

Seeking Revision to the approved Student Status Code Listing

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

Revision	Description	Author	Date
1	Process drawn from Decision Code Approval process	VH	13/04/2023
2	2.5 augmented to include ACMS reference	VH	08/06/2023
3	Addition of last bullet in 2.5 to reflect how change communicated & update to reflect PEG Convenor role.	VH	09/10/2023

1. Summary and other guides this links to

The *Student Status Code* is a field used in SITS to denote the status of a student's record. This purpose of this PASS Process Guide is to outline the process for requesting creation of a new student status code or a change to an existing student status code.

The [list of student status codes](#) is governed via an annual report from the Academic Registrar to the last University Quality & Standards Committee (UQ&SC) meeting of the session.

Student Status Codes are used by colleagues in the School Support Service, Global Online, TNE team, the Academic and Student Lifecycle (ASL), Planning & Business Intelligence, International & Visa Support and Finance.

This guide reflects that due to the business processes, downstream systems and reporting implications of the Student Status code, any proposed amendment to a student status code must go through the Information Services change management process (ACMS). This change management process requires approval from the systems managers of Agresso, HR Connect, Moodle, Syllabus Plus, CRM, Data Warehouse and Cognos.

2. Step-By-Step Instructions

Please note that whenever the answer to each of the below statement is “no”, feedback on the reasons why the proposal was rejected will be sent to the proposer and any other stakeholders already consulted.

- 2.1 A case and rationale for a new Student Status code, or alteration to an existing code, is proposed.
- 2.2 The PASS Enhancement Group Convenor considers the proposal:
 - If **no**: A feedback to the proposer is sent highlighting an existing code that can be used or explaining why the proposed code is not needed.
 - If **yes**, continue below.
- 2.3 The PASS Enhancement Group Convenor consults with the Academic Registrar for their feedback and, if the request progresses, raises a Unidesk call to seek approval from systems managers of Agresso, HR Connect, Moodle, Syllabus Plus, CRM, Data Warehouse and Cognos. Through this unidesk call agreement on the proposed code is sought and approval is a:
 - no**: A feedback to the proposer is sent highlighting the existing code that can be used or why this code is not needed.
 - yes**, continue below.
- 2.4 The Academic Registrar seeks approval from the Vice Principal of Learning and Teaching (usually through the VP’s advisory group):
 - If **no**: A feedback to the proposer is sent highlighting the existing code that can be used or why this code is not needed. The stakeholders in 2.3 are informed through a unidesk call to the ASL team.
 - If **yes**, continue below.
- 2.5 Approval is granted to create a new student status code or to change an existing code:
 - The PASS Enhancement Group Convenor updates the stakeholders in 2.3 through a unidesk call to the Academic and Student Lifecycle (ASL) team. ASL team use this information to raise an item on S3 behalf that goes to relevant system managers for approval. The approval of those systems managers is needed before the change can be applied to the system. The request can be held as approved if requested. If there is an issue with the approval this is raised with the Academic Registrar.
 - Q&SC is advised of the new or changed student status code (usually at the last meeting of the session).

PASS Enhancement Group Convenor updates the [Student Status code](#) listing and communicates the change to members of PEG and to wider University through intranet update.

3 *Additional Information*

In session change to student status codes are avoided where possible.