

Graduate Standing (GRA) Student Groups

New Students

Newly admitted students will not be automatically coded based on their acceptance status of

There are two common GRA s

GRA 1: Conditionally Classifie

GRA 2: Classified

Additional post-baccalaureate
and certificate programs:

GRA 4: Post-baccalaureate un

GRA 5: Post-baccalaureate cla

GRA C: Post-baccalaureate C

NOTE: Catalog language can be reviewed on page 6. [Quick Link](#)

Active Students

Continuing post-baccalaureate and graduate students will require an updated GRA student group as they progress in their plan of study. Some programs require certain GRA codes for course enrollment. Standings via various queries

standing as they meet program milestones.

experience should be coded GRA 3, or if the program

s.

Inactive/Non-Active Students

Quick Reference Guide (QRG)

GRA/Student Group Queries

4. Don't forget to hit SAVE! Confirm change has been made and student will be updated immediately.
5. If the student already has a HOLD due to missing a GRA code, the change is immediate, but the Hold can take 24 hours to be removed.

Activate/Inactivate GRA Codes for Active /Current Students

1. When updating a new GRA code make sure to first add the new GRA code, hit save, and then start the process to inactivate the outdated GRA code. For example, a student is moving from GRA2 to GRA3.
2. In the Academic Institution Details box create a new student group by using the (+) sign on the right hand-side. Using the magnifying glass in the *Student Group section, choose the new GRA code for the student. Add verbiage to the *C0.002ring au.004 Tc -0.002 Tw 0.5 0 (s)4 (t)8-

Quick Reference Guide (QRG)

5. In the same location, confirm the effective change has been updated to today's date. Then in the *Status, use the down key arrow to change the verbiage from Active to Inactive. Add comments if needed.

6. Save the new change and refresh to verify that you have only one Active GRA code for the student.

7. If an incorrect change was made or a GRA code was incorrect. Future-date the corrected change for the next day if Peoplesoft displays any error messages that the change can not be completed.

NOTE: Inactivating a GRA code helps with eliminating duplicate GRA records for a single student in queries and helps data analysis of our student progression for graduate studies.

Inactivate Non- Active /Inactive Students

Quick Reference Guide (QRG)

Division of Graduate Studies – [Catalog Link](#)