RIT Degree Audit Training

Summer 2015

Agenda

- What is Degree Audit?
- Work Completed to Date
- How Does Degree Audit Work?
- Undergraduate Degree Audit Template
- Graduate Degree Audit Template
- Tips, Tricks, and Important Information
- Questions
- Activity

What is Degree Audit?

- Degree audit is an advising tool for students and advisors to track progress toward degree completion.
- Available to students, advisors, faculty members, and RIT administration.
- Updated each time an audit is generated. Essentially updating the student "worksheet" each time.
- Everyone sees the same information, tracked the same way, at the same time!
- Degree audit will be used to assist with the certification process.

Work Completed to Date

- Office of the Registrar used NYSED documentation and worked closely with each academic department and college leadership team to outline degree requirements.
- Transferred academic requirements into SIS to create a degree audit template for each academic plan.
- Academic departments have completed extensive testing of real student data to ensure accuracy of the information being presented via degree audit.
- Degree audit turned on for advisors to use for all graduate and undergraduate plans.

How Does Degree Audit Work?

- Students entering RIT in the following academic years will have access to an online degree audit:
 - 2013-2014
 - 2014-2015
 - 2015-2016
- Students who entered prior to the 2013-2014 academic year will follow an IAP through to graduation.
 - SIS will not generate a degree audit report for these students.
- The system looks at a student's record and generates a degree audit based on their MAJOR, MINOR, IMMERSION, CERTIFICATE and/or ADVANCED CERTIFICATE and in line with their requirement term.

Undergraduate Template

- 5 main sections to all undergraduate degree audits
- Designed to look relatively consistent across all academic majors
- Important Academic Advisement Report Information [RG: 3207]
 Courses In Progress at RIT [RG: 3208]
 PSYC-BS Requirements (122 sch) [RG: 3786]
 Bachelor of Science Degree Requirements [RG: 3782]
 Courses Not Allocated Expand to Research Details [RG: 3787]

Important Academic Advisement Report Information [RG: 3207]

• Academic Advisement Reports are intended to assist students in tracking academic requirements to complete their degree. In progress courses are assumed to satisfy degree requirements. Therefore, this report is subject to correction based on final grades and on verification by the appropriate academic department(s) and the Office of the Registrar. This is not an official transcript.

Students must complete all requirements for each declared academic plan. Degree certification is completed by the Office of the Registrar in consultation with academic departments.

Entries such as "RG 1572", "RQ 5034" or "RQ 5164, LN 20" are requirement codes for internal use by the Office of the Registrar. Faculty/staff or students with questions about any specific requirement may find it helpful to refer to the specific RQ and LN code when consulting with staff in the Office of the Registrar at 585.475.2821 or registrar@rit.edu.

Courses In Progress at RIT [RG: 3208]

- This section includes all courses in progress
 - Can reflect classes from multiple terms
 - In Spring semester, before grades are issued there is potential for Spring,
 Summer and Fall term classes to appear in this area
- Quick way to remember what appears in this area...
 - Any classes that have not yet been graded appear in Courses In Progress.

Major Requirements

PSYC-BS Requirements (122 sch) [RG: 3786]

- Major requirements are outlined by the plan name
- Each audit states how many credit hours are required by the plan:
 - Students in Psychology (PSYC-BS) must complete the requirements listed below. The PSYC-BS plan requires a total of 122 semester credit hours (sch).
- Other requirements that fall under the major requirements are:
 - Program Requirements
 - Immersion
 - General Education
 - Free Electives

Program Requirements [RQ: 2485] (Catalog 2013-Current)

- Core
 - A prescribed list of courses required for all students in the major.
 - Control = Minimum # of courses
 - . Courses: 17 required, 2 taken, 15 needed
- Professional/Program Electives (Concentration, Application Domain, Cluster, etc.)
 - A set of courses from an approved list that is decided on by the academic department.
 - Depending on major, there may be additional rules that govern how these classes be chosen (related content vs. random content)
 - Specific directions are provided on the degree audit report for any special circumstances
 - Control = Minimum # of courses AND Minimum # of credits
 - . Units: 6 required, 0 taken, 6 needed
 - . Courses: 2 required, 0 taken, 2 needed

Program Requirements [RQ: 2485] (Catalog 2013-Current)

Co-op

- Courses that qualify for co-op will appear in this area of the degree audit report.
- By default degree audit shows the course that will satisfy the requirement only once. As students take additional co-ops all iterations will appear.
- Control = Minimum # of courses
 - · Courses: 4 required, 0 taken, 4 needed
- Note: Some colleges require co-op preparation classes that may be located in this area of the degree audit report.

Program Requirements [RQ: 2485] (Catalog 2013-Current)

- Wellness
 - University-wide requirement
 - Each student must take 2 different activity courses
 - No list of activity classes is provided in the degree audit report. Rather there is guidance about how to search for appropriate classes.

Satisfied: Students must complete two (2) wellness courses.

Courses that satisfy this requirement can be located by using the Class Search and selecting the Course Attribute of Activity (ACTV) and Course Attribute Value of Activity (ACTIVITY). The list of courses is not presented on the advising report due to the number of courses that may meet this criteria.

- As students complete activity courses all iterations will appear.
- Control = Minimum # of courses
 - Courses: 2 required, 1 taken, 1 needed

General Education: Immersion [RQ: 1858]

• Each student must declare an immersion. The degree audit report explains the immersion requirement to the student. Until an immersion is declared, no specific course information will be displayed.

Not Satisfied: All students pursuing a BS or BFA degree must complete one (1) General Education: Immersion. An immersion is a series of **three** related general education courses that further broaden a student's judgment and understanding within a specific area through deeper learning. A complete listing of available immersions can be found by clicking here. To declare an immersion, click the button below.

DECLARE AN IMMERSION

- By clicking on the hyperlink, students are directed to the College of Liberal Arts website which provides a full list of all available immersions and their requirements.
- By clicking the "Declare an Immersion" button, students are directed to the Immersion Authorization form on the Office of the Registrar website.
- Once an immersion is declared, the declared immersion will display along with rules regarding specific courses required to complete the immersion.

General Education Requirements [RQ: 2487] (Catalog 2013-Current)

- This section outlines RIT's General Education framework.
- Academic departments may prescribe up to 3 perspective categories. All other categories, must be student choice.
- Students may choose any courses approved by the general education curriculum committee with the appropriate course attribute.
- For each prescribed category, the required course(s) will be listed in the degree audit report.
- For each category that allows for student choice, there will be instructions guiding students about how to search for classes.

Courses that satisfy this requirement can be located by using the Class Search and selecting the Course Attribute of Perspective (PERS) and Course Attribute Value of Artistic. The list of courses is not presented on the advising report due to the number of courses that may meet this criteria.

First Year Writing [RQ: 2487 LN 20] Artistic Perspective [RO: 2487 LN 40] Ethical Perspective [RO: 2487 LN 60] Global Perspective [RO: 2487 LN 80] Social Perspective [RO: 2487 LN 100] Scientific Principles Perspective [RO: 2487 LN 120] Natural Science Inquiry Perspective [RO: 2487 LN 140] Mathematical Perspective A [RO: 2487 LN 160] Mathematical Perspective B [RO: 2487 LN 180] General Education: Math/Science [RQ: 2487 LN 200] Foundation Elective [RQ: 2487 LN 220]

General Education Requirements [RQ: 2487] (Catalog 2013-Current)

- As a general rule the degree audit report fills from the top down.
- Wherever possible, degree audit templates are set up with the most specific requirements, such as Artistic Perspective, at the top of their respective requirement while more flexible requirements, such as General Education Electives, are listed last.
- For students entering before 2151, the foundation elective (and open General Education electives) will be the last items in the general education requirement set. Because these areas allow for the most flexibility, it is important that we direct courses to specific requirements wherever possible.

Free Electives [RQ: 2480] (Catalog 2013-Current)

- All undergraduate degree programs contain at least 6 credits of Free Electives. These credits can be used to take courses anywhere within RIT for which the student qualifies.
- The number of Free Electives required varies and is determined by the program.
- Unless otherwise noted, this section of the degree audit is coded to allow any undergraduate courses that have not already been used towards the program or general education requirements.
- A list of courses is not displayed. As students take courses that fulfill this requirement, each iteration will display.
- Control = Minimum # of courses AND Minimum # of units
 - · Units: 15 required, 1 taken, 14 needed
 - Courses: 5 required, 1 taken, 4 needed

Bachelor of Science Degree Requirements [RG: 3782]

• Eventually degree audit will be used to assist with degree certification. In order to make that easier, many of the items that are reviewed for certification have been added:

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Degree Credit Check [RQ: 2679 LN 20]

General Education Credit Check [RQ: 2679 LN 40]

Cumulative GPA [RQ: 2679 LN 60]

Validation: Program Writing Intensive [RQ: 2679 LN 80]

Validation: General Education or Program Writing Intensive [RQ: 2679 LN 100]

Residency Requirement [RQ: 2679 LN 120]
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Degree Credit Check [RQ: 2679 LN 20]

Not Satisfied: Students in the PSYC-BS plan must complete 122 semester credit hours (sch) and fulfill all program requirements in order to graduate.

**Note: Calculations for students who have transitioned from quarters to semesters may not be reflected properly. Students who have taken quarter courses should work directly with their academic advisor to clarify any questions regarding outstanding degree requirements.

Units: 122 required, 110 taken, 12 needed

- Units <u>taken</u> always include in progress hours and "I" grades (if that grade changes to an "F", the numbers will recalculate).
- Only counts credits for courses that fill a requirement listed in the student's program (including core, gen ed immersion, gen ed, free electives, etc.)

General Education Credit Check [RQ: 2679 LN 40]

Not Satisfied: All Bachelor of Science (BS) students must complete a minimum of 60 General Education credits. The actual number of credits required may vary between academic majors. Specific general education requirements are defined by the major.

· Units: 60 required, 58 taken, 2 needed

- Looking for the minimum # required by NYS (60), not necessarily the # required on your current worksheet.
- Units <u>taken</u> always include in progress hours and "I" grades (if that grade changes to an "F", the numbers will recalculate).
- Counts credits for courses that have a Gen Ed attribute and fill a requirement listed in the student's program (including core, immersion, Gen Ed, free electives, etc.)

Cumulative GPA [RQ: 2679 LN 60]

Satisfied: Any courses used to satisfy an undergraduate degree requirement must have an earned grade of "D" or better. Although "F" grades will not satisfy degree requirements, they are included as part of the undergraduate cumulative GPA.

For undergraduate degree certification, a cumulative GPA of at least 2.0 is required.

GPA: 2.000 required, 3.301 actual

- Calculates GPA based on all courses taken on the undergraduate career.
- This will include any courses that are listed in Courses Not Allocated.



▼ Validation: Program Writing Intensive [RQ: 2679 LN 80]

Satisfied: Students are required to complete a minimum of one Program Writing Intensive course.

This requirement will be taken and fulfilled as part of the program core requirements, no action needed by student.

Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
ECON 402	Interm. Macroeconomic Theory	3.00	2015-16 Fall		\Diamond
View All First 1 of 1					Last

- Program Writing Intensive course is built into required courses.
- This is just a visual annotation that the requirement was completed and displays which course(s) meet the requirement.

▼ Validation: General Education or Program Writing Intensive [RQ: 2679 LN 100]

▼ Validation: General Education or Program Writing Intensive [RQ: 2679 LN 100]

Not Satisfied: Students must complete a third writing intensive course. Ideally, this course is a general education course, but it may also be a second Program Writing Intensive course.

Courses: 1 required, 0 taken, 1 needed

Note: This requirement is for students who entered RIT in 2014-2015 and forward.

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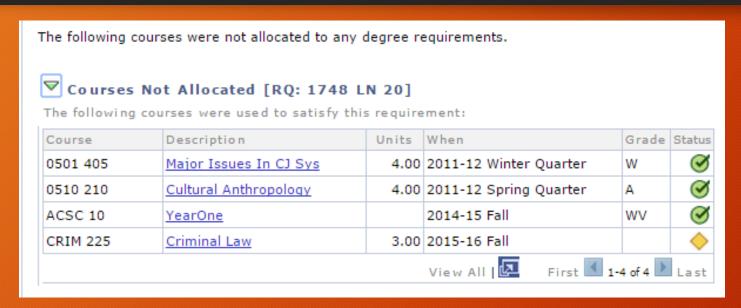
Residency Requirement [RQ: 2679 LN 120]

Satisfied: A minimum of 30 credit hours shall be successfully completed in residence at the university in the college granting the degree (inclusive of service courses). If the student has successfully completed 30 credit hours in residence, a petition may be submitted to the dean to study 10 credit hours in absentia in the final year of the degree; at a minimum, 20 of the final 30 credit hours are to be completed in residence.

- Units: 0 required, 0 taken, 0 needed
- RIT requires 20 of the final 30 credit hours to be completed in residence for all undergraduate degrees.
- The residency requirement checks a student's last 30 units for transfer credit and credit by exam. If the number of transfer credits and credit by exam exceed 10 units, the requirement will become not satisfied.
 - For example, degree audit will only look at credits 90-120+ for degrees that require 120 credits.
 - All TR and X grades in the last 30 credits will be listed in this section.
- This requirement is always satisfied unless a student exceeds the number of allowable transfer credits.



Courses Not Allocated - Expand to Research Details [RG: 3787]



- List of courses not being used toward any degree requirement.
- YearOne will ALWAYS fall to this section of the audit.
- If a course is reflected here it does NOT necessarily mean that it cannot be used toward degree requirements - however if it is to be used, it will require a course substitution to be submitted to the Registrar's Office.

Graduate Template

- 4 main sections to all graduate degree audits
- Designed to look relatively consistent across all academic majors
- Consistent with Undergraduate
 - Important Academic Advisement Information
 - Courses in Progress
 - Courses Not Allocated

Important Academic Advisement Report Information [RG: 3042]

Courses In Progress at RIT [RG: 3043]

STPP-MS Requirements (30 sch) [RG: 3075]

Courses Not Allocated - Expand to Research Details [RG: 3076]

Graduate Major Requirements

- Major requirements are outlined by the plan name
- Each audit states how many credit hours are required by the plan:

Not Satisfied: Students in Science, Technology and Public Policy (STPP-MS) must complete the requirements listed below. The STPP-MS plan requires a total of 30 semester credit hours (sch).

- Other requirements that fall under the major requirements are:
 - Program Requirements
 - Exit Strategy (Capstone Project, Thesis, Comprehensive Exam)
 - Free Electives
 - Graduate Degree Requirements

Program Requirements

- Core
 - A prescribed list of courses required for all students in the major.
 - Control = Minimum # of courses
 - . Courses: 17 required, 2 taken, 15 needed
- Exit Strategy (Capstone Project, Thesis, Comprehensive Exam)
 - In most programs students must choose one of the 3 exit options if a program only offers one of the options, only that option will be presented to students.
 - If there are multiple options, all options will display until one has been fully satisfied (total # of courses and/or credits required).
 - Always comes before the electives to ensure that courses fill the exit strategy requirements before the electives.

Program Requirements (continued)

- Professional/Program/Free Electives (Concentration, Application Domain, Cluster, etc.)
 - A set of courses from an approved list that is decided on by the academic department.
 - Depending on major, there may be additional rules that govern how these classes be chosen (related content vs. random content)
 - Specific directions are provided on the degree audit report for any special circumstances
 - Control = Minimum # of courses AND Minimum # of credits
 - Units: 6 required, 0 taken, 6 needed
 - . Courses: 2 required, 0 taken, 2 needed

Graduate Degree Requirements

Several final checks have been added to degree audit in order to provide a summary overview of the student's work and verify information for degree certification:

Degree Credit Check [RQ: 1469 LN 20]

Graduate Courses Taken in Undergraduate Career [RQ: 1469 LN 40]

Graduate Career Cumulative GPA [RQ: 1469 LN 60]

Graduate Degree Certification GPA [RQ: 1469 LN 80]

Residency Requirement [RQ:1469 LN 100]

Courses Exceeding 7 Year Limit [RQ: 1536 LN 120]

Degree Credit Check [RQ: 1469 LN 20]

Not Satisfied: Students in the STPP-MS degree plan must complete a minimum of 30 semester credit hours (sch) and fulfill all program requirements in order to graduate.

**Note: Calculations for students who have transitioned from quarters to semesters may not be reflected properly. Students who have taken quarter courses should work directly with their academic advisor to clarify any questions regarding outstanding degree requirements.

Units: 30 required, 24 taken, 6 needed

- Note:
- Units <u>taken</u> always include in progress hours and "I" grades (if that grade changes to an "F", "D" or "C-", the numbers will recalculate).
- Only counts credits for courses that fill a requirement listed in the student's program (including core, exit strategy, electives, etc.)
- Must be graduate courses but could have been taken on either the Graduate or Undergraduate career.

Graduate Courses Taken in Undergraduate Career [RQ: 1469 LN 40]

Satisfied: Courses taken in the undergraduate career may not be used to complete graduate degree requirements. Students who have courses listed below should consult with their academic advisor regarding the use of these courses toward the graduate degree.

- Students who complete BS degrees at RIT and then continue on to an MS program may not use graduate courses that were used to certify their BS degree.
- It is important to check this section as the courses will populate the degree audit report but may not be used in degree certification without verification that they were not used toward the undergraduate degree.

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Graduate Career Cumulative GPA [RQ: 1469 LN 60]

Satisfied: Any courses used to satisfy a graduate degree requirement must have an earned grade of "C" or better. Although grades of "D" or "F" will not satisfy degree requirements, they are included as part of the graduate cumulative GPA.

For graduate degree certification, a cumulative GPA of at least 3.0 is required.

GPA: 3.000 required, 3.417 actual

- All courses taken on the graduate career are calculated into the graduate cumulative GPA. No course grades may be removed from the cumulative GPA.
- The cumulative GPA is the GPA that will print on all official and unofficial transcripts.
- Beginning 2151, C- grades will not satisfy graduate degree requirements.

Graduate Degree Certification GPA [RQ: 1469 LN 80]

- Unlike undergraduates, graduate students have a degree certification GPA (per policy) that includes only the courses used to complete their degree requirements (excludes any prerequisite work, bridge classes, extra classes taken).
- This has historically been referred to as program GPA.
- This GPA does NOT appear anywhere else in SIS only in degree audit.
- This GPA will NOT and CANNOT appear on any transcript or official document from the Office of the Registrar.

Satisfied: The Graduate Degree Certification GPA takes into account all course grades used to satisfy the requirements of the enrolled degree.

For graduate degree certification, this GPA must be at least 3.0.

GPA: 3.000 required, 3.417 actual

Residency Requirement [RQ:1469 LN 100]

Satisfied: The total combined amount of credit applied through external (non-RIT) transfer credit, waived courses, and credit by competency may not exceed 20% of the total credits in the graduate program.

The maximum number of credits that may be applied to the STPP-MS degree is 6 sch.

- Units: 0 required, 0 taken, 0 needed
- The number of credits that can be transferred, waived etc. is calculated for each graduate degree program. Per policy this # cannot exceed 20% of the total credits.
 - 30 cr. = 6 cr. allowed
 - 36 cr. = 8 cr. allowed
- This requirement is always satisfied unless a student exceeds the number of allowable transfer credits.

Courses Exceeding 7 Year Limit [RQ: 1536 LN 120]

Satisfied: Courses exceeding the 7 year limit may not be used towards graduate degree requirements. The courses listed below are not allowed per academic policy (D12.0). Students who have courses listed below should consult with their academic advisor regrading the use of these courses toward the graduate degree.

- Any courses exceeding the 7 year limit will be displayed in this section.
- This is intended to be an FYI for the student and the advisor.
- If there are courses in this area, they cannot be used for degree certification unless there is an extension provided from the Dean of Graduate Studies.
- It is important to check this section as the courses will populate the degree audit report but may not be used in degree certification.

Sending questions/concerns

- All questions/concerns related to degree audit should be directed to the Office of the Registrar
- There are several identifiers built into each audit that will help our team pinpoint any issues you or students may be having understanding the information displayed to them.
- When sending along any questions or concerns it is helpful for you to provide us with the following information (which can be found on each line of the audit)
 - RG = Requirement Group
 - RQ = Requirement
 - LN = Line Number



Tips, Tricks, and Important Information

- Students are allowed to change their requirement term
 - Doing so allows students to follow a new set of approved requirements
 - When a student changes thier requirement term, they change it for everything major, General Education, etc. - and they are responsible for any newly approved requirements
- Transfer immersion/special immersion is it declared?
 - Immersion pseudo courses such as IMME-100 will NOT fill the immersion block until an immersion is formally declared.
- All historic course substitutions have been processed and are reflected in degree audit.
 - Moving forward, it is important to submit all course substitution forms to the Office of the Registrar for processing in degree audit.

Tips, Tricks, and Important Information (cont.)

- Degree audit is coded so that no quarter courses will fulfill the Free Elective requirement
 - Degree audit does not differentiate between quarter credits and semester credits.
 - For students who wish to use quarter courses to satisfy their Free Electives, a course substitution form will need to be submitted to the Office of the Registrar to move the courses.
- Natural Science Inquiry Perspective
 - A number of courses are approved for Natural Science Inquiry perspective credit IF students take both the lecture and lab.
 - SIS does not allow us to add attributes to these courses.
 - If a student wishes to use one of these courses to satisfy their Natural Science perspective, a course substitution will need to be submitted to the Office of the Registrar.
- Minors are coded to "share" courses with a student's major
 - Per policy, a minimum of 9 credits must be unique to each minor the student pursues.
 - Students who complete a minor that is related to their immersion must formally declare both the minor and immersion for degree audit to work correctly.

Questions

