Process Name: Degree Audit  
Date: October 14, 2005  
Time: 8:12 a.m.  
Location: BAB 202  
Participants:  
Session Lead:  

Narrative/Description: The Registrar builds all degree audits. The latest version of a department’s paper degree plan is secured along with the College Catalog. The Registrar analyzes the documents, reconciles any differences and the breaks down the component parts of the plan. Using SIS “On-Course” screens, the Registrar builds the degree audit according to the logic in On-Course. Once completed, the degree plan is reviewed by the responsible department, tested, and revisions returned to the Registrar for updating. Once all parties are satisfied the degree audit is placed in production and available for use by students, via Web for Students and to advisors via Web for Faculty or SIS.

The faculty can recommend a waiver/substitution to their Chair and Dean. If approved the Dean’s office will do the actual posting of the change to the SIS screen. In addition, departments may assign graduate committees, make advisor notations to the student plan, and view lists of all advisees via SIS.

The degree plans are continually updated by the Registrar whenever a problem is detected by students or departmental personnel.

Electronic Inputs: None

Manual/Paper Inputs: Paper degree plan from each department.

Key Decision Points (list all): Registrar must resolve any differences between paper degree plan and course catalog.

Related Policy(s): SRSU Catalog and Department Degree Plan

Interface to Other Systems: None

Web Features: Degree Audit may be viewed on Web for Students and Web for Faculty.

Electronic Outputs: None

Manual/Paper Outputs: Paper copy of degree audit may be generated.

Customer(s): Faculty, Staff, and students.

Regulatory Items: None
Frequency/Volume: On-going

Potential Break Points: Breakdown in logic, department intent, unpublished deviations from published material.

Automation: Once plan is built, totally automated.

Issues: Too many unpublished deviations, exceptions, some logic will not work with On-Course. Minors are difficult to monitor.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.