

View Excluded Academic Work - Settings

Location(s):

myNKU

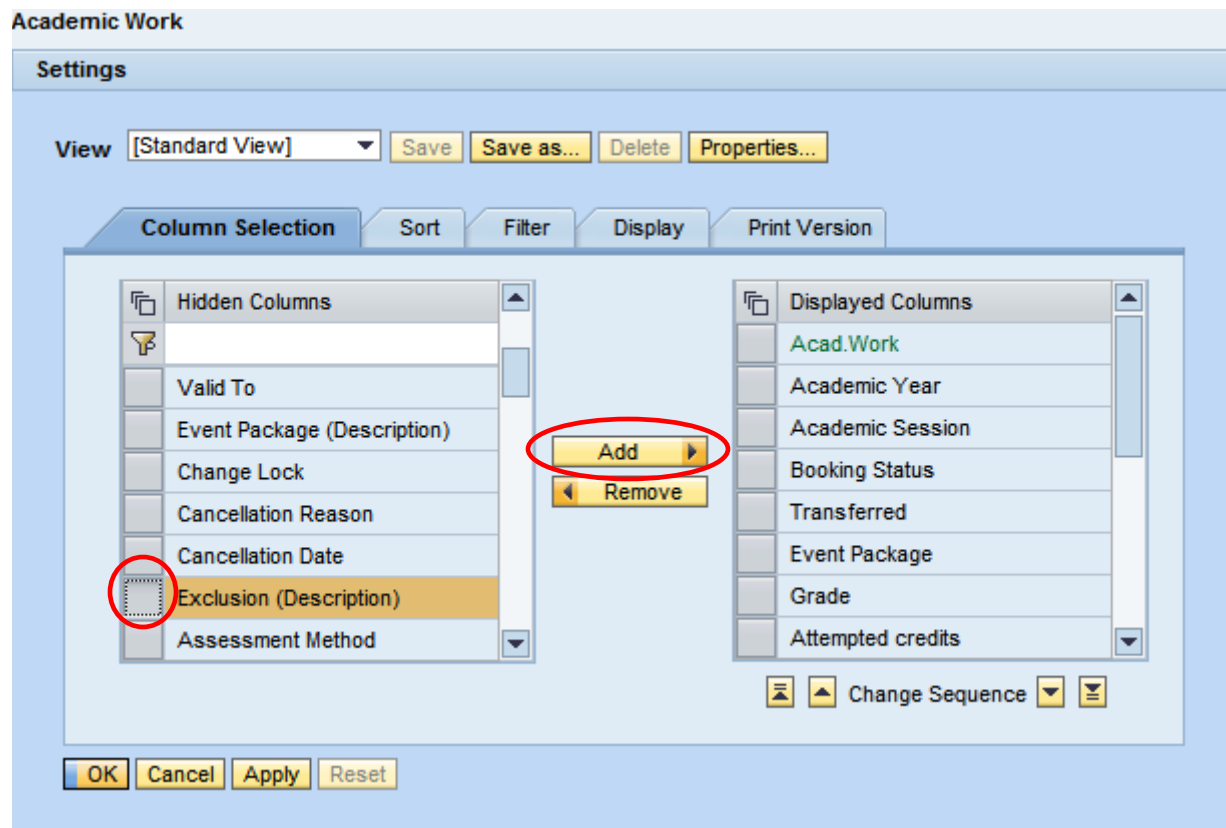
Purpose: Perform this procedure when you need to display exclusion reasons for student academic work.

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Academic Advising tab.
3. Open a student record.
4. Select Academic History tab.
5. Select Academic Work sub tab.
6. Click Settings.

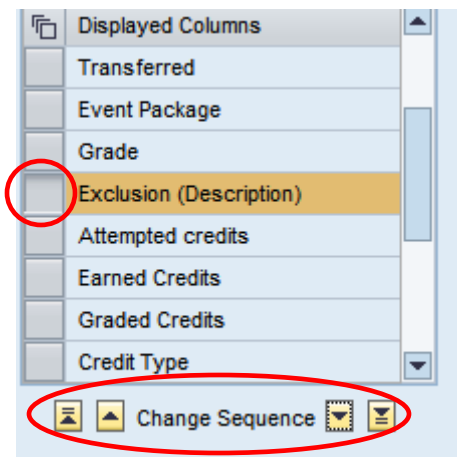
The screenshot shows the 'Academic History' tab selected in the top navigation bar. Below it, the 'Academic Work' sub-tab is active. The page displays a table of academic work records with columns for Acad Work, Academic Year, Academic Session, Booking Status, Transferred, Event Package, Grade, Attempted credits, and Earned Credits. A callout bubble labeled 'Settings link' points to a 'Settings' link in the top right corner of the table area.

Acad Work	Academic Year	Academic Session	Booking Status	Transferred	Event Package	Grade	Attempted credits	Earned Credits
ART 299	2010-2011	Fall	Booking Cancelled	<input type="checkbox"/>	Section 001		0.00	0.00
ARTC440	2010-2011	Fall	Booking Cancelled	<input type="checkbox"/>	Section 001		3.00	0.00
ARTP230	2010-2011	Fall	Booking Cancelled	<input type="checkbox"/>	Section 002		3.00	0.00
ARTR374	2010-2011	Fall	Booking Cancelled	<input type="checkbox"/>	Section 001		3.00	0.00
ARTS360	2010-2011	Fall	Booking Cancelled	<input type="checkbox"/>	Section 001		3.00	0.00
ART 300	2009-2010	Summer	Completed Unsuccessfully	<input type="checkbox"/>	Section 001	F	3.00	0.00
ARTO411	2009-2010	Summer	Completed with Success	<input type="checkbox"/>	Section 001	A	3.00	3.00

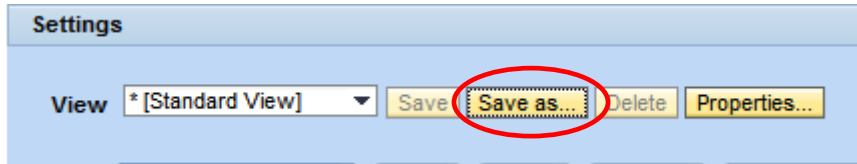
7. Select Exclusion (Description) from the Hidden Columns.
8. Click Add.



9. Select a Displayed Column to Change Sequence and reorder the displayed columns.



10. Click Save as... to save the view.



11. Enter a Description.

12. Check Initial View if you desire the new view to be your default view.

13. Click OK.



14. The newly created view will appear.

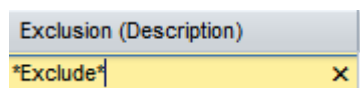
Academic Work

View: * Exclusion Reason | Print Version | Export | Update Performance Index | Delete Filter Setting

Acad. Work	Academic Year	Academic Session	Booking Status	Transferred	Event Package	Grade	Exclusion (Description)	Attempted credits
MAH 099	2005-2006	Spring	Completed with Success	<input type="checkbox"/>		C	Exclude GPA Data	3.00
PHE 120	2005-2006	Spring	Completed with Success	<input type="checkbox"/>		A		1.00
PHE 122	2005-2006	Spring	Completed with Success	<input type="checkbox"/>		A		1.00
RAD 101	2005-2006	Spring	Completed with Success	<input type="checkbox"/>		A		1.00
ARTC342	2005-2006	Fall	Completed with Success	<input type="checkbox"/>		A		3.00
ENG 200	2005-2006	Fall	Completed with Success	<input type="checkbox"/>		A		3.00
MAH 099	2005-2006	Fall	Booking Cancelled	<input type="checkbox"/>		W		3.00
PHI 150	2005-2006	Fall	Completed with Success	<input type="checkbox"/>		A		3.00
ART 340	2004-2005	Spring	Completed with Success	<input type="checkbox"/>		A		3.00
ART 240	2004-2005	Fall	Completed with Success	<input type="checkbox"/>		A		3.00
ENG 200	2004-2005	Fall	Completed Unsuccessfully	<input type="checkbox"/>		F	Repeat-Excluded	3.00
MAH 095	2004-2005	Fall	Completed with Success	<input type="checkbox"/>		B	Exclude GPA Data	3.00
SPE 101	2004-2005	Fall	Completed with Success	<input type="checkbox"/>		C		3.00
ANT 110	2003-2004	Spring	Completed with Success	<input type="checkbox"/>		C		3.00
CEP 101	2003-2004	Spring	Completed with Success	<input type="checkbox"/>		A		2.00
MAH 095	2003-2004	Spring	Completed Unsuccessfully	<input type="checkbox"/>		F	Exclude GPA Data	3.00

To filter on Exclusion Academic Work:

1. Type *Exclude* in the filter area for the Exclusion (Description) field.



2. Only excluded academic work will display.

Academic Work

View: * Exclusion Reason [Print Version](#) [Export](#) [Update Performance Index](#)

Acad.Work	Academic Year	Academic Session	Booking Status	Transferred	Event Package	Grade	Exclusion (Description)
							Exclude x
MAH 099	2005-2006	Spring	Completed with Success	<input type="checkbox"/>		C	Exclude GPA Data
ENG 200	2004-2005	Fall	Completed Unsuccessfully	<input type="checkbox"/>		F	Repeat-Excluded
MAH 095	2004-2005	Fall	Completed with Success	<input type="checkbox"/>		B	Exclude GPA Data
MAH 095	2003-2004	Spring	Completed Unsuccessfully	<input type="checkbox"/>		F	Exclude GPA Data
ENG 090	1997-1998	Fall	Completed with Success	<input type="checkbox"/>		B	Exclude GPA Data
LAP 090	1997-1998	Fall	Completed with Success	<input type="checkbox"/>		P	Exclude GPA Data

Exclusion	Description
Academic Renewal (previously known as Bankruptcy)	Removes hours and GPA (student initiated and the exclusion is applied to all courses within the semester)
Repeat-Excluded	Removes earned hours and GPA after student takes a course a second time (student initiated)
Exclude Earned Hours	Removes earned hours only (mainly used during graduation)
Exclude GPA Data	Course is not calculating in GPA (mainly used with remedial courses)
No Grade	No grade received for course
Exclude Credit	Removes the earned hours and GPA from the course (mainly used when graduating)
Auditing	Student is taking class for no grade or credit