

How to delete a progression record

Process Overview



Step by Step Instructions

1. Click the edit button on the student's progression line

General Surgery (Online Distance Learning) (ChM) (Part-time) – Year 1 – 2017/8								
	Student ID 🗘	Name 🕽	Exam no. 🗅	Progression decision \uparrow	Status 🗅			
				No decision yet	🗕 🖌 Edit			
				No decision yet	<i>∎</i> Edit			
				No decision yet	<i>∎</i> Edit			

This will take you to the student's individual progression record.

2. Click the link "Remove progression record" at the bottom of the page

Progression de	tails	Student details			
Progression	No decision yet	Edit	Programme	General Surgery (Online Distance Learning) (ChM) (Part-time)	
			Year of Programme	Year 1	
			Academic year	2017/8	
			Status		
Notes					
internal note		Note for	Note for student		
Calculation					
Calculations	Course marks profile				
Calculations	Course marks profile				
Calculations	Course marks profile				
Calculations	Course marks profile				
Calculations	Course marks profile				



This will open a pop up box asking you to confirm the action.

3. Confirm the action by clicking Remove progression record

Remove progression record							
Student							
Programme	General Surgery (Online Distance Learning) (ChM) (Part-time)						
Academic year	2017/8						
Are you sure you want to remove this progression record?							
	Close Remove progression record	d					

This record has now been removed.

If you the student has a matriculated status you will not be able to delete the record and will see an error:

Error removing progression record				
Student				
Programme	General Surgery (Online Distance Learning) (ChM) (Part-time)			
Academic year	2017/8			
▲ There was a problem deleting this progression record. This student is still fully matriculated on this programme and cannot have the progression record removed.		se		

If you need the record added back for any reason, please contact Student Systems.