How to exclude a course from award calculations

Process Overview

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

2. Click the Course marks profile tab

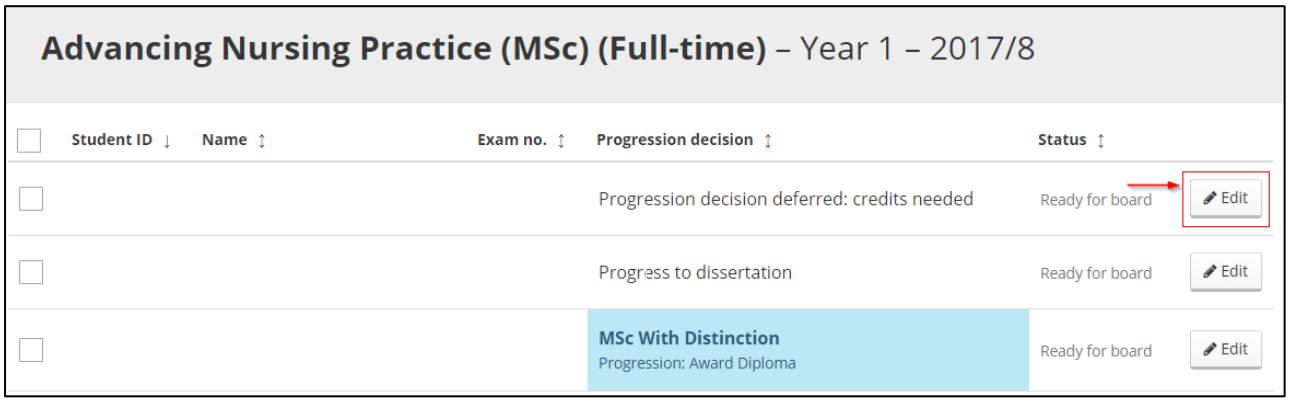
3. Click the selection status for the course you want to exclude

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

5. Save changes

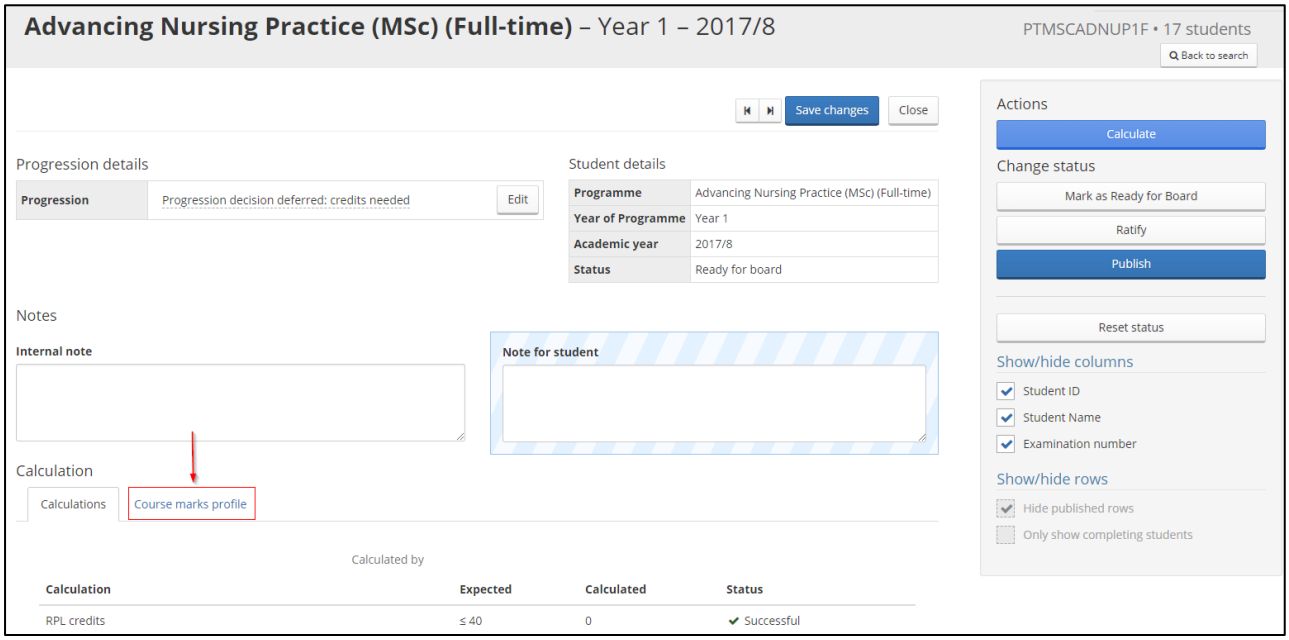
Step by Step Instructions

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



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

2. Click the Course marks profile tab

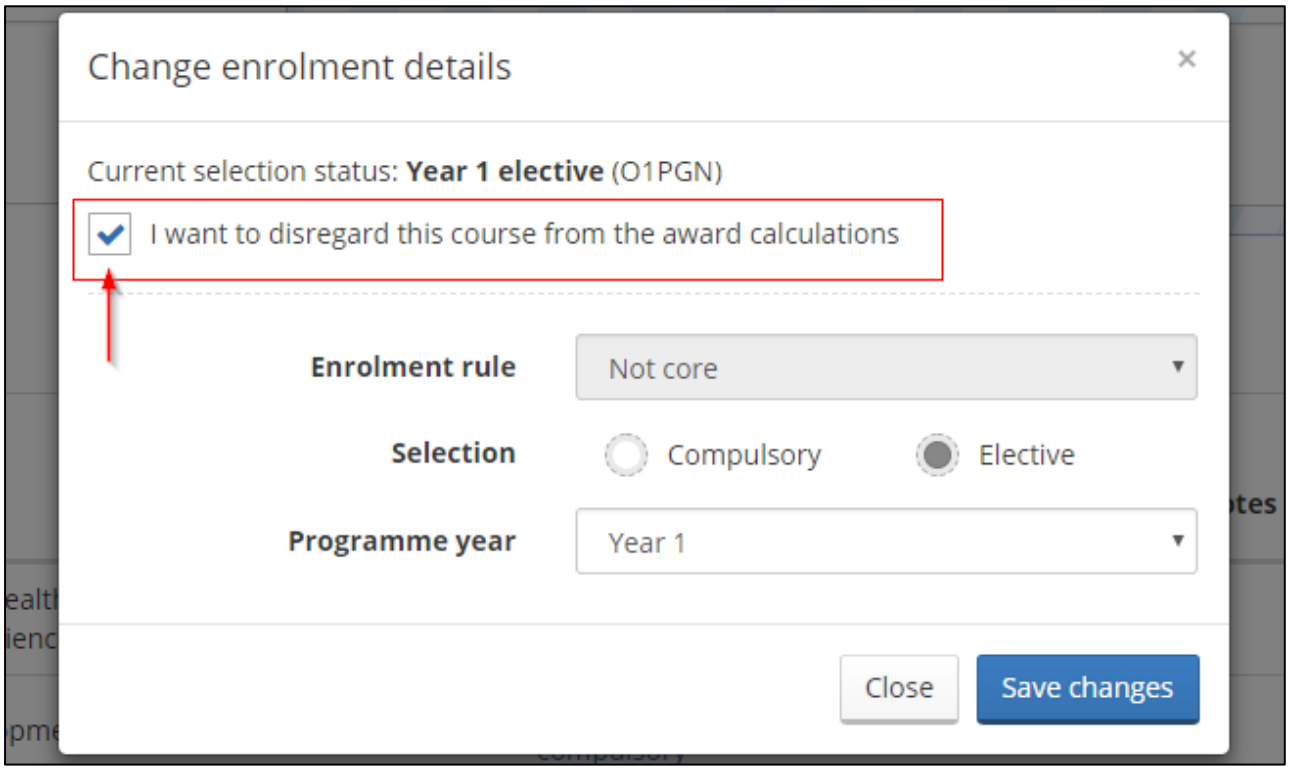


3. Click the selection status for the course you want to exclude

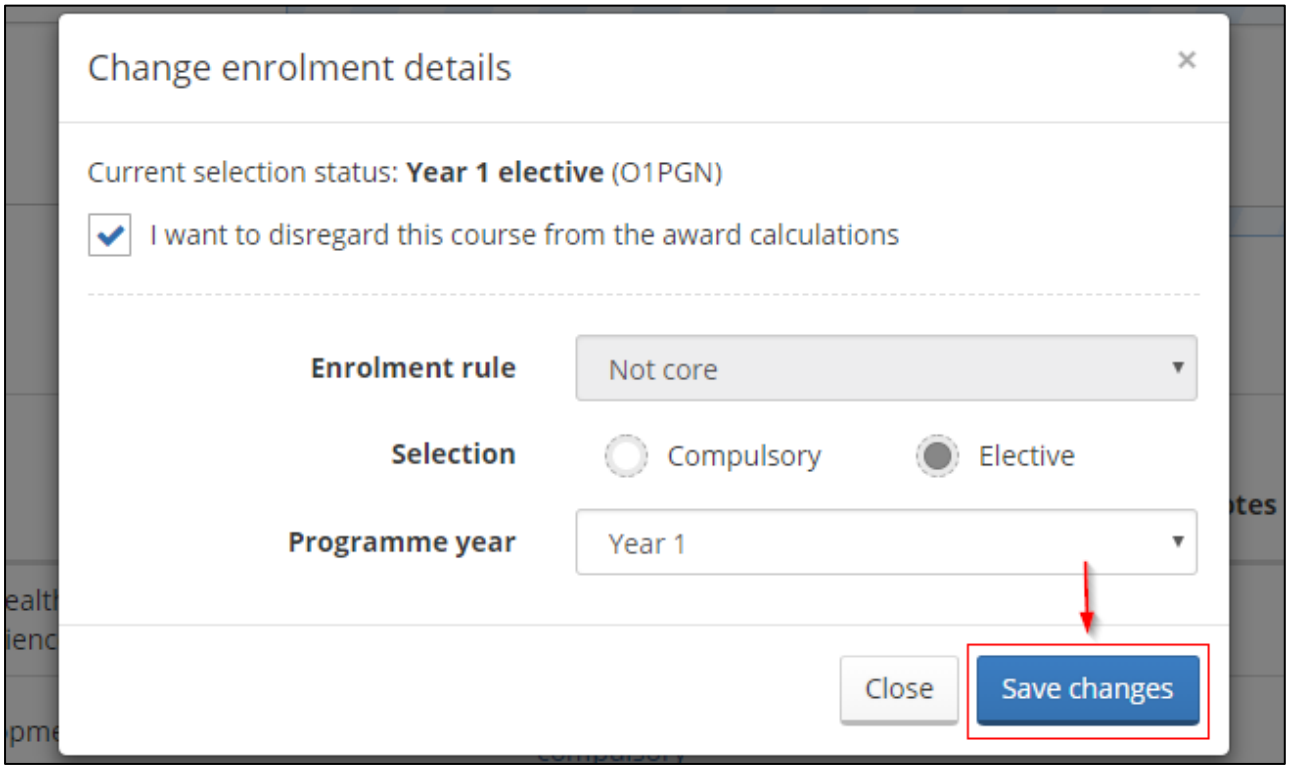
This will open the “Change enrolment details” pop up box.

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.



5. Save changes



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