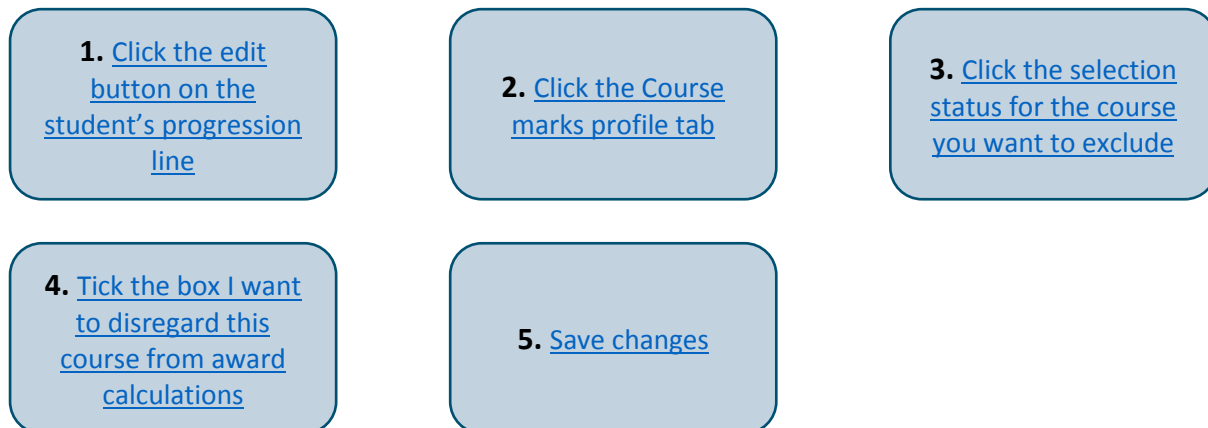





How to exclude a course from award calculations

Process Overview



Step by Step Instructions

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

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8					
<input type="checkbox"/>	Student ID ↓	Name ↑	Exam no. ↑	Progression decision ↓	Status ↑
<input type="checkbox"/>				Progression decision deferred: credits needed	Ready for board 
<input type="checkbox"/>				Progress to dissertation	Ready for board 
<input type="checkbox"/>				MSc With Distinction Progression: Award Diploma	Ready for board 

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



2. Click the Course marks profile tab

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8 PTMSCADNUP1F • 17 students

[Save changes](#) [Close](#)

Progression details

Progression Progression decision deferred: credits needed [Edit](#)

Student details

Programme	Advancing Nursing Practice (MSc) (Full-time)
Year of Programme	Year 1
Academic year	2017/8
Status	Ready for board

Notes

Internal note

Note for student

Calculation

[Calculations](#) [Course marks profile](#)

Calculation	Expected	Calculated	Status
RPL credits	≤ 40	0	✓ Successful

Actions

[Calculate](#)

Change status

[Mark as Ready for Board](#)

[Ratify](#)

[Publish](#)

[Reset status](#)

Show/hide columns

Student ID

Student Name

Examination number

Show/hide rows

Hide published rows

Only show completing students

3. Click the selection status for the course you want to exclude

Calculation

[Calculations](#) [Course marks profile](#)

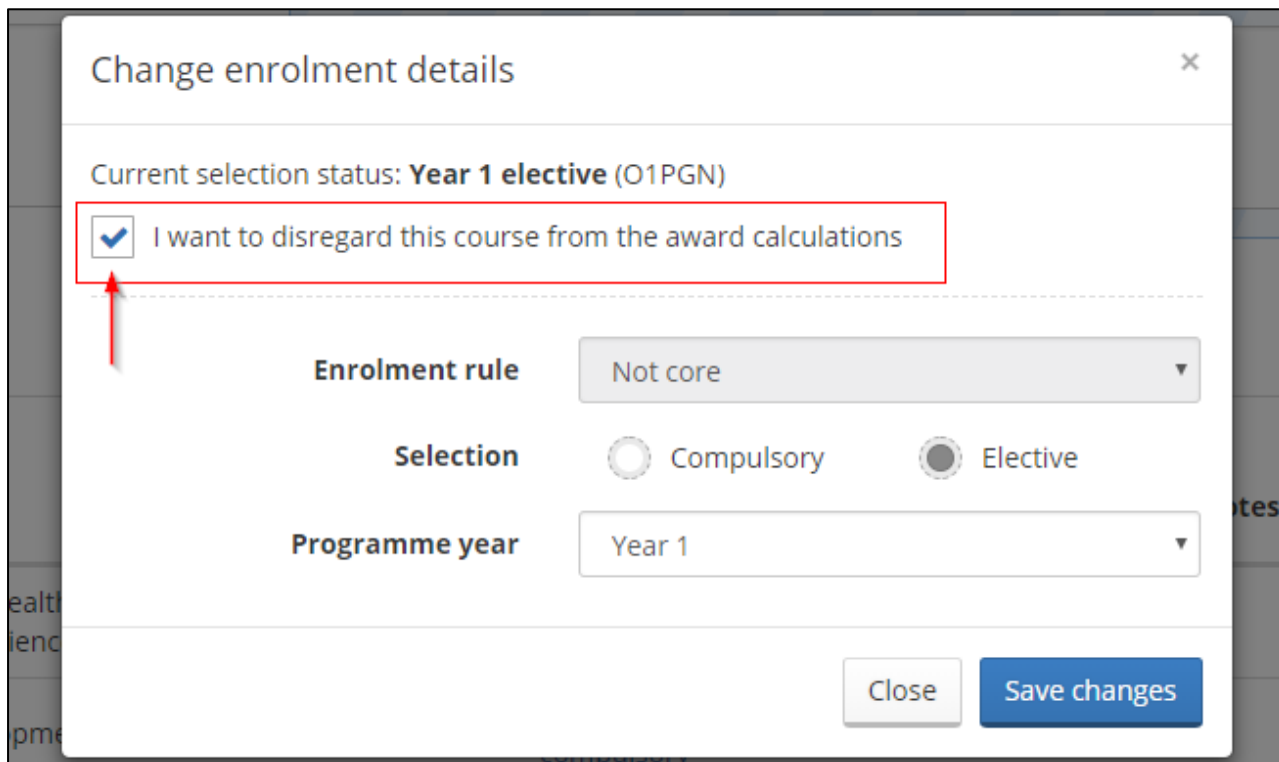
Academic year	Course code	Course name	Credits sought	Selection status	Mark	Grade	Credits gained	Status	Notes
2017/8	NUST10050	Contemporary issues in mental health: engaging through the arts, humanities and social science	20	Year 1 elective					
	NUST11059	Professional and Personal Development	20	Year 1 compulsory					
	NUST11075	Supervised Reading (20 credits)	20	Year 1 elective					
	NUST11077	Research Methods in Nursing and Health Care B (20 credits)	20	Year 1 elective					
	NUST11078	Research Methods in Nursing and Health Care A (20 credits)	20	Year 1 compulsory					
	NUST11087	Global Public Health: A critical approach to health improvement	20	Year 1 elective					

[Save changes](#) [Close](#)

This will open the “Change enrolment details” pop up box.

4. Tick the box “I want to disregard this course from award calculations”

The options to change enrolment rule, selection and programme year will then be greyed out.



Change enrolment details

Current selection status: **Year 1 elective** (O1PGN)

I want to disregard this course from the award calculations

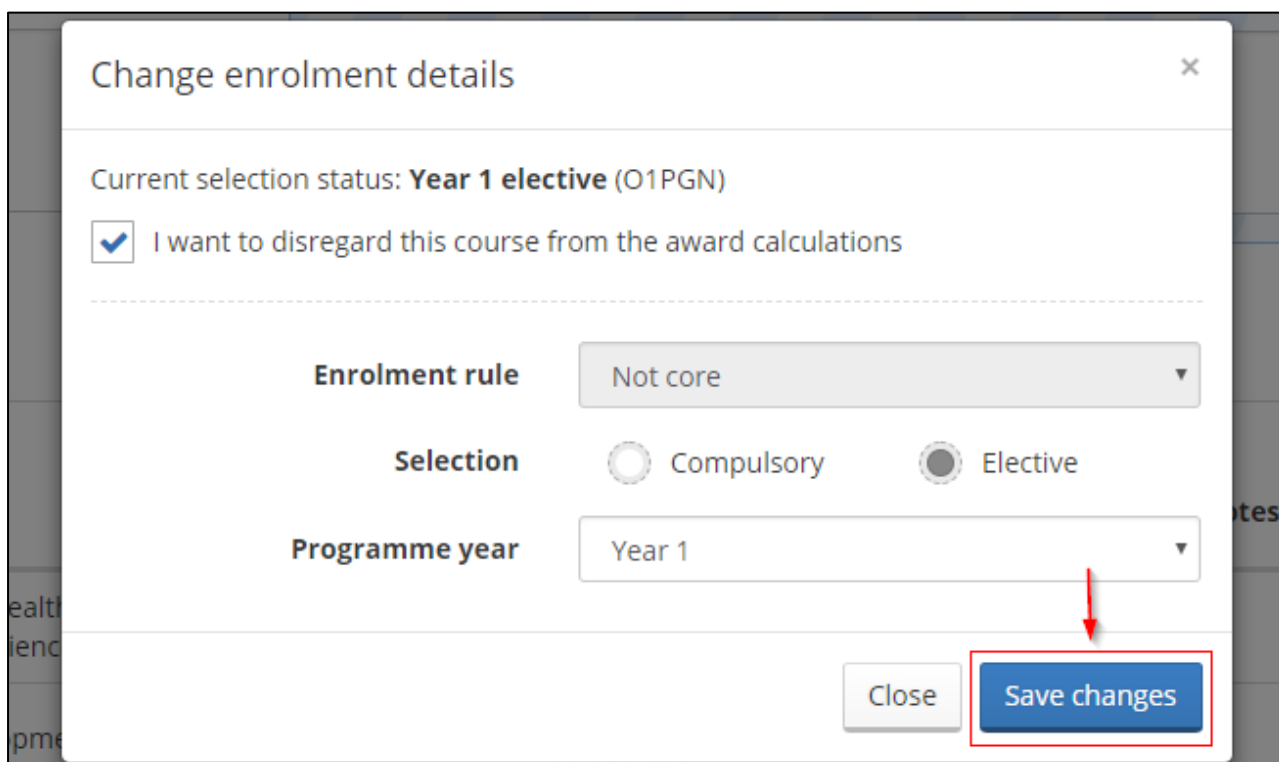
Enrolment rule Not core

Selection Compulsory Elective

Programme year Year 1

Close Save changes

5. Save changes



Change enrolment details

Current selection status: **Year 1 elective** (O1PGN)

I want to disregard this course from the award calculations

Enrolment rule Not core

Selection Compulsory Elective

Programme year Year 1

Close Save changes

The selection status will now change to read “Excluded due to Special Circumstances”.