

Graduate Standing (GRA) Student Groups

New Students

Newly admitted students will not be automatically coded based on their acceptance status of Classified or Conditional acceptance/admission. Post-baccalaureate and graduate students need to be assigned a GRA student group after Admissions has matriculated them into Peoplesoft. Failure to add a student group to a new student's account will initiate a Financial Aid Hold (FAH).

There are two common GRA student group codes for graduate programs:

GRA 1: Conditionally Classified

GRA 2: Classified

Additional post-baccalaureate GRA student group codes are used for credentials, second bachelor's, and certificate programs:

GRA 4: Post-baccalaureate unclassified

GRA 5: Post-baccalaureate classified.

GRA C: Post-baccalaureate Conditional Classified Credential

NOTE: Catalog language can be reviewed on page 6. [Quick Link](#)

Active Students

Continuing post-baccalaureate and graduate students will require an updated GRA student group as they progress in their plan of study. Some programs require certain GRA codes for course enrollment. For example, a student taking a course requiring a GRA 3 (Grad Advanced to Candidacy) student group will be unable to self-enroll if they are an Active GRA 1 or GRA 2.

Best practice to avoid enrollment issues is to periodically review GRA standings via various queries and move the students to the correct GRA standing as they meet program milestones.

Students that are qualified for their culminating experience should be coded GRA 3, or if the program requires a GRA 3 for certain 6000 level courses.

Inactive/Non-Active Students

Students that have either completed their program or have been discontinued from the program require their GRA student group(s) to be inactivated. Peoplesoft will only discontinue or inactivate the student from their program, but their student group will still be active and will continue to be displayed in queries.

GRA/Student Group Queries

Several queries in Peoplesoft (Query Viewer) can be used to assist with adding a new GRA code or advancing the student to a different GRA code. Based on your preference, these queries will give you plenty of information to review a student's progress and GRA requirement.

Filtering your specific program is required for most of the suggested queries.

Suggested Queries:

BAK_SR_PBAC_INFO – This query requires only a Term. The results will include CSUB ID, name, program, GPA, student group(s), and term admitted.

BAKS_SR_STDNT_GRP_INFO – This query requires a Term, Group Name (GRA1, GRA2, etc.), and status (Active/Inactive). The results will include, CSUB ID, name, group name, effective date and comments, term admitted, GPA(S), current enrollment, and expected graduation date.

BAKS_SR_PBAC_INFO (PBAC by admit term) – This query requires a *Start Admit Term, *End Admit Term, and Plan (program). The results will include CSUB ID, name, term admitted, cumulative course units, GPA, expected graduate date, graduation eligibility, and initial student group (GRA). This query will let you know if you have a new student missing the initial GRA code.

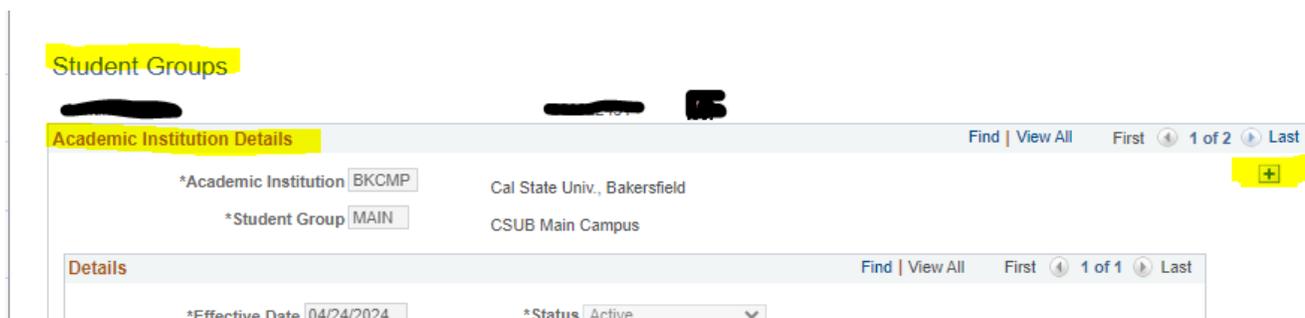
NOTE: If you are unable to view a suggested query, please follow the proper procedures to request access.

Activating and Inactivating GRA Student Groups

You will find the Student Groups option in the Academic Advising section of Peoplesoft. Approved access to this section is required.

Activating a Newly Admitted Student:

1. Enter the CSUB ID and search.
2. In the **Academic Institution Details** box create a new student group by using the (+) sign on the right hand-side.



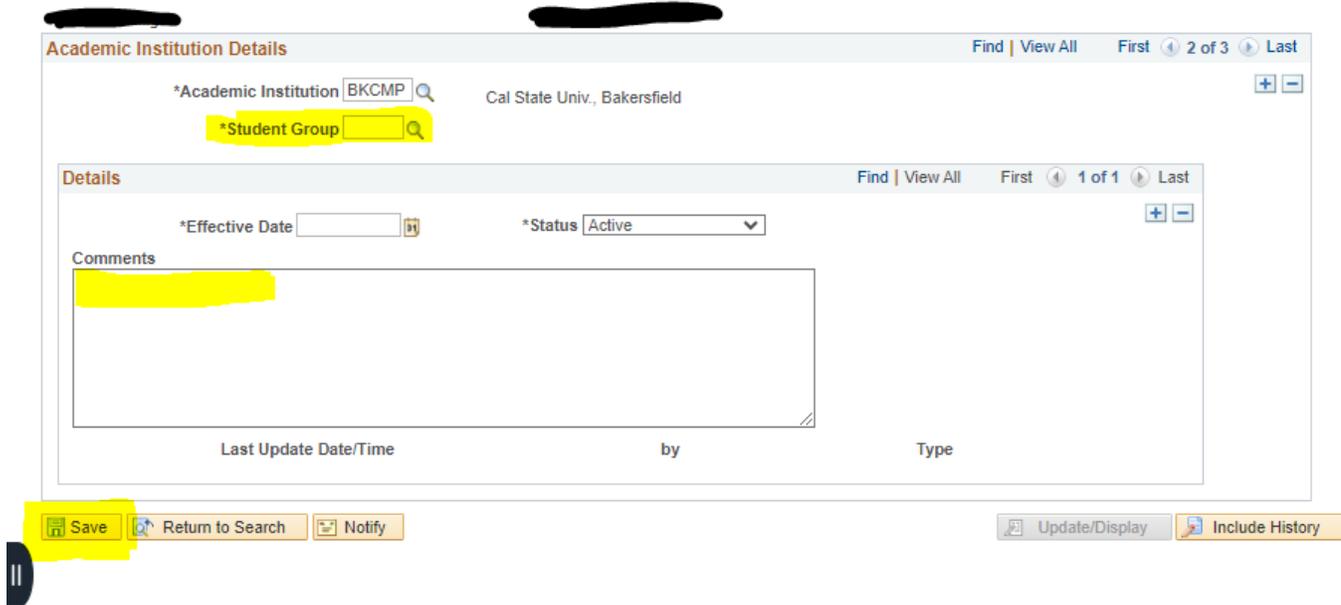
The screenshot shows the 'Academic Institution Details' form in Peoplesoft. The 'Student Groups' section is highlighted in yellow. Below it, the 'Academic Institution Details' section is also highlighted in yellow. The form shows the following information:

- *Academic Institution: BKCMP (Cal State Univ., Bakersfield)
- *Student Group: MAIN (CSUB Main Campus)
- *Effective Date: 04/24/2024
- *Status: Active

The 'Student Groups' section has a yellow highlight on the '+' sign on the right side. The 'Academic Institution Details' section has a yellow highlight on the '+' sign on the right side.

3. A new empty box will populate with several blank spaces. *Student Group, *Effective Date, and Comments. Using the magnifying glass in the *Student Group section, choose the correct GRA code for the student. The date will auto populate. Add verbiage to the *Comments section, based on program policy.

Student Groups



4. Don't forget to hit SAVE! Confirm change has been made and student will be updated immediately.
5. If the student already has a HOLD due to missing a GRA code, the change is immediate, but the Hold can take 24 hours to be removed.

Activate/Inactivate GRA Codes for Active/Current Students

1. When updating a new GRA code make sure to first add the new GRA code, hit save, and then start the process to inactivate the outdated GRA code. For example, a student is moving from GRA2 to GRA3.
2. In the **Academic Institution Details** box create a new student group by using the (+) sign on the right hand-side. Using the magnifying glass in the *Student Group section, choose the **new** GRA code for the student. Add verbiage to the *Comments section, based on program policy. Save the change.
3. Using the View All or 1 of 3 option, tab on the arrows to find the GRA code you will inactivate. For example, locate the box with the Active GRA2 code.
4. Locate the word **Details** on the left-hand side and then find on the right hand-side the (+) & (-) options. Use the (+) to add a new box detail. Nothing will change but you will have a new 1 of 2 or 1 of 3, etc.

Quick Reference Guide (QRG)

5. In the same location, confirm the effective change has been updated to today's date. Then in the *Status, use the down key arrow to change the verbiage from Active to Inactive. Add comments if needed.

CSUB Academic Advising

Student Groups

Academic Institution Details

*Academic Institution [BKCMP] Cal State Univ., Bakersfield

*Student Group [GRA1] Grad Conditionally Classified

Details

*Effective Date [07/10/2024]

*Status [Active]

Comments

Counseling Psychology
per Dr. Harper

Last Update Date/Time 07/31/2023 12:12:47PM by 001963065 Type Manual

Save Return to Search Notify Update/Display Include History

6. Save the new change and refresh to verify that you have only one Active GRA code for the student.
7. If an incorrect change was made or a GRA code was incorrect. Future-date the corrected change for the next day if Peoplesoft displays any error messages that the change can not be completed.

NOTE: Inactivating a GRA code helps with eliminating duplicate GRA records for a single student in queries and helps data analysis of our student progression for graduate studies.

Inactivate Non-Active/Inactive Students

1. Confirm the student has completed the program via the Student Program/Plan or the Academics tab in the Student Center of the Academic Advising Section. Inactive students will state discontinued with the inactive date.
2. Using the View All or 1 of 3 option, tab on the arrows to find the GRA code you will inactivate. For example, locate the box with the Active GRA2 code.
3. Locate the word Details on the left-hand side and then find on the right hand-side the (+) & (-) options. Use the (+) to add a new box detail. Nothing will change but you will have a new 1 of 2 or 1 of 3, etc.

Quick Reference Guide (QRG)

4. In the same location, confirm the effective change has been updated to today's date. Then in the *Status, use the down key arrow to change the verbiage from Active to Inactive. Add comments if needed. Save and refresh to confirm all active GRA codes are inactive.

NOTE: Inactive GRA codes have been updated for the past three years due to the Title Vb Grant. With the conclusion of the grant, the GRA data clean-up will no longer be completed after 09/30/2024.

Division of Graduate Studies – [Catalog Link](#)

Graduate Student Standings

Conditionally Classified (GRA1)

A student who is deficient in one or more of the program requirements may be admitted to a graduate program as a Conditionally Classified graduate student. The graduate program director will specify, in the original admission letter, what deficiencies need to be addressed through the completion of appropriate course work and/or qualifying examinations and at what level and within specified time limits. If a student does not satisfy all the deficiencies within the stipulated time period, they will be dismissed from the program in which they were admitted as a Conditionally Classified student. Conditionally Classified graduate students are generally not allowed to enroll in 6000-level course work.

Classified (GRA2)

A student may be formally admitted to a graduate program in this category (or advanced to this category from Graduate Conditionally Classified) if the student fulfills all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the graduate program. Graduate classified standing is generally required for enrollment in 6000-level course work.

Advancement to Graduate Candidacy (GRA3)

Classified graduate students may be advanced to candidacy upon completion of a significant portion of the Plan of Study approved by the graduate program, normally when the student is qualified to begin their culminating experience. The student's advancement to candidacy is an important milestone in the student's graduate education and is based upon a formal review and recommendation by the graduate program director and the approval of the Office of Academic Programs.

Non-Active Student Standing (Inactive)

A graduate student or post-baccalaureate student who has been absent from their respective program for two (2) consecutive semesters without an approved Planned Educational Leave or without Continuous Enrollment status will be reclassified as a non-active student. All students who have been reclassified to a non-active student status must reapply to the University and to the respective graduate program and pay all relevant fees.

Post Baccalaureate Student Standings (GRA 4, 5, C)

Admission to the University as a post-baccalaureate student does not constitute admission to any graduate degree program.

Classified

A student may be admitted to the University in this category so that he/she/they may enroll in an advanced credential program or a post-baccalaureate certificate program. The student may be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, as a condition for admission as a post-baccalaureate classified student.