

Degree Audit Best Practices

Trash Requirement Groups, Requirements, and Course Lists

- The Academic Advising team has always recommended that unused Requirement Groups (RG), Requirements (RQ), and Course Lists (CL) be labeled **TRASH**.
- Trashed RGs, RQs, and CLs should have the status of “Inactive”
- The word **TRASH** should be in uppercase as illustrated
- Place the word **TRASH** in the:
 - **9.0:** Requirement Group “Search Description” field (below)
 - In 8.0 this is the “Description” field

The screenshot displays a web-based interface for configuring a Requirement Group. The interface is divided into several sections:

- Requirement Group:** 010270
- *Effective Date:** 01/01/1901
- *Status:** Inactive
- *In Development:** N
- *Requirement Usage:** ADV
- *Report Seq:** 1

The **Academic Structure** section includes:

- *Academic Institution:** IUINA (dropdown), IUPUI
- Academic Career:** UGRD (dropdown), Undergraduate
- Academic Program:** (empty dropdown)
- Academic Plan:** (empty dropdown)
- Academic Sub-Plan:** (empty dropdown)

The **Description Fields** section contains:

- *Search Description:** TRASH (highlighted with a red box and labeled "9.0 Requirement Group Placement")
- *Short Search Description:** TRASH
- *Long Description:** TRASH
- *Report Description:** TRASH
- *Report Long Description:** TRASH

The **Using Report Long Description in Course Catalog** section has two checkboxes:

- Enable Catalog Print
- Override Report Long Description

The **Pre-Condition:** dropdown is set to None.

- 9.0: Requirement “Search Description” field (below)
 - In 8.0 this is the “Description” field

The screenshot shows the 'Requirement' form with the following data:

Basic Data	
Academic Requirement:	000013452
*Effective Date:	01/01/1901
*Status:	Inactive
*Requirement Usage:	ADV Academic Advisement

Academic Structure	
*Academic Institution:	IUINA IUPUI
Academic Career:	UGRD Undergraduate
Academic Program:	LSTU1 Labor Studies Undergraduate
Academic Plan:	LSTUCCERT2 Labor Studies CERT
Academic Sub-Plan:	

Description Fields	
*Search Description:	TRASH
*Short Search Description:	trash
*Long Description:	TRASH
*Report Description:	TRASH
*Report Long Description:	TRASH
Pre-Condition:	None

A red box highlights the *Search Description field, and a black callout box labeled '9.0 Requirement location' points to it.

- 9.0 Course List “Description” field (below)
 - In 8.0 this is also the Description field

The screenshot shows the 'Course List' form with the following data:

Course List	
Course List:	000012037
*Effective Date:	01/01/1901
*Status:	Inactive
*Description:	TRASH
*Short Description:	TRASH
*Usage:	Academic Advisement
Long Description:	SPEA J301

Academic Structure	
*Academic Institution:	IUINA IUPUI
Academic Career:	UGRD Undergraduate
Academic Program:	SPEA1 Pub & Envir Aff Undergraduate
Academic Plan:	CJUSTBS Criminal Justice BS
Academic Sub-Plan:	

A red box highlights the *Description field, and a black callout box labeled '9.0 Course List location' points to it.

- Placement of **TRASH** in other description fields is allowed, but optional
- AA also recommends that, whenever possible, degree audit coders should reuse the TRASHED items on your campus.
- ANY item marked TRASH may be used by ANY coder from the same Institution
 - In other words, if a coder sees TRASH in a description field, he/she may use the RG, RQ, or CL no matter who the original coder is. Be aware that the only restriction is that the RG, RQ, or CL must be used at the same Institution where it was originally saved
 - This keeps the database “clean”
 - There should never be more than 1 RG, RQ, and CL per coder with the TRASH designation
 - The RG, RQ, or CL may easily be re-cycled for other coding needs
- Student Enrollment Services will send out a periodic report to show how many Trash RQs or RGs are out there and encourage coders to use them.

Preconditions

- Requirement Group (RG) preconditions should only be used when absolutely necessary
- RG preconditions should typically **NOT** be used in lieu of using Academic Structure
 - Recall that only thirty (30) RGs may be brought into a degree audit
 - Using preconditions instead of Academic Structure on RG can easily lead to an attempt to bring in more than 30 RGs into an audit
 - When an attempt is made to bring in more than 30 RGs the audit fails and an error message is displayed (Note: This has occurred with at least one IU school)
- Requirement (RQ) preconditions may be more freely used, but the overuse in RQs is still not recommended
- Every precondition used in either a RG or RQ slows down execution of the audit
- Use preconditions, but only when another method cannot be used
- All coders should contact a degree audit specialist if questions arise concerning preconditions
 - Especially when using RG preconditions

Minors and Certificates

- When coding Minors and Certificates that may be completed by any student regardless of the student’s current Program and Plan (outside minors and certificates), the “Credit Include Mode:” on the Requirement Line Item Parameters page (see next page) **MUST** be set to “Verify”
- Using “All Stats” as the “Credit Include Mode” can impact other school’s degree audits and very probably will not function properly with a student
- When outside minors and certificates coded as all stats are discovered, the school will be contacted and asked to explain that decision.
 - All schools with minors and/or certificates coded as All Stats should begin to recode changing All Stats to Verify as soon as possible.
 - It is the goal of the Best Practices in Coding committee to rid IU of such coding.”
 - SES will start checking for All Stats settings as described above on December 1, 2007

Requirement Parameters Line Item **Line Item Parameters** Line Item Detail

Academic Requirement: 000000000
 Effective Date: 10/29/2007 Status: Active

Line Item Parameters Find | View All 1 of 1

Line Nbr: NEW

Unit, Course, and GPA Values

Minimum GPA:
 Minimum Units: Maximum Units Allowed:
 Minimum Courses: Maximum Courses Allowed:
 Min Grade Points/Unit:

Resolution Methodology

*Course Ranking Scheme: Chronological Override Standard Set Logic
 *Credit Include Mode: All Stats Enable Splitting Count Attempts

Display Control

Print Control: Print on audit reports Display Select Line
 *Reporting: Always Report

Display if Satisfied

GPA Units Course Count

9.0 Location

Requirement Parameters Line Item **Line Item Parameters** Line Item Detail

Academic Requirement: 000000000 Description:
 Effective Date: 10/29/2007 Status: Active

Line Item Parameters View All 1 of 1

Line Nbr: NEW Line Name:

Minimum GPA:
 Minimum Units: Maximum Units Allowed:
 Minimum Courses: Maximum Courses Allowed:
 Minimum GP / Unit:

*Course Ranking Scheme: Chronological Override Standard Set Logic
 *Credit Include Mode: All Stats Enable Splitting Count Attempts
 *Reporting: Always Report

Background Key

Line Nbr: NEW Line Name:
 Count Attempts Print Control: Print on audit reports Display Select Line
 Enable Splitting Display if Satisfied
 GPA Units Course Count

8.0 Location