University of Houston Academic Advisement

Undergraduate Academic Audit Overview

University of Houston

Fall 2008
Academic Advisement Overview

Academic Advisement is the application within PeopleSoft Enterprise Campus Solutions that is used to track the requirements and policies that a student must satisfy in order to graduate. As a student progresses towards graduation, the Academic Advisement audit engine analyzes all courses, restrictions, pre-conditions, or conditions completed (both successfully and unsuccessfully) by the student. The application determines what requirements are still outstanding. Using data specified on PeopleSoft Enterprise Student Records pages and requirements entered on Academic Advisement pages, this application automatically tracks a student’s degree progress.

Outlining the Academic Structure of the University of Houston – Degree Audit Planning Phase

Before entering any data in the Academic Advisement pages the Degree Audit team carefully reviewed and analyzed the degree requirements at the University of Houston. The present Audit is based on the 2005 Undergraduate Catalog. Key design elements in the initial planning stage for Audit included defining how the institution is structured, what degrees are offered, the requirements for those degrees, and how course lists are organized (for example, courses included in the different categories of the Core curriculum were carefully examined and analyzed before the course lists were built).

Outlining the Basic Advisement Structure

The basic academic advisement structure was organized along these lines:

1. Identify the institution. (The Audit is tied to the individual institution within the University of Houston System; each institution controls its own academic Audit.)
   
   Example: University of Houston

2. List all careers associated with each institution. (These careers were determined by the institution in the initial planning stages of Academic Structure.)

   Example: Undergraduate, Graduate, Professional

3. List all programs of study associated with each career.

   Example: Degree types such as BS, BA, BBA, etc.

   Individual colleges with specific college-level requirements

4. List all plans associated with each program.

   Example: Majors and minors in each college

5. List any related sub-plans for each plan.

   Example: Specific teaching fields or areas of emphasis within majors
Outlining Requirement Descriptions and Details

The process of planning the Audit involved describing the requirements (and details) of each career, program, plan, and sub-plan at the University of Houston. Beginning at the highest level, which is the University itself, we determined the undergraduate requirements that apply to all undergraduate students. Working down to the career, program, plan, and sub-plan levels we defined requirements at each level. Next to each requirement description, we noted specific details about each.

This table is an abbreviated example of some of the results of this planning phase:

<table>
<thead>
<tr>
<th>Row</th>
<th>Institution</th>
<th>Career</th>
<th>Program</th>
<th>Plan</th>
<th>Subplan</th>
<th>General Requirement Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of Houston</td>
<td>UGRD</td>
<td></td>
<td></td>
<td></td>
<td>Minimum hours for graduation</td>
<td>Calculate total hours credit toward degree</td>
</tr>
<tr>
<td>2</td>
<td>University of Houston</td>
<td>UGRD</td>
<td></td>
<td></td>
<td></td>
<td>Minimum GPA for graduation</td>
<td>Calculate cumulative GPA</td>
</tr>
<tr>
<td>3</td>
<td>University of Houston</td>
<td>UGRD</td>
<td></td>
<td></td>
<td></td>
<td>Limit on lower-level transfer hours</td>
<td>Enforce 66 hour limit</td>
</tr>
<tr>
<td>4</td>
<td>University of Houston</td>
<td>UGRD</td>
<td></td>
<td></td>
<td></td>
<td>Core Curriculum</td>
<td>Enforce Core requirements in all categories</td>
</tr>
<tr>
<td>5</td>
<td>University of Houston</td>
<td>UGRD</td>
<td>B.S</td>
<td></td>
<td></td>
<td>Formal Science</td>
<td>Enforce math/science requirements</td>
</tr>
<tr>
<td>6</td>
<td>University of Houston</td>
<td>UGRD</td>
<td>NSM</td>
<td>INSCBISC</td>
<td></td>
<td>Minimum major GPA requirement</td>
<td>Calculate major GPA</td>
</tr>
<tr>
<td>7</td>
<td>University of Houston</td>
<td>UGRD</td>
<td>NSM</td>
<td>INSCBISC</td>
<td></td>
<td>Minimum advanced hours in residence</td>
<td>Enforce minimum of 9 advanced credit hours in residence</td>
</tr>
<tr>
<td>8</td>
<td>University of Houston</td>
<td>UGRD</td>
<td>NSM</td>
<td>INSCBISC</td>
<td>Option 1</td>
<td>Major course requirements</td>
<td>Enforce course requirements</td>
</tr>
<tr>
<td>9</td>
<td>University of Houston</td>
<td>UGRD</td>
<td>NSM</td>
<td>INSCBISC</td>
<td>Option 1</td>
<td>Major/subplan GPA</td>
<td>Calculate GPA for subplan</td>
</tr>
<tr>
<td>10</td>
<td>University of Houston</td>
<td>UGRD</td>
<td>NSM</td>
<td>INSCBISC</td>
<td>Option 1</td>
<td>Computer Science</td>
<td>Enforce COSC course requirement</td>
</tr>
</tbody>
</table>
Building the Academic Audit

Once the initial planning and design was established for an area, the Degree Audit Work Group (DAWG) team member assigned to that area would start the building phase. While planning is done “from the top down,” beginning at the highest level of the institution’s academic structure, building the Audit is done “from the bottom up.” We started with building course lists for specific requirements and progressed to building the requirements and then the requirement groups for that academic area.

Academic Course Lists

Academic course lists form the backbone of academic advisement. They are lists of courses or wildcard course lists. For example, a course list might consist of eight history courses. Course lists are used in academic requirements to identify what courses a student must select from to complete a graduation requirement.

Courses are listed either by a unique course ID or by using the wildcard indicator. For example, you can insert a row with the course ID for POLS 3310 or set up a wildcard course list of all 3000-level POLS courses, depending on the parameters of the specific requirement.

Academic Requirements

Academic requirements are graduation rules, that is, rules that students need to follow to successfully complete their academic objectives. Academic requirements contain requirement parameters, pre-conditions, connector types, partitions, detail requisites or restrictions, and line item parameters. Requirements can be simple (for example, one that requires a minimum GPA of 3.00) or complex (for example, one that has many parts).

After setting up academic requirements, you must attach them to requirement groups. Only then can the audit engine apply a requirement against a student's academic record.

Academic Requirement Groups

Academic requirement groups are the highest-level parent record. They consist of detail lines pointing to conditions, courses, and requirements, as well as parameters that include unit and course requirements. Requirement groups identify the student population to be evaluated in the audit or advisement process. For example, requirement groups can target all undergraduate students, or only undergraduate students in the math plan, or only undergraduate students who belong to a specific student group. The advisement engine evaluates each student's career, program, and plan as well as other pertinent academic data (such as catalog year, also known as requirement term) to determine which requirement groups it should apply to the student.

The academic advising engine compares a student's career, program, plan, subplan, and precondition with the academic structure established for a requirement group. When the requirement group academic structure matches the student's academic structure, the requirement group is applied to that student.
Academic Audit – Running Academic Advisement Reports

Advisement report is merely another name for the Degree Audit. This is the report that reflects a student's progress towards graduation. It is the core function of the Academic Advisement application. The report indicates whether the student has completed all of the requirements needed to graduate or whether the student still needs to satisfy outstanding requirements.

The advisement report is a type of transcript. You can produce a report that includes or excludes the student's academic history (academic transcript). At this stage of development our standard Degree Audit report (ADVIP) includes the academic transcript as well as the Audit Information. Additional transcript types are available and more types can be designed as needed.

After you run the report process, you can view the results online and/or print the results.

What-If Advisement Reports

Using the what-if advising capabilities, you can run a simulated advisement report for a student that shows degree progress based on courses the student proposes to take. You can also run a simulated academic advisement report that compares the student's transcript against different careers, programs, plans, and subplans.

These what-if capabilities enable the academic advisor to run any number of degree audit reports based on what-if situations:

- The Course List What-If option is used to retrieve what-if individual courses from the established course catalog.
- The Quick What-If option is used to create a new what-if scenario (program, plan and sub-plan) for a student.
- The Stored What-If option is used to create or recall previously stored what-if information (program, plan, sub-plan, and requirement term) for a student.

Advisement Overrides and Course Substitutions

Advisement overrides and course substitutions can be used to modify existing requirements and make exceptions for a specific student.

Advisement overrides enable you to override any part of a student's degree requirements. Standard requirements can be overridden or an entire program can be configured for a specific student or group of students. Course directives are a type of advisement override. These mandate (or direct) where specific courses will or will not be used to satisfy requirements. For example, you can direct that a course be used toward satisfying a student's major requirements, but not general education requirements. Course directives are a method of course override.

Course substitution enables you to select a course to use in place of the required course. Substitutions can be set up in advance or after course completion.

There are three ways to make academic advisement exceptions for a student:

- Use the Authorize Student Exceptions page to direct where specific courses are to be used to satisfy requirements.
  This is the preferred way to create a course substitution.
- Change, override, or waive a requirement using the Authorize Student Exceptions page.
- Substitute one course for a required course on the Course Substitution page.
## RESIDENTIAL AND ADVANCED LEVEL REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110</td>
<td>Calculus I</td>
<td>3.00</td>
<td>MATH 105</td>
</tr>
<tr>
<td>MATH 111</td>
<td>Calculus II</td>
<td>3.00</td>
<td>MATH 110</td>
</tr>
<tr>
<td>PHYS 211</td>
<td>Physics I</td>
<td>4.00</td>
<td>MATH 111</td>
</tr>
<tr>
<td>PHYS 212</td>
<td>Physics II</td>
<td>4.00</td>
<td>MATH 111</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>General Chemistry I</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry II</td>
<td>4.00</td>
<td>CHEM 110</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>General Biology</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>BIOL 102</td>
<td>General Zoology</td>
<td>4.00</td>
<td>BIOL 101</td>
</tr>
<tr>
<td>BIOL 103</td>
<td>General Botany</td>
<td>4.00</td>
<td>BIOL 102</td>
</tr>
</tbody>
</table>

### General Education Requirements
- Students must complete the General Education Program.
- Students must complete the Advanced Examination.
- Students must complete the Advanced Level Curriculum.
- Students must complete the Advanced Level Requirements.
- Students must complete the Advanced Level Electives.

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Student ID: [Student ID]

Home: [Home Address]

Undergraduate Transcript - Available to Only UC San Diego Students.

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