

DegreeWorks Common Terminology

DegreeWorks—DegreeWorks is a web-based tool that students can use to monitor their progress towards a degree program at any time. Its purpose is to complement the regularly scheduled advising times with academic advisors. DegreeWorks pulls information from a student’s academic history and displays their academic progress in an interactive format.

Responsive Dashboard—The DegreeWorks Responsive Dashboard is the classic display that a student and/or advisor will see upon logging into DegreeWorks. The Responsive Dashboard provides a personalized dynamic view of the student’s progression through their Program of study requirements. The Responsive Dashboard is accessible for viewing via both computer desktop and mobile device.

Block—Blocks, also known as “cards”, refers to each section within the DegreeWorks Responsive Dashboard. For example, there are separate blocks for General Education, Major and Minor requirements as denoted by the *Academic Catalog*.

Degree Progress—Degree Progress gives a percentage of completion towards the program of study and graduation requirements.

- Requirements shows the percentage of completion towards curriculum requirements.
- Credits shows the percentage of completion towards overall 120 credit hours required for graduation.

In-Progress—In-progress refers to the courses a student is taking for the current term. This can also be seen on coursework transferred from other institutions that do not reflect final grades. Transfer work without final grades will remain the “in-progress” block until an official transcript reflecting final grades has been received. DegreeWorks by default includes in-progress coursework within the Responsive Dashboard view. To exclude in-progress work from view, uncheck the “in-progress classes” checkbox and hit the “process” button to display changes. The box must then be rechecked and the process button must be hit again in order to bring in-progress courses back into view.

Preregistered—Preregistered refers to courses a student has registered for a future term that have not yet started, meaning they’re not in-progress yet. This is typically seen in the weeks following registration before classes for the next term are scheduled to begin. DegreeWorks by default includes preregistered coursework within the Responsive Dashboard view. To exclude preregistered work from view, uncheck the “Preregistered classes” checkbox and hit the “process” button to display changes. The box must then be rechecked and the process button must be hit again in order to bring preregistered courses back into view.

Advanced Search—The advanced search feature can be used to search for a student or set of students based on various criteria including name(s), degree, major, catalog year, etc.

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DegreeWorks Exception—DegreeWorks exceptions can be used to modify a student’s program requirements based on department chair or other relative administrator approval. These exceptions can include course substitutions, or waivers based on prior course completion and equivalent proficiency.

Unhooked—Unhooked is a term used in reference to DegreeWorks exceptions that are no longer being enforced. This is typically seen when changes have been made to DegreeWorks Scribe for a particular block. Unhooked exceptions are also commonly seen when a student changes their major and an exception had previously been applied. In the case of an unhooked exception, it will still be presented at the bottom of the DegreeWorks Responsive Dashboard under *Exceptions*, however the “enforced” column will say no. In the event of an unhooked DegreeWorks exception, contact the Registrar’s office for assistance.

Class History—Class history can be found at the top right of the DegreeWorks Responsive Dashboard under the three dots. This gives a chronological view of the student’s course history from oldest to newest.

Notes—Notes can be added to a student’s DegreeWorks by selecting the three dots at the top right of the Responsive Dashboard. It is highly recommended to add a note to the student’s DegreeWorks during advising to ensure there is record of information.

Graduation Calculator— Graduation calculator gives the student an idea of what they need to average in order to have a desired GPA by the time they graduate.

Term Calculator—Term calculator gives the student a projected GPA for the current semester based on estimated grades.

Advice Calculator—Advice calculator tells the student how many credit hours of A or B they need to make to achieve a desired GPA. If the student’s goal is unrealistic based on their academic progress, this GPA calculator will explicitly define that the request is unattainable.

DegreeWorks Legend— The DegreeWorks legend is located at the very bottom of the student’s Responsive Dashboard.

Legend

 Complete  Not complete  Complete except for classes in-progress  Nearly complete - see advisor  Prerequisite  Any course number

- Green checkmarks indicate that the requirement has been met for a specific category within the program of study.
- Red open circles indicate the requirement is not complete.

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- Blue half circles indicate the course is in-progress or preregistered, and once a final passing grade has been provided, the requirement will be met.
- Yellow exclamation circles indicate that there is a discrepancy between the credit hours and the course itself. Yellow exclamation circles typically show when there is transfer work with varying hours, courses have changed credit hour requirements across catalogs, or a DegreeWorks exception has been made for a course, but the hours have not been manually adjusted. When a Yellow exclamation circle is seen on a student's responsive dashboard, it is best practice to reach out to the Registrar's office for further review.
- Blue clipboards indicate there are prerequisites associated with courses. By clicking on the course, it will pop up a separate box with prerequisite information.
- The @ symbol indicates that a requirement is open ended. For example, if electives within the major block lists SOC 3@, 4@ this means the student can take any course within the Sociology discipline so long as it is 300 or 400 level and not already a requirement within the major. *Please refer to the *Academic Catalog* for reference.

What-if Analysis— The What-if Analysis is a tool that can be used by students and advisors to run a hypothetical audit for situations such as changing majors, adding additional majors or minors, etc. Please note however, when running a what-if analysis, it is imperative that all curriculum information (Degree, major, and concentration for instance) aligns exactly as it is denoted in the *Academic Catalog*. If curriculum information is not exactly in alignment, the what-if analysis will not produce an accurate audit.

Academic Catalog—The *Academic Catalog* is the official university document which describes the requirements for admission to and completion of degrees offered through the university. It includes course descriptions and prerequisites, general education requirements, requirements for majors, concentrations and minors, academic policies and procedures, etc. It is the authority on which all other academic documents are created and referenced. A new *Academic Catalog* is released at the start of each academic year and will contain any updates that were approved during the previous academic year. When questions arise, faculty, students, and staff are encouraged to refer to the relevant year's *Academic Catalog* for answers.

General Education—All students must complete 39-41 credit hours designated as the General Education Program, consisting of some courses which are absolute requirements and others where students choose from distributed lists. In these courses, students focus on the attainment of foundational knowledge and essential skills for a comprehensive undergraduate education. If these General Education courses are not required courses or prerequisites for courses in a student's chosen major, then they can be chosen by the student from the distributed list. See the current *Academic Catalog* for additional information and the specified lists. These General Education courses either have no pre-requisites or are accessible to students as a first course in the discipline based upon a qualifying placement score. Qualifying placement scores can be found in the *Mathematics and English Placement Guide* found on the Registrar's

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webpage under Academic Resources. If the student has provided test scores, they will be presented in the header block of DegreeWorks along with the code that corresponds to the test subject. Please refer to the *DegreeWorks Placement Legend* found on the Registrar's webpage under the DegreeWorks tab.

Major—A major is a field of study within an approved degree program and has a specified set of curriculum requirements stated in the *Academic Catalog*. Undergraduate students can declare a major when they enroll at the university or by using the Declaration of Degree/Major/Minor form found on the Registrar's page of the Concord University website.

Concentration or Emphasis—A concentration, also known as an emphasis is a specialized area of focus within the major of study. Some majors require a concentration and others do not.

Minor—A minor is a secondary area of specialization beyond a college major that is earned in a specific subject area of study and has a specified set of curriculum requirements stated in the *Academic Catalog*. WVHEPC 133CSR11 indicates a student may not earn a baccalaureate minor in a subject area in which he or she is earning a baccalaureate major.

Progression Sheet—The progression sheet for each major contains a concise listing of the requirements for completion of a specific degree. The information on the progression sheet is a summary of the requirements stated in the *Academic Catalog* for the relevant major. The left-hand side contains information pertaining to General Education and the right-hand side, and if needed, a continuation onto the second page, contains a listing of the requirements for the major. Requirements outlined in Progression Sheets should be in alignment with DegreeWorks and the *Academic Catalog*.

Four-Year Plan—The four-year plans and other multi-year plans are examples of a possible recommended sequence that students may utilize to complete a degree in a timely fashion. These are expected to take prerequisite courses into account so that a student has them when needed to make academic progress. Questions about information on these plans should be addressed by referring to the relevant year's *Academic Catalog*.

Required—Required courses must be taken, and completion confirmed by the Registrar, prior to a degree being conferred. Major requirements are listed on the right side of the Progression Sheet and under the major block within DegreeWorks. General Education requirements are listed on the left side of the progression sheet and under the General Education block within DegreeWorks. The listing of these courses is in the *Academic Catalog* and changes to the list must be made by submitting the change on the current version of the Catalog Change Form and approved by Academic Council.

Recommended—Recommended entails that the student is encouraged to take the specified recommended course prior to receiving the degree but the absence of completion does not prevent conferral of a degree.

These are often courses that are:

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- Applicable to some common potential career options for the major but not all
- Encouraged by professional societies but no formal statements or requirements by accrediting bodies have yet been made
- Required by some but not all graduate schools in the discipline

It is usually in the student's best interests to complete the course if they have an opportunity to do so.

Electives—The word elective implies the student has a choice about which course they take to complete their degree or degree requirements. Courses taken that do not directly count within the General Education, major, or concentration blocks within DegreeWorks are generally referred to as Open Electives. Courses transferred into Concord from another institution that do not meet equivalency are generally referred to as open electives. Here are common examples of its usage:

- If the total of general education requirements plus requirements for a student's selected major adds to less than the 120 hours required to complete a degree, then the credit hours needed to reach 120 are unspecified and the student can choose to complete any course offered to make up the difference. These are commonly referred to as open electives.
- If a program expects a student to have mastery of a specific skill by completion of a program and that skill is embedded in multiple courses, the student may select one from a set of those courses in order to have met the requirement. Often these courses are on a rotation and students are encouraged to take them when they are available or plan ahead, so space is available in their schedule when they are offered.

Some disciplines are sufficiently broad that many courses are recommended by faculty, professional societies, and graduate schools to provide a breadth of exposure to ideas, concepts, and skills from the discipline, but no one topic or course rises to the level of being required or an expected standard in the field. In these cases, students are encouraged to select a subset of courses from a distributed list, usually within specific prefixes related to the discipline. Sometimes a specific combination of courses is recommended for graduate school or specific career pathways and guidance about the combination is provided in the *Academic Catalog*. Additional guidance is usually also provided during advising sessions with their faculty advisor.

Equivalent—A course is considered equivalent if it has a 70% match in course content and learning objectives or outcomes. This is usually determined by comparing the course description in the *Academic Catalog* and learning objectives on a syllabus. It can include a review of the prerequisites and level of the course. Courses meeting this standard are brought in by the Registrar's office as being equivalent to a specific course at CU. We would say the student is "bringing in X course from Institution A as Y course at CU." These courses will be reflected on the student's official Academic Transcript under the "Transfer Credit Accepted by the Institution" section.

*Additional information about course equivalency can be found in the *General Studies and Course Equivalency Transfer Agreement* that is updated yearly by HEPC and is made available by the CU Registrar's office.

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Substitution—On occasions, a course that is not a 70% match or equivalent is determined to be sufficiently compatible with the curriculum or skill set of another course that it can be substituted for the required course. While it may not be directly aligned with the curriculum stated in the *Academic Catalog*, it can serve as an alternative pathway for a particular student. These course substitutions are approved by the Department Chair or other relevant administrator and the approval for the substitution is applied in DegreeWorks by the staff in the Registrar's Office. The notation in DegreeWorks can be seen where the original requirement is displayed in the major listing on DegreeWorks and in the exception category at the bottom of the display. It is recommended practice to add the information to the Notes in DegreeWorks at the time the substitution is approved to ensure documentation. This substitution is not noted in Banner or on the student's official Academic Transcript.

Academic Exception—Any deviations from policies and practices stated in the *Academic Catalog* and Student Handbook may be requested in writing on an Academic Exception form. As all students are expected to follow academic policies and practices set forth in these campus documents, academic exceptions should be rare instances of extraordinary circumstances and approval of these requests is not guaranteed. These are reviewed and decided by the Associate Provost with input from the student's advisor, Department Chair, and Dean.