Incorrect Outcomes not in these scenarios, should only be amended when all attempts to generate the correct outcome via Structured Progression have been exhausted and Registry have approved the update to be made directly in Experience
- Open the relevant committee in Experience
- Select relevant **stage** for the student needing amendment - this needs to be a stage for which Structured Progression was run for this student



Stage Selection Required

Select stage from stage dropdown to load Student population data

^

Stage - 1

Stage - 2

Stage - 4

Stage - 3

- Enter **ID** in search field and press enter

232401 LW Test

A1112223

×

FILTER

Selected Stage
Stage - 1

Press enter to search

<input type="checkbox"/> Student Name ↑	Student ID	Term	Department
---	------------	------	------------

- Student detail from the Structured Progression run will display for the stage
- If updating Annual or Stage outcome, click on **Proposed Progression Outcome** on the Annual Stage left hand side of Experience page
- If updating final or Award stage outcome, click on **Overall Classification Outcome** on the right hand side of the page
- Click on the Proposed Progression Outcome or Proposed Classification row
- Select the correct outcome from the dropdown

Proposed Progression Outcome	Update to 21 ▾	Proposed Classification
Stage Credit Required	Deferred	Re:
Stage Credit Attempted	First Class Honours	Att
Stage Credit Earned	Second Class Honour, Grade I	Ear
Compensated Credit Earned	Second Class Honours, Grade II	ule
Deferred Credit Earned	Third Class Honours	
Standard Credit Earned	Pass With Honours	
	Progress Carrying	

- Once you have selected a different outcome, an **UPDATE** button will appear in the Audit History section which usually does not have any UPDATE button showing

UNLOCKED
APPROVE

74.84
Overall GPA

Stage: 4 ▾ Audit History

Classification Outcome

Calculated On: 07/05/2025, 10:11:21 AM
b Status: CALCULATED
Classification Status Summary ▾

/4.84
Overall GPA

Stage: 4 ▾ Audit History

UPDATE

Classification Outcome

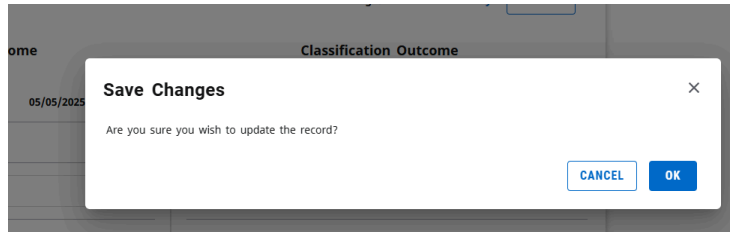
- Click the **UPDATE** button

Stage: 1  [Audit History](#) [UPDATE](#)

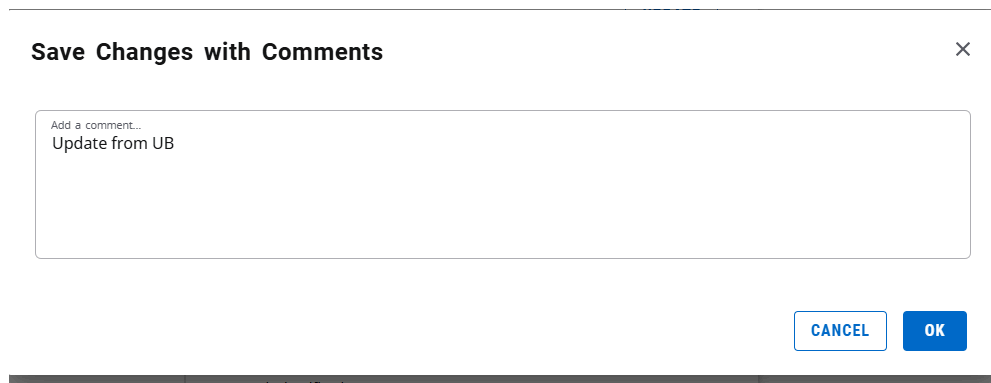
Progression Outcome

Classification Outcome

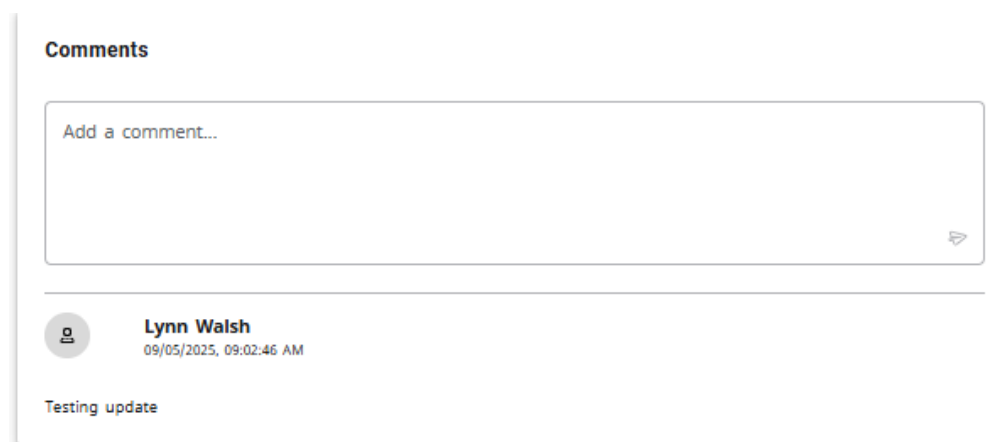
- Click **OK** to update the record



- A comment will be required now, briefly logging the reason for the update
- Enter a brief comment reason for Outcome update



- Click **OK** to save the amendment
- A message that Student Record has updated successfully will appear briefly and comment will show in the comment section



- Click the **back arrow** now to the **Student list** - *note it may take a few seconds to reload the list of students during which time a temporary "No Student Assigned message" will display*

:32401 LW Test

← Student Profile



No Student Assigned

No students are assigned to this committee yet

- On the Student List you can see **Progression Status** changed from **CALCULATED** to **OVERRIDDEN**, indicating that Outcome has been amended and a comment is in place

Student ID	Term	Department	Programme	Mode	Proposed Progression Outcome	Progression Status
A23409656	Yr 2024	Law & Government	BCL (Law & Society)	Full-time	SECOND CLASS HONOURS, GRADE I	OVERRIDDEN

It is not possible to update GPA/Precision Mark in Experience

- The Comment Box in Experience does not feed any other process** and is not a suitable repository for data so it is not suitable to use as part of the Structured Progression process
- Any remaining updates to GPA/Precision Mark which are not fixable, should be communicated to PAB via Broadsheet

Scenarios requiring update after Structured Progression runs

- Listed below are some updates requiring manual intervention specific to certain codes and programmes
- *Important to ensure Structured Progression **IS NOT** run again on the same student after some updates in case it will reinstate the amended value*

Update PH Progression Outcome for programmes which require to handle both codes H1-H3 and PH for Yr Abroad

- A number of students who take Y3 abroad, do not have any numeric modules to calculate a GPA but Banner doesn't discern a null GPA from 0. So update is required for those students with null GPA.
- Example programmes; CASE/COMBUS/COMSCI/DS/EC
- **Action: Update H3 to PH for those Y3 Abroad students identified locally**, in future they will be identifiable in Banner with the Y3 abroad registration
- Carry out the update on Annual Outcome on Experience per the instruction above.

Update U1-U3 Progression Outcome to Annual Progression Outcome

- Programme stage needs to cater for a range of credits, eg., student can register for 60 or 65 credits and the differential 5 credits are not a requirement to progress. SHASPAR can't repeat each H1-H3 outcome for 2 different credit values.
- Example programmes; AF, BPDT/BPM/BPY
- U1-U3 will be assigned in accordance with GPA/precision, to students who registered for 65 credits and who earned all 65. UF will be assigned to those who registered for 65 but earned less.
- **Action: for students given U1, UA, UB, U3, UF codes**
 - Verify the credits earned and determine the correct outcome
 - Update U1-U3 to honours codes for those who earned 65cr
 - Update UF to F for those who did not earn the required credits for the stage

1	DF	DEFERRED
2	U1	UPDATE TO H1
3	UA	UPDATE TO 21
4	UB	UPDATE TO 22
5	U3	UPDATE TO H3
6	H1	FIRST CLASS HONOURS
7	21	SECOND CLASS HONOURS, GRADE I
8	22	SECOND CLASS HONOURS, GRADE II
9	H3	THIRD CLASS HONOURS
10	UF	UPDATE TO FAIL



Update PW Programme Complete Annual Progression Outcome to Honours Code

- Students can continue on flexible programmes on one Banner stage but multiple academic years, so they need to be rolled to a new Term to allow enrolment on new modules.
- The outcome has to be generic on a continuing basis because students could earn a range of credits on a range of durations.
- This means that at Award stage we're still on Stage 1 therefore we can't differentiate merit outcomes - we can only recognise total credits achieved.
- .Example programmes; BATRS/BASM/EMLDAI/LLM
CRS/CRSPT/PCRS/CISE/DISE/GDGCO GCSL multi-stage P/T Masters, GDIPL9 degrees
- PW Programme Complete will be assigned as Annual Outcome in final stage when total credits achieved.
- **Action: for outcome PW**, update to an honours progression outcome as appropriate based on credits earned and GPA.
 - Verify the credits earned and determine Award Outcome
 - Update Experience to the Honours Code H1-H3

Update VA Award Outcome to Honours Code

- Complex weighting on modules or other regulation derogation impacting calculate, will result in incorrect Award Outcome.
- Example programmes; MCM, IS, IT, BAPY, BASM, BATRS
- VA Verify Prec. Mark and Class. will be assigned at Award Level when total credits achieved.
- **Action: for Award Outcome VA**, update to an honours progression outcome as appropriate based on credits earned and GPA.
 - Verify the credits earned and determine Award Outcome
 - Update Experience to the Honours Code H1-H3

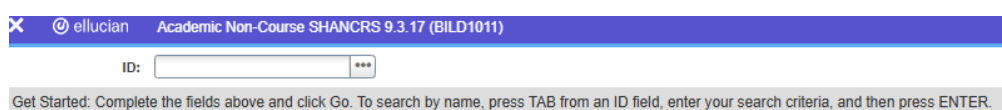
Update VPx Award Outcome to Honours Code

- This is a suggested Preponderance outcome- Faculty Office should check that Preponderance applies and if so, update the outcome to the correct Award outcome - see [full details](#)

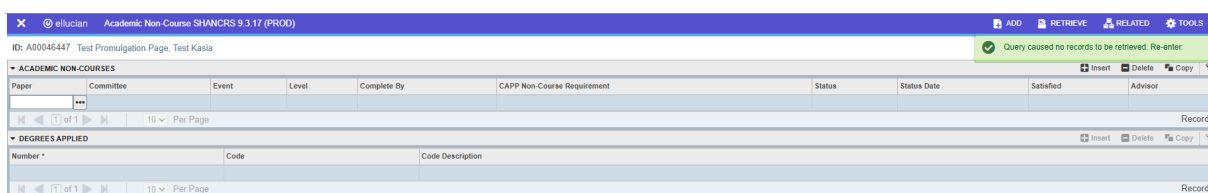
Specific to FHSS:

ALTS Programme - Input SHANCRS Non-course Requirement

- Programme requires to select students to exit with award from those to proceed to ALTSIN/YA
- Those exiting with ALTS will be graded Y in SHANCRS
- Open **SHANCRS Academic Non Course**
- Enter the first **Student ID** and click **Go**



- Click into the row titled **ACADEMIC NON-COURSES**



- Leave blank: Paper, Committee, Event, Level and Complete by
- Tab over to the field **CAPP Non-Course Requirement** and input **COMP**
- Tab onto **Status** and input **Y for those students who will exit with ALTS award, or N for those students who are eligible to proceed to ALTSIN/ALTSYA**
- As this is a requirement on ALTS, only those who receive Y, will trigger award level on ALTS programme

Non-Course Requirements Status Validation (STVNCST)

Criteria

Code	Description	Satisfied	ACTIVITY DATE
B	Start of approved period	Y	23/01/2025
C	End of approved period	Y	23/01/2025
E	Requirement Eliminated	Y	04/03/2020
F	Form Received	N	23/01/2025
M	Not Approved	N	23/01/2025
N	Requirement Not Met	N	04/03/2020
Q	Approved - Resub Required	N	23/01/2025
R	Rework Needed	N	04/03/2020
X	Issued to Examiner	Y	23/01/2025
Y	Requirement Met	Y	04/03/2020

1 of 1 Per Page Record 7 of 11

Cancel OK

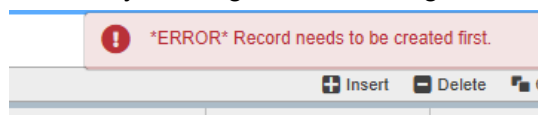
Student not proceeding to ALTSIN/YA gets Y

Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
COMP	...	Y	09/05/2025	Y	

Student proceeding to ALTSIN/YA gets N

Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
COMP	...	N	09/05/2025	N	

- **Status Date** should auto populate with the live date and **Satisfied** will update in line with the Status entered
- Click **SAVE** - you will get the following error if not saved



- It's very important now to link the above input row with the programme the student is on
- So navigate down to the next pane on same page: **DEGREES APPLIED** and click the 3 dots beside the **Number** field

DEGREES APPLIED		
Number *	Code	Code Description
1	BA	Bachelor Arts

1 of 1 Per Page

- Select ALTS programme BA Appl Lang & Transl Studies

✕ @ellucian Degree Summary SHADGMQ 9.3.30 (BILD1011)

ID: A00018214 Sheridan, Naoise J. Level: Campus: College: Degree: Term: Programme: Field of Study Type: Field of Study C

LEARNER OUTCOME SUMMARY

Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term
1	SO	202409	2025	

1 of 1 Per Page

CURRICULA SUMMARY - PRIMARY

Priority	Term	Programme	Catalogue	Level
11	202409	BAAppl Lang & Transl Studies	202409	Undergraduate

1 of 1 Per Page

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study
1	202409	Major	ALTS-Interm Ger & Begs Jpn
1	202409	Concentration	Full-time

- Click **SELECT** on the bottom right to go back to SHANCRS

CANCEL SELECT

- Sequence **Number** will have populated
- Tab to the next field **Code** and Banner will auto populate the selected Degree Code for ALTS

DEGREES APPLIED

Number *	Code	Code Description
1	BA	Bachelor Arts

1 of 1 Per Page

- Click **SAVE**
- That completes the grading

VE RELATED TOOLS

Start Over

Insert Delete Copy Filter

- Move to the next student by clicking **start over**
- Enter the next **Student ID** and repeat above series of steps until all students are 'graded'
- Review the associated committee for ALTS on Experience to verify that only those students selected for ALTS award have received Award outcomes i.e. overall classification

Preponderance

Annual Preponderance

- Annual preponderance is not delivered

Award Preponderance - without Previous Element Contribution (PEC)

- For non PEC programmes, award stage preponderance is out of box capability:
- It's configured as borderline credits applied to 50% of stage credits

Awards Classification Rules										
ES	Honours Code	Honours Description	Priority Order	Overall GPA From *	Overall GPA To *	Borderline GPA From	Borderline GPA To	Percentage (%) Credits for Overall GPA Honours	Percentage (%) Credits for Borderline Honours	Rule Number
	H1	FIRST CLASS HONOURS	1	69.50000000	100.00000000	69.00000000	69.49999999		50	19
	H21	SECOND CLASS HONOURS, GRADE I	2	59.50000000	69.49999999	59.00000000	59.49999999		50	19
	H22	SECOND CLASS HONOURS, GRADE II	3	49.50000000	59.49999999	49.00000000	49.49999999		50	19
	H3	THIRD CLASS HONOURS	4	0.00000000	49.49999999					19

Award Preponderance - with Previous Element Contribution (PEC)

- Award preponderance for PEC programmes, if configured in the same way, would grant preponderance against all credits in the PEC umbrella, instead of the final stage credits
- So for PEC programmes, we are using an outcome of VP1 to VP3 to identify any students given proposed preponderance at award stage
- This allows identification and control of proposed preponderance for the purposes of governance and reporting
- **Action:** For any student assigned a VP outcome, review the student's results to verify that preponderance applies for the final stage, before upgrading to the proposed honours outcome H1-H3.

Awards Classification Rules										
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