

## Calculator Instructions

1. Click on the "Academic Status Calculator" link above.
2. Select Save.
3. Save the file to a location where you can easily find it.
4. Find the file where you saved it and double-click on that file.
5. Fill in the gray areas with information from Banner.
6. Academic Status will be from Banner for the current status and the user will need to determine the status for the remaining Academic Status slots. Retention credits change with clemency/repeat actions, as a result use the GPA calculated and the retention hours on each line to determine status after each action.
7. I would recommend using a "C" in the new grade projection to see the worst case scenario. I would recommend that you put the repeat courses in a certain order. I have found that if you place first in this category what the student will take only in their first semester back, you can then make a copy. This will help you determine what the student's status will be at the end of the first semester back. You can then add the remaining courses that will be repeated to see what the potential is for repeats.
8. It is recommended to put the courses the student will be repeating in a certain order. Place what the student will take during their first semester back, then make a copy. This will be the student's status after the first semester back. Remaining courses can now be added to see the potential of all poor grades being repeated.
9. Under the new repeat policy all repeated courses, 1997 and later, will be excluded in the cumulative GPA you entered in the first set of gray boxes. Do not put these again in the repeat section, use only the ones identified as included (I) in the repeat section.
10. To see the worst case scenario, it is recommended to use a "C" for the course grades repeated in the new grade projections.

[You will need to have Microsoft Excel installed on your computer to use this file.](#)