**Notes Returning Students:**

For students requesting to return to complete their graduate degree, you may want to start your inquiry in Banner by checking in these areas of the system:

**SGASTDN** – (I suggest checking here 1st under the *Student Status* option will indicate status)

AS Active

IS Inactive

WD Withdrawn

WG Withdrawn/Graduated

**SPACMNT** – Here you can ascertain whether the student left on good standing or not, there may be a note

**SHATERM –** Also check here where it will indicate ‘W’ or ‘NCR’;

**SZRPGPR** –

Check a student’s academic record to determine that they did **not** receive an NCR for any two quarters of Core course work. If they have received NCRs for any two courses which may be sequential or non-sequential are grounds for dismissal. This includes the repetition of any Core course.

*Process for LOA’s*:

If the Student(s) leave the College in ‘Good Standing’ can return to the College without permission from the Director

If the Student(s) leave the College in ‘Bad Standing’ **MUST** go through the Director for re-entry. Bad Standing refers to how the student left the College we will need to check in the above mentioned areas in Banner to determine that status. You may have to check in the vault at R & R to review the academic file (*R & R will not allow you to make copies of the file*), if the students file is **not** found in the vault you will have to go to archives to locate the file.

The AD must research the background of the student’s academic file to ascertain whether the student will succeed.

\*FYI-When there is no activity on a student record for 30 consecutive calendar days Banner will automatically deactivate the students file