HOW TO RUN AN AUDIT AGAINST A COURSE PLAN

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INTRODUCTION AND PURPOSE

Course plans are available to provide students’ guidance towards completion of their degree requirements in a term based structure. This procedure document is intended to introduce users to Student Course Plans and show the user the different types of audits available for a student who has been assigned a course plan.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Tracking is currently disabled and not being used by UCR. When tracking is enabled, a student’s completed coursework will be evaluated against their active plan to determine if they have completed their planned requirements by the planned term and are on-track for completing their degree program on-time. The Edit view may show a tracking status but it is not being used.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Graduate Division Academic Affairs Office
3. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu/) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

RUNNING A PLAN AUDIT

Using their plan, a student or Advisor can generate an audit to evaluate their degree progress. Generating an audit from a student’s plan will show their progress towards their degree as all of their planned requirements are completed successfully.

A plan audit can be run from either view: Edit or Compact.
1. To access the Plan Audit for a student, first search for and select the student in the Degree Works interface. We recommend you use the student you created a plan for in How to Create a New Plan. Then open that plan.

2. Select Audit located at the bottom of the page

3. A new window will open with the Plan Degree Audit
4. Courses from the Plan will be highlighted in blue

5. Only three of the requirement types will apply to the plan audit:
   a. Course requirement, a single course
   b. Choice requirement, when there are several course options
   c. Non-Course, when the requirement has been completed through other means (exams, speeches, projects, personal experience etc...)
   d. Placeholder requirements will display at the bottom of the page
      1. Placeholders are user-defined requirements that need to be completed as part of the degree but a single course has not been identified

6. Print a Plan Audit
   a. The Audit is not saved on the system for later viewing, but you can print the audit details using the Print link at the top right corner of the audit page.
F I N A L  Q U I Z

1. Placeholder requirements will display at the bottom of the page and are not included in the audit.
   a. TRUE

2. The Audit against the Planned Courses is saved on the system so you can review it at a later time.
   a. FALSE, the audit is not saved on the system so you will want to print the audit details if you want to have it to review later.

3. Courses from the Plan will be highlighted in blue in the audit so you know what is coming from the plan.
   a. TRUE