

Description: This quick guide provides definitions for common Workday Student abbreviations, terminology, and the Colleague to Workday crosswalk.

Applies to: All Deans, Academic Unit Chairs, Academic Coordinators, staff, faculty, and students.

WORKDAY STUDENT TERMINOLOGY

Abbreviation	Word/Phrase
ACD	Adjusted Completion Date
APR	Academic Progress Report
AR	Academic Requirement
ASR	Academic Standing Rule
AU	Academic Unit
BP	Business Process
EIB	Enterprise Interface Building (Spreadsheet upload tool)
GR	Graduate
ILT	Instructor Led Training
MTP	Move To Production
NC	Non-Credit
POS	Program of Study
SAP	Satisfactory Academic Progress
TC	Transfer Credit
UG	Undergraduate
UID	Universal ID

ACADEMIC TERMINOLOGY

Academic Calendar

The control dates which define the academic year. Suffolk's academic period types per academic year (i.e. Fall Law, Fall 1, Fall 2, Winter, Intersession, etc.).

Academic Progress Report

Previously referred to as a Program Evaluation or Degree Audit. A list of academic requirements to complete the student's program of study. The report indicates which requirements are satisfied, in progress, and not satisfied. The report also shows requirement overrides (waivers/substitutions).

Academic Requirement

An element of the academic progress tool that outlines the requirements to complete a program of study. An academic requirement is typically a required course or selection of courses. Academic Requirements may also be an accomplishment such as a Thesis or Dissertation. It may also be the total number of credits to complete or minimum number of credits to graduate. Overrides (exceptions) to requirements may be requested and recorded in Workday. Each program of study contains their own academic requirements (i.e., major, concentration, program, minor, etc.).

Academic Standing

To remain at Suffolk, students must meet certain academic requirements such as a minimum GPA. Students can have standing such as good standing, a warning of probation, be on probation, or be subject to dismissal. Rules vary by school and academic level.

Academic History

A list of all completed courses, grades, GPA and Academic Standings. Also shows transfer courses/test credits.

Academic Level

Undergraduate, Graduate, Law or Non-credit. Levels are associated with students, programs of study, courses, course sections, and academic policies.

Academic Period

Also referred to as a semester or term. An academic period is a length of time with defined start and end dates. Suffolk has three standard academic periods: Fall, Spring, and Summer. Non-standard (or sub academic periods) are Fall Law, Fall 1, Fall 2, Winter, Intersession, Spring Law, Spring 1, Spring 2, Summer Law, Summer 1, and Summer 2.

Academic Plan

Students may map the classes they will take each academic period to complete their program of study. Suffolk provides a template for most entering students to help aid students and advisors in mapping out the student's educational journey. The plan can be used in conjunction with the Academic Progress Report that shows progression toward meeting degree academic requirements.

Academic Record

The student's profile and complete academic history at Suffolk. Each academic level is a separate Academic Record (i.e., graduate academic record versus undergraduate academic record). Each primary program of study at the law level has a separate academic record.

Academic Unit (AU)

Academic Units are the core object that controls data access and task routing in Workday Student. They are assigned policies, programs of study, students, courses, and course sections.

Academic Unit Group (Academic Support Group)

Refers to individuals in an academic unit that performs academic functions. This includes academic coordinators (ASM), assistant deans, associate deans, chairs and program directors.

Academic Year

At Suffolk, the academic year comprises the Fall, Spring, and Summer academic periods in that order. Suffolk publishes an academic catalog based on the academic year.

Business Process (BP)

A series of steps that complete a workflow. Steps may be a Task (an action or approval), or a To-do (confirmation of a task completed outside of Workday).

Capacity

The number of seats available in a course section.

Class Standing

The standing is determined by the number of credits earned including transfer/test credits, not by the number of years in attendance. For example, freshman, sophomore, graduate, 1L, 2L, etc. Formally known as class level in Colleague.

Course

A class. For example, ACCT 202 Acct for Decision Making II.

Course Eligibility Rule

Typically used to define requirements to register for a course or course section. Also known as a pre-requisite to a course. These can be courses, faculty permission, or other requirements such as program of study.

Course Section

An offering in a specific academic period (semester) of a specific course. For example, ACCT 202-A Acct for Decision Making II offered in Spring 2023. Meeting patterns, instructors, and course locations (rooms) will be assigned at the section level.

Current Classes

Classes that the student has registered for which have not been graded yet.

Declare Date

When a student started the program of study.

Delivery Mode

How a course section is taught, for example: in person, online, or hybrid (a combination of in-person and online instruction).

Enrollment Unit Limits

The enrollment unit limit policy determines the number of credits for which students can register during a specific academic period.

Expected Completion Date

The date the student is anticipated to graduate. This date is extremely important to ensure the accuracy of the financial aid package.

External Records

Documents from other institutions, i.e., Transcripts or testing organizations.

Friends and Family

Students may optionally provide friends and family with access to view specific financial and/or academic information, such as class schedule, student statement, financial aid package and/or grades. Students must grant permission to selected friends and family contacts.

Grading Basis

Determines which grades an instructor may assign. Grading Basis are defined by academic level with varying letter grades available. In addition, Suffolk allows auditing and pass/fail grades in select instances.

Hold

An indicator on a student's account that may block the ability to register, receive financial aid funds, or receive transcripts and/or diplomas. The hold reason will indicate the trigger for the hold and instructions for how a student is to resolve the issue.

Instructional Format

The type of class: lecture, seminar, studio, or workshop.

Load Status

Whether a student is enrolled full time, three-quarter time, half time, or less than half time. Load status rules vary by level and school.

Program of Study (POS)

An educational objective. Programs of study include majors, programs, concentrations, minors, and certificates. Some programs of study are credential bearing. While others, bundled with a credential bearing program of study, will confer the degree (i.e., English Major BA bundled with an English Creative Writing Concentration).

Program of Study Status

The state of a student's educational objective. In progress and matriculated indicate the student is active in the objective; discontinued and institutional withdrawal indicate the student is no longer participating in the objective; leave of absence indicates the student is on a temporary break from Suffolk. Other statuses are used during the student's educational journey.

Registration Appointment

Students' assigned registration times.

Repeat

Course repeat policy determines the maximum number of times a student can attempt a course for grade improvement and how repeated coursework determines the GPA calculation.

Request Framework

Workday provides a mechanism to be able to enter online forms as part of a business process.

Reserve Capacity

Specifies the number of course section seats held for student(s) who meet a specified eligibility rule. For example, a department could hold 7 out of 20 seats for students pursuing a specific major.

Saved Schedule

Students may place course sections in their saved schedule and then register for those classes at a later date. Placing a class in a saved schedule does not guarantee the student a seat.

Section Status

Preliminary indicates a course section in draft mode that is not shown to students and for which students cannot register; open indicates the course is available for registration; closed indicates it has reached capacity; waitlist indicates the seats are filled and the section is taking waitlist registrations; canceled indicates the course has been removed from the schedule.

Security Roles

User groups that perform the same tasks in Workday. Security roles determine what individuals can see and do based on job responsibilities.

Support Network

A student's academic and financial advisors.

Swap Course

Students may exchange courses on their schedule.

Transfer Credit

Credit taken at collegiate institution that is transferable to Suffolk.

Waitlist

Students may add classes to their schedules if a waitlist is available for that course section. If a seat becomes available, the first student on the waitlist will receive an invitation to register. If there is no reply within 48 hours, the student will be dropped from the waitlist and the next in line will receive the invitation.

FINANCIAL AID/STUDENT ACCOUNTS TERMINOLOGY

Anticipated Due

The balance owed by the student after Anticipated Payments are deducted from Total Due. Anticipated Due will not show a credit/negative balance. Credit/negative balances are displayed as a 0.00.

Anticipated Payments

Pending financial aid awards that are approved, or third-party sponsorship payments that are guaranteed.

Applied Payments

Payments/financial aid that is applied to an academic period tuition and fee charges.

Award Letter (Financial Aid Offer)

A letter that details federal, state, institutional, and private student financial aid, as well as an estimated cost of attendance. It is designed to assist a student with financial planning.

Award Year

At Suffolk, the award year comprises the Summer, Fall, and Spring academic periods in that order. Suffolk awards financial aid based on the award year.

Cost of Attendance

The total cost to attend school includes direct (i.e., tuition or books) and indirect costs (i.e., transportation or computer) for the award period.

Disbursement

The application of financial aid award funds to the student's tuition account. A student will see anticipated disbursements or actual disbursements depending on the timing within the academic period.

Financial Aid Offer (formerly Award letter)

A letter that details federal, state, institutional, and private student financial aid, as well as an estimated cost of attendance. It is designed to assist students with financial planning.

Loan Period

The portion of the academic year for which the loan is requested.

Pending Refund Amount

Once a refund is initiated as part of the Title IV refund or a request of unapplied payments, refund amount shows in this column.

Satisfactory Academic Progress

Separate from academic standing, satisfactory academic progress (SAP) requires the student to maintain minimum academic standings to continue to receive financial aid. Requirements vary by level.

Scheduled Award

The maximum grant amount a student is eligible to receive for an award year if they are enrolled full-time for the full school year. This amount is calculated from the information the student and their family provided when filing a Free Application for Federal Student Aid (FAFSA).

Settled Refund Amount

Refunds that have been processed and pushed to your bank account.

Typical Attendance Patterns

Typical enrolled credits for a Program of Study by Academic Period.

Unapplied Payments

Any payments/financial aid that is not applied to an academic period tuition and fee charges. Unapplied payments can be applied to future semester charges or could possibly be requested as a refund by the student using the Create Request task.

COLLEAGUE TO WORKDAY TERMINOLOGY CROSSWALK

Colleague Screen Codes/Terms	Where to find it in Workday
SPRO: Student Profile (major, anticipated graduation date)	Student Profile > Overview
STAC: Student Academic Credits (registration audit, academic history, classes added/dropped, ability to see if student has completed course for pre-requisites)	Student Profile > Academics tab > Current Classes & Academic History
STAT: Student Academic Transcript (Transcript: view overall GPA, total credits completed, etc.)	Student Profile > Academics Tab > Academic History Task: Generate Unofficial Transcript
STAL: Student Academic Level (Senior, Junior status, etc.)	Student Profile > Academics Tab > Academic History
PERC: Person Restrictions (registration holds, advisor approval)	Student Profile > Action Items and Holds
STSC: Student Schedule (view student schedule)	Student Profile > Academics Tab > Current Classes
EVAL: Evaluate Student Program (degree audit)	Student Profile > Academics Tab > Academic Progress
STAD: Student Advisor Listing (edit advisor)	Student Profile > Actions > Student Cohort > View Support Network for Student Task: View Support Network
FCTY: Faculty (Faculty Schedule, dept)	Teaching Dashboard
SRSI: Section Roster Inquiry (view roster) or RSTR: Academic Roster Inquiry (view roster)	Teaching Dashboard > View Course Section Roster Report: STU Course Section Roster Advanced Report

SECT: Sections (section details, start/end dates, instructor, schedule/offerings, room assignment, etc)	Report: Find Course Sections or Find Course Sections – Law (as appropriate)
SRES: Section Restrictions	Report: Find Course Sections or Find Course Sections – Law (as appropriate)
SSUM: Section Summary (course info/ space availability)	Report: Find Course Sections or Find Course Sections – Law (as appropriate)
SWLI: Section Waitlist Inquiry (section waitlist)	Report: STU Waitlist Registration
FASC: Faculty section assignment (change faculty assignment)	Task: Edit Course Section
STAD: Add/cancel advisor	Report: Find Academic Records > Related Action > Roles > Assign Roles
XCDM: Course description	Report: Find Courses

Colleague Terminology	Workday Equivalent
Major, Minor, Concentration	Program of Study (POS)
Class Level	Class Standing
Section Restrictions or Pre-requisites	Student Eligibility Rule
Program Evaluation or Degree Audit	Academic Progress Report
Semester/Term	Academic Period