

## Degree Audit Coding Style Sheet

### General Points

- The organization of audits and the naming of Requirement Groups and Requirements should always reflect the administrative policy set by the state of Indiana, Indiana University and the School concerned.
- Choose a single voice and use it throughout the audit.
  - Example: Do not mix “You should take”, “The student should take”, “Students should take”, “Students should complete”, etc.
  - Select one method and stay with it
- Don't use text that makes the Display Select redundant.
  - Example: Do not use “COMPLETE TCM 320” in fields that display in the audit in combination with checking the “Display Select Line” option on the Line Item Parameters page
  - The following redundancy occurs:

The screenshot shows a text-based audit display. At the top left, the text "COMPLETE TCM 320" is enclosed in a red box. To its right, a black box contains the text "Entered by the coder". Below this, the text "Requirement Not Satisfied -" is displayed in red. Underneath, the text "Units (required/actual/needed): 3.00/0.00/3.00" is shown. A second red box encloses the text "The following course(s) may be used to satisfy this requirement: ENG-W 231, TCM 320". A black box at the bottom contains the text "Automatically results by checking the 'Display Select Line' option. Redundant with previous statement". Arrows point from the black boxes to the corresponding text in the audit display.

- When referring to a new course, use the course catalog numbering.
  - Example: Use ENG-W 131
  - Do NOT Use: ENG W131, ENG W-131 or English W-131
- Only use special characters (\*, #, @, etc.) to emphasize text within text/disclaimer areas.
  - Do NOT use special characters as separators for Requirements or Requirement Groups etc.

## Requirement Groups

- 8.0 Long Description and 9.0 Report Description should be an appropriate brief descriptive title such as “COMMUNICATION REQUIREMENTS” followed by a space then (RG and the *requirement group number*)
  - Text should be in all uppercase.
  - If in 8.0 you need additional text, continue it in the Long Description in mixed case.
- 9.0 Report Long Description should be descriptive text in mixed case.

### 9.0 Example

The screenshot displays a web-based form for a Requirement Group. The form is divided into several sections: Basic Data, Academic Structure, Description Fields, and Using Report Long Description in Course Catalog. A red box highlights the \*Report Description and \*Report Long Description fields. A black callout box with white text points to the \*Report Description field, stating: "9.0 Example: \*Report Description \*Report Long Description".

Requirement Group	Parameters	Detail	Detail Parameters	Plans Required	Plans Appended
<b>Basic Data</b> Find   View All 1 of 1					
Requirement Group:	015171				
*Effective Date:	01/01/2000	*Status:	Active	*In Development:	N
*Requirement Usage:	ADV			*Report Seq:	1
<b>Academic Structure</b>					
*Academic Institution:	IUINA		IUPUI		
Academic Career:	UGRD		Undergraduate		
Academic Program:	UCOL1		University Coll Undergraduate		
Academic Plan:	ASCHEASPR		Chemistry AS		
Academic Sub-Plan:					
<b>Description Fields</b>					
*Search Description:	Communications	*Short Search Description:	Communicat		
*Long Description:	COMMUNICATION REQUIREMENTS (RG 15171)				
*Report Description:	COMMUNICATION REQUIREMENTS (RG 15171)				
*Report Long Description:	Student must complete the following 3 communication requirements.				
<b>Using Report Long Description in Course Catalog</b>					
<input type="checkbox"/> Enable Catalog Print <input type="checkbox"/> Override Report Long Description					
Pre-Condition:	None				

## 8.0 Example

Requirement Group: 015672

\*Effective Date: 01/01/2000 \*Status: Active \*In Development: N

\*Description: Communications \*Reporting Seq: 1

\*Short Description: Comm \*Usage: Academic Advisement

\*Long Description: COMMUNICATION REQUIREMENTS (RG 15672) Student must complete the following 3 communication requirements.

\*Academic Institution: IUINA IUPUI

Academic Career: UGRD Undergraduate

Academic Program: UCOL1 University Coll Undergraduate

Academic Plan: ASCHEASPR Chemistry AS

Academic Sub-Plan:

Pre-Condition: None

**8.0 Example:  
\*Long Description**

- In 9.0 Report Long Description you can place the standard disclaimers.
  - See below

Requirement Group: 015138

\*Effective Date: 01/01/1901 \*Status: Active \*In Development: N

\*Requirement Usage: ADV \*Report Seq: 1

\*Academic Institution: IUINA IUPUI

Academic Career: UGRD Undergraduate

Academic Program: TECH1 Technology Undergraduate

\*Search Description: LWH Tech1 Cautions/Disclaimers \*Short Search Description: LWH Tech1

\*Long Description: \*\*\*\*\* ATTENTION! PLEASE NOTE! \*\*\*\*\*

\*Report Description: \*\*\*\*\* ATTENTION! PLEASE NOTE! \*\*\*\*\*

\*Report Long Description: THIS DOCUMENT IS FOR ADVISING PURPOSES ONLY. IT IS NOT AN OFFICIAL TRANSCRIPT AND IS INTENDED SOLELY FOR GUIDANCE IN MEETING DEGREE REQUIREMENTS. ALTHOUGH EFFORTS HAVE BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE

Using Report Long Description in Course Catalog

Enable Catalog Print

Pre-Condition: None

**Proper use of special characters...with text disclaimers**

**9.0 Text disclaimer should  
\*Report Long Description**

## Requirements

- 8.0 Long Description and 9.0 Report Description should be an appropriate brief descriptive title such as “ENGLISH COMPOSITION COURSES” followed by a space then (RG and the *requirement group number*)
  - Text should be in all uppercase.
  - If in 8.0 you need additional text, continue it in the Long Description in mixed case.
- 9.0 Report Long Description should be descriptive text in mixed case.

### 9.0 Example

Requirement Parameters Line Item Line Item Parameters Line Item Detail

Basic Data Find | View All 1 of 1

Academic Requirement: 000016916

\*Effective Date: 01/01/2000 \*Status: Active

\*Requirement Usage: ADV Academic Advisement

Academic Structure

\*Academic Institution: IUINA IUPUI

Academic Career: UGRD Undergraduate

Academic Program: UCOL1 University Coll Undergraduate

Academic Plan: ASCHEASPR Chemistry AS

Academic Sub-Plan:

Description Fields

\*Search Description: English Composition \*Short Search Description: Eng Comp

\*Long Description: ENGLISH COMPOSITION COURSES (RQ 16916)

\*Report Description: ENGLISH COMPOSITION COURSES (RQ 16916)

\*Report Long Description: Student must complete the courses indicated below

Pre-Condition: None

9.0 Examples:  
\*Report Description  
\*Report Long Description

## 8.0 Example

Requirement
Parameters
Line Item
Line Item Parameters
Line Item Detail

View All 1 of 1

Academic Requirement: 000017364 Copy
+ -

\*Effective Date: 01/01/2000 \*Status: Active

\*Description: English Composition

\*Short Description: ENG Comp \*Usage: Academic Advisement

\*Long Description: ENGLISH COMPOSITION COURSES (RQ 17364) Student must complete the courses indicated below

\*Academic Institution: IUINA IUPUI

Academic Career: UGRD Undergraduate

Academic Program: UCOL1 University Coll Undergraduate

Academic Plan: ASCHEASPR Chemistry AS

Academic Sub-Plan:

Pre-Condition: None

**8.0 Example:  
\*Long Description**

- Display Select Line should **not** be turned on for requirements that have course lists with wild cards.

Requirement
Parameters
Line Item
Line Item Parameters
Line Item Detail

Find | View All 1 of 1

Academic Requirement: 000016916 English Composition

Effective Date: 01/01/2000 Status: Active

Find | View All 1 of 1

Line Nbr: 0010

**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

**Should NOT be checked if the Line Item Detail tab uses "Wild Card" course lists**

Last Modified October 2007

Page 5

- The Line Item Description field does not display in 8.0 audits, but under certain circumstances it will display in 9.0 where it is called the Search Description.
  - This field should contain a reasonable description of the Requirement line.
  - In 8.0 some coders currently use this field to themselves as the coder

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

Academic Requirement: 000016916 English Composition  
 Effective Date: 01/01/2000 Status: Active

Line Item

Basic Data  
 Line: 0010  
 \*Line Type: Course Requirement

Description Fields  
 \*Search Description: English Composition \*Short Search Description: -----  
 \*Long Description: English Composition  
 \*Report Description: English Composition  
 \*Report Long Description: English Composition

Pre-Condition: None

- 9.0 Report Search Description field on the Line Item Detail page should be left blank because the results are unpredictable.

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

Academic Requirement: 000016916 English Composition  
 Effective Date: 01/01/2000 Status: Active

Line Item  
 Line Nbr: 0010 English Composition  
 Report Search Description

Line Item Detail  
 \*Line Detail Sequence: 1 \*Line Detail Type: CLST Course List  
 Course List: 000013844 English W131  
 Condition Operator:  
 Condition Data:

## Course Lists

- When an existing 8.0 Course List containing a “wildcard” reference is converted to a 9.0 Course List, the default conversion value in the report description will sometimes be confusing (e.g. all CLAS-C 40000-level courses). These should be manually corrected to appropriate descriptions.
  - This field is on the Course List Detail page, but only displays when the “Wildcard Indicator” checkbox is selected (checked.)

			POLS-Y	309
			POLS-Y	309
*Course Sequence:	<input type="text" value="10"/>	<input checked="" type="checkbox"/> WildCard Indicator	<input checked="" type="checkbox"/> Display Wildcard Courses	<input type="button" value="+"/> <input type="button" value="-"/>
Academic Institution:	<input type="text" value="IUBLA"/> 🔍	Bloomington		
Academic Group:	<input type="text" value=""/> 🔍			
Subject:	<input type="text" value="POLS-Y"/> 🔍	Political Science		
Catalog Nbr:	<input type="text" value="31#****"/> 🔍	Report Description:	<input type="text" value="all POLS-Y 310000-level cours"/>	
*Course Sequence:	<input type="text" value="11"/>	<input type="checkbox"/> WildCard Indicator	<input checked="" type="checkbox"/> Include Equivalent Courses	<input type="button" value="+"/> <input type="button" value="-"/>
Course ID:	<input type="text" value="039021"/> 🔍			

**This field defaults to the after-conversion description displayed. It should refer to all POL\_Y 310 - 319 courses. Always check this Course List field for appropriate contents if the course list has been converted from 8.0**

**Student Exceptions**

- When creating student exceptions (course directives etc.), AA recommends that in the long description that you include the exception type/ number (CD = Course Directive, RC = Requirement Change, etc.), followed by appropriate identifying text using upper/lower case.
  - It is also desirable to include information about what office/person granted the exception.

**Authorize Student Exceptions**

Find | View All    First 1 of 1 Last

---

Advisement Override: 000040997                      User ID: Larry Hill

---

\*Effective Date: 10/01/2007                      \*Status: Active

\*Description: Accept CSCI-N 201 for CIT 106                      Short Description: CSCI-N 201

**Long Description:** CD: 40997 --- Accept CSCI-N 201 for CIT 106 --- Okayed by CIT advisor Dave Fernandez

---

**Override Details**

\*Academic Institution: IUINA                      IUPUI

\*Academic Career: UGRD                      Undergraduate

Academic Program: UCOL1                      University Coll Undergraduate

Academic Plan: ASCHEASPR                      Chemistry AS

Academic Sub-Plan:                     

\*Selection Code: Student

\*Selection Data: 0002327509                      Elvira Winkersham

\*Operation Code: Course Directive

[Create Exception](#)

**Example of Course Directive**

**How it displays on the audit**

Course directed to this line

Term	Course	Description	Units	Grade	Code
Fall 2004	CSCI-N 201	PROGRAMMING CONCEPTS	3.00	B	EN
CD: 40997 --- Accept CSCI-N 201 for CIT 106 --- Okayed by CIT advisor Dave Fernandez					

**How it displays on the audit**

## Disclaimers/Text

- The coding of general disclaimers/text should be placed in Requirement Groups.
- The Report Description should contain an attention grabbing message.
- The text of the disclaimer should be placed in the Report Long Description using mixed case and be appropriately formatted
- General Disclaimers/text should appear at the top of each audit.
  - A university/campus wide disclaimer is being developed which will appear first in all audits.
  - Any disclaimers/text developed by individual schools should follow this disclaimer and should not contradict it.

The screenshot displays a software interface for managing Requirement Groups. The interface is divided into several sections:

- Requirement Group:** 015138
- Basic Data:**
  - \*Effective Date: 01/01/1901
  - \*Status: Active
  - \*In Development: N
  - \*Requirement Usage: ADV
  - \*Report Seq: 1
- Academic Structure:**
  - \*Academic Institution: IUINA (IUPUI)
  - Academic Career: UGRD (Undergraduate)
  - Academic Program: TECH1 (Technology Undergraduate)
  - Academic Plan: [Empty]
  - Academic Sub-Plan: [Empty]
- Description Fields:**
  - \*Search Description: LWH Tech1 Cautions/Disclaimers
  - \*Short Search Description: LWH Tech1
  - \*Long Description: \*\*\*\*\* ATTENTION! PLEASE NOTE! \*\*\*\*\*
  - \*Report Description:** \*\*\*\*\* ATTENTION! PLEASE NOTE! \*\*\*\*\* (Annotated with "Attention Grabber")
  - \*Report Long Description:** THIS DOCUMENT IS FOR ADVISING PURPOSES ONLY. IT IS NOT AN OFFICIAL TRANSCRIPT AND IS INTENDED SOLELY FOR GUIDANCE IN MEETING DEGREE REQUIREMENTS. ALTHOUGH EFFORTS HAVE BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE (Annotated with "Disclaimer Text")
- Using Report Long Description in Course Catalog:**
  - Enable Catalog Print
  - Override Report Long Description
- Pre-Condition:** None