Flowchart for Off Track Processing

Beginning of Term to Midterm Processing for students who have not changed their major.

If you’re trying to give a student time to correct their tracking issue(s), the trick is that you must update the Reviewed Status in the PS Advisor Tracking Tool before CT processing runs so that students do not end up on the S74 list. Once the S74 indicator is on a student record, how they’ll be evaluated at end of term (EOT) is impacted. Both removing the S74 indicator, or allowing an S74 indicator to transition to an S67 hold, affects how their tracking is impacted at EOT and they will not be considered twice off-track for any reason and not considered for S67 at EOT.

Legend
S74 = potentially twice off track indicator
S67 = twice off track hold
S57 = once off track hold

*Student receives midterm S74 indicator

Student receives S57 hold at midterm (unless reviewed status in PS Advisor Tracking Tool is changed to Reviewed – No Hold while reviewing S74 list, then they receive no hold)

Student will receive an S67 hold at midterm. Student must change major (or in fall semester be administratively changed), or get back on track.
After Midterm Processing to End of Term (EOT) for students who have not changed their major.

- **S74 indicator removed at midterm** - any student who received an S74 and had it removed at midterm can only be once off track at EOT

  - **Student did not correct the critical tracking deficiency** and
    - did not receive a grade of D/E, or drop, any critical tracking course
    - is not off track for any milestone or completion check

  - **Student did correct the critical tracking deficiency** but is off track for new reason:
    - did receive a grade of D/E, or dropped, a critical tracking course, and/or
    - is off track for any milestone or completion check

  - **At EOT student is evaluated as once off track and will receive the S57 hold**

- **PS Advisor Tracking Tool Status = Reviewed** – No Hold

- **PS Advisor Tracking Tool Status = Reviewed** – Yes Hold

  - **Review status has no bearing on holds being placed at end of term. If student is off track they will receive a hold (S57 or S74/S67)**

  - *Best practice: whenever working a SF Advisor Portal case, also update the PS Advisor Tracking Tool Reviewed Status. Even though holds are not impacted by Reviewed Status at EOT, it creates consistency and also allows for quick sorting/filtering of EOT lists to see which students you’ve already reviewed.*

- **Off Track**

- **Off Track**

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  - **PS Advisor Tracking Tool Status = Not Reviewed (N)**

- **Student receives S74 indicator at EOT for being potentially twice off track for new reason (those who had S74 at midterm for first reason are not included)**

  - **Advisor removes S74 indicator in PeopleSoft**

  - **Advisor leaves S74 indicator in PeopleSoft**

  - **Student will receive an S57 hold**

  - **Student will receive an S67 hold**

  - **Student will receive an S57 hold**

  - **Student will receive an S67 hold**

  - **EOT critical tracking: Student will be twice off track and receives change of major messaging**