

**INSTRUCTIONS AND DESCRIPTION OF DEANS' AND GRENFELL CAMPUS VICE-
PRESIDENT'S LIST CANDIDATES REPORT**

Through Faculty Web Select the Dean/Dir/Prin List Candidate Report: (or SWRDEAN on GUI)

Input Parameters:

Academic Year	Specify 2018
Faculty	Use the two-character code for your Faculty/School (e.g. MU for Music, BU for Business, etc.)
Credit Hour Load Cutoff	Normally, this would be 27 credit hours; however, you may wish to go lower, say 24 or 21, if you will consider candidates who have completed fewer than 27 credit hours in the nominating period
GPA Cutoff	The GPA cutoff is based on the three semesters in the nominating period. Normally, this would be 3.5; however, if you are considering only two-term combinations, you may need to use a GPA lower than 3.5
Skip Line or Page	Inserts a line break or page break between student records

Once the Report has been run:

Output for each Candidate:

Student Name; Student ID; Academic Term or Year
GPA over the nominating period
Average over the nominating period
Overall course load in the nominating period
The two term combinations of GPA, average, course load (i.e., Spring-Fall, Spring-Winter, and Fall-Winter)
Cumulative GPA and course load
All undergraduate and graduate degrees / diplomas / certificates awarded or pending (faculty, degree, term, graduation date, status description)
Registration campus for each term
Program of Study 1 for each term (faculty, degree, major1, major2, minor1)
Program of Study 2 for each term (faculty, degree, major1, major2, minor1)
Course information for each term (subject, number, campus, numeric and letter grades, points, GPA hours, course load, repeat indicator)

The Output sorts students in **descending** order by the 3-semester nominating period. First by GPA, then by average and then by course load.

Selection:

Includes all undergraduate students who were actively registered in at least one term in the nominating period and who meet the criteria specified in the Input Parameters. Also includes students who have been awarded an undergraduate degree from the Faculty/School specified at the Fall convocation of the nominating period or are eligible to graduate at the Spring convocation in the nominating period.

If the faculty input parameter is equal to UNSPECIFIED, then students whose faculty on their undergraduate student record was UNSPECIFIED for **ALL** terms in the nominating period will be selected. (This may be useful for Arts and Science, in addition to the normal Faculty specification).

Also, only students who have a calculated GPA over the 3 terms in the nominating period (i.e., previous Spring, Fall and Winter) greater than or equal to the minimum GPA cut-off specified in the input parameters are included.
Note: the calculated GPA is truncated to 2 places after the decimal.

INSTRUCTIONS AND DESCRIPTION OF REPORT FOR GRADUATING STUDENTS ON DEANS' GRENFELL CAMPUS VICE-PRESIDENT LIST ELIGIBLE FOR SPECIAL AWARD

Through Faculty Web Select the Dgr Candidates on 3+ DDP Lists (or SWRC503 on GUI):

Input Parameters:

Convocation Term(s)	Convocation terms are tied to most recently completed academic terms eg. the October 2018 Convocation term was 201703 and the May 2019 Convocation is 201802. You may specify more than one term.
Faculty	Use the two-character code for your Faculty/School (e.g. MU for Music, BU for Business, etc.

Once the Report has been run:

Output:

The output in the report will be all students (id's, names, and List entries) graduating in the convocation term(s) specified and with a degree from the faculty/school (code) as specified, who have "List" on their records three or more times. The "List" may be from areas other than your own.

Caution:

In order to get the most up-to-date report output, you will need us to key the Deans'/Grenfell Campus Vice-President's List candidates on the students' records. Our turnaround time is normally very good. So, after you submit your "Lists" each year, if you would like to use this new report, feel free to contact Krista Butt (ext. 2676 or regadmin@mun.ca) a few days later to confirm that keying is complete, or ask to be notified when the submission has been keyed.