Introduction to Curriculum, Advising, and Program Planning (CAPP)

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NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services

Topics

- What is CAPP?
- Benefits of CAPP
- CAPP programming
- Accessing CAPP
- Sample CAPP report
- "What-if" analysis
- Forms
- Online resources

What is CAPP?

- **C**urriculum, **A**dvising, and **P**rogram **P**lanning
- Module in Webstar
  - Stores program and course requirements
- Degree Evaluation (Compliance)
  - A comparison of specific program requirements against a student's coursework, which may include:
    - institutional credits
    - transfer credits
    - test scores
    - in-progress coursework
    - individual student adjustments (substitutions or waivers)

What is CAPP?

CAPP answers the following:

- What are the requirements for the given program?
- What courses has the student completed or have in-progress?
- Which requirements have or have not been met?

What is CAPP?

Degree audit tool for advising students:

- in their current program of study
- who are contemplating changing their major, adding a minor, etc. ("what if" scenarios)
- efficient verification of graduation requirements

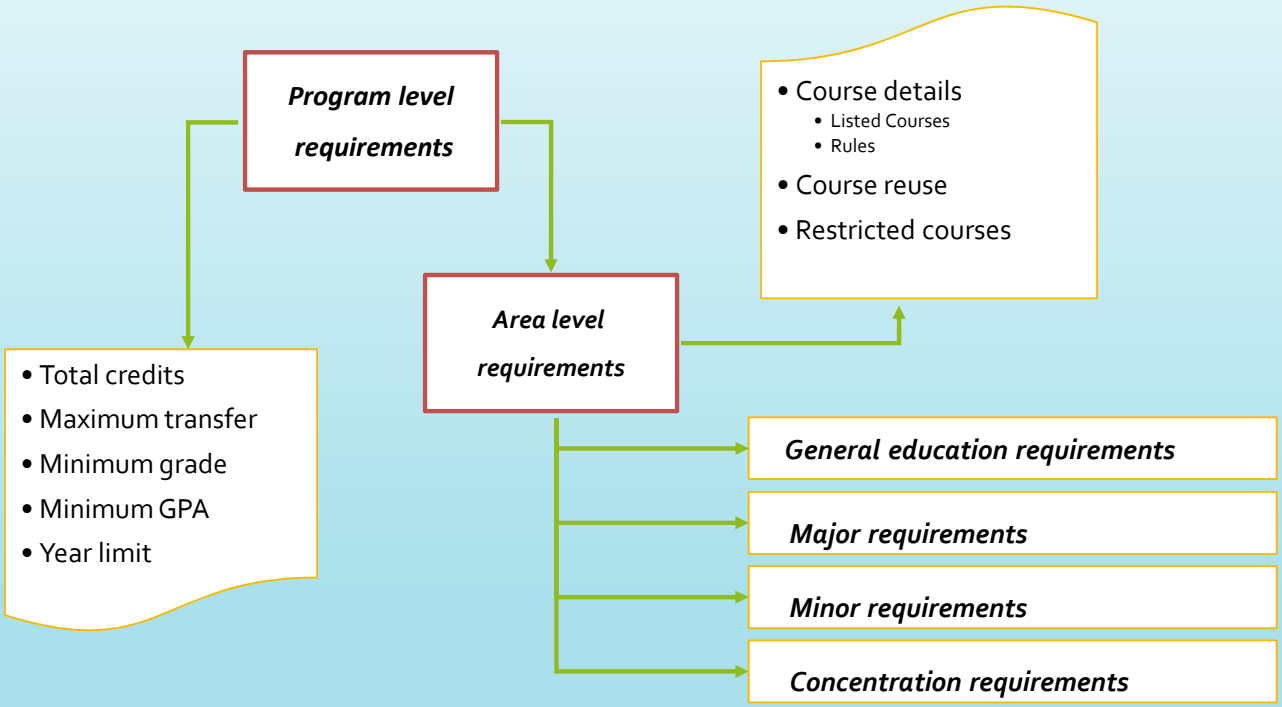
Benefits of CAPP

- Adherence to NSU's academic policies
- Greater accuracy for degree evaluation
- Eliminates need for curriculum sheets
- Efficient evaluation of a student's progress at any time
- "What-if" Analysis

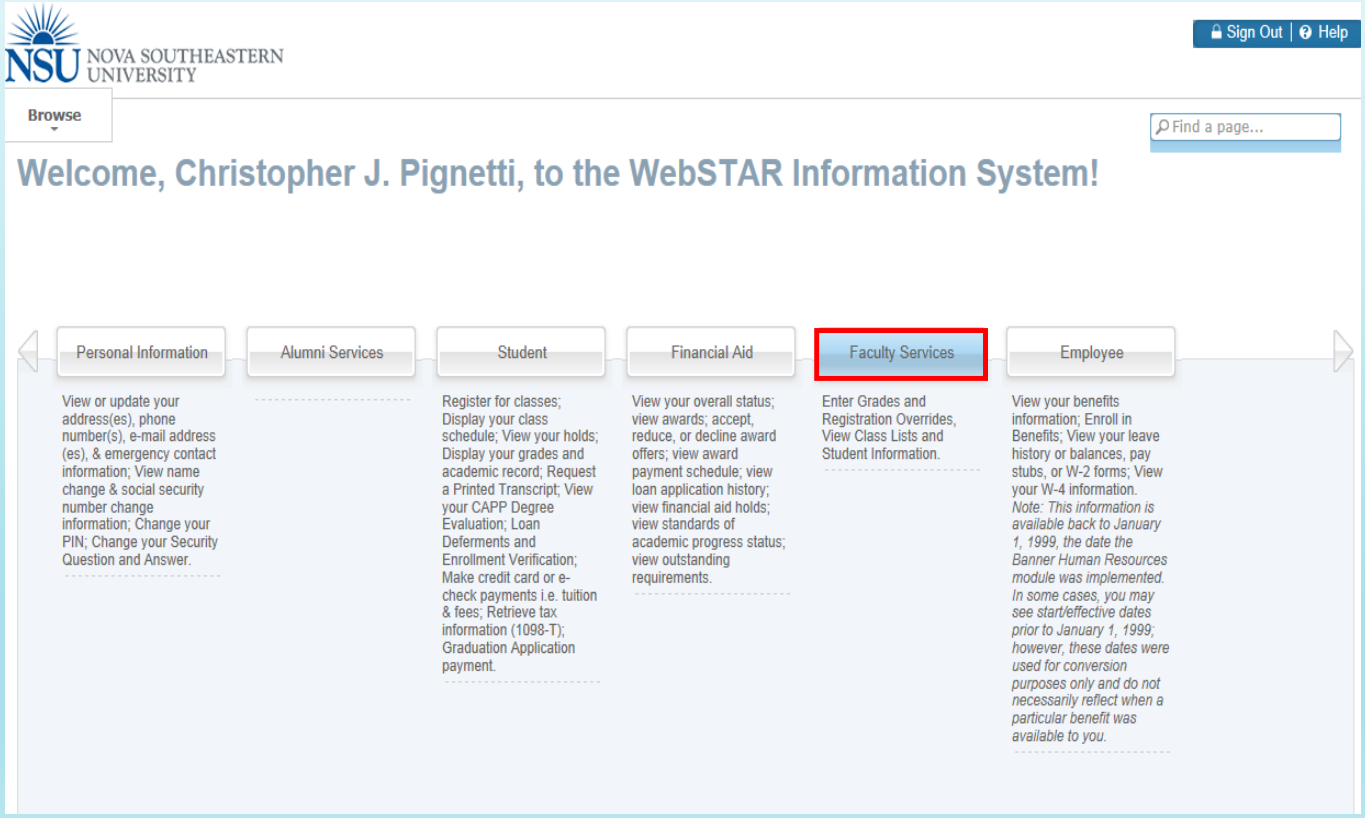
CAPP Setup

- Curriculum used for CAPP is based on the student's catalog year in Banner (SGASTDN).
- CAPP is coded to the student catalog corresponding to the catalog year in SGASTDN.
- Deviations from the catalog are generally not allowed in the programming of CAPP.
- Curriculum sheets (finalized) for Fall term/semester are requested in February and programming begins as early as March in advance of catalog distribution.
- Coordination is needed with colleges/programs for accuracy of CAPP.
- Less coordination usually equates to less accuracy in CAPP.

CAPP Setup – Programming



Accessing CAPP



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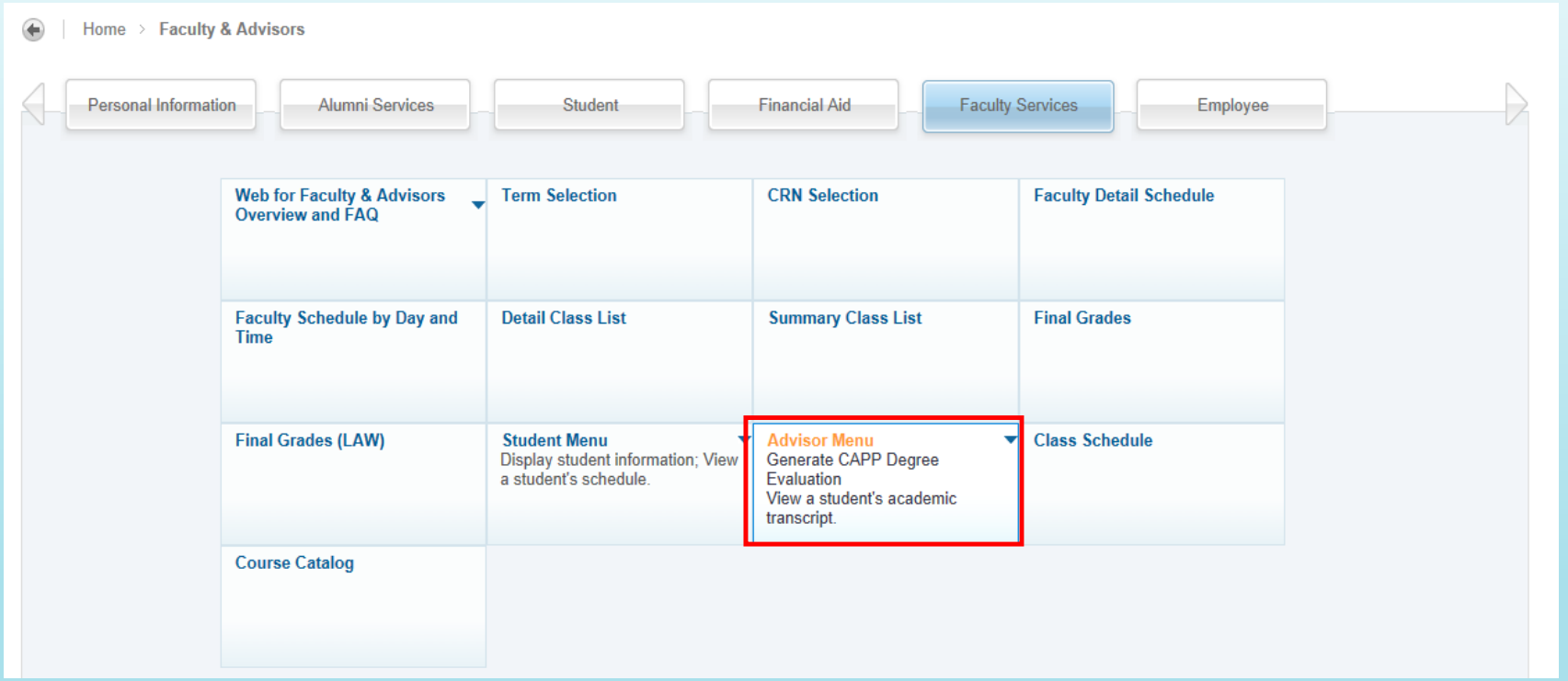

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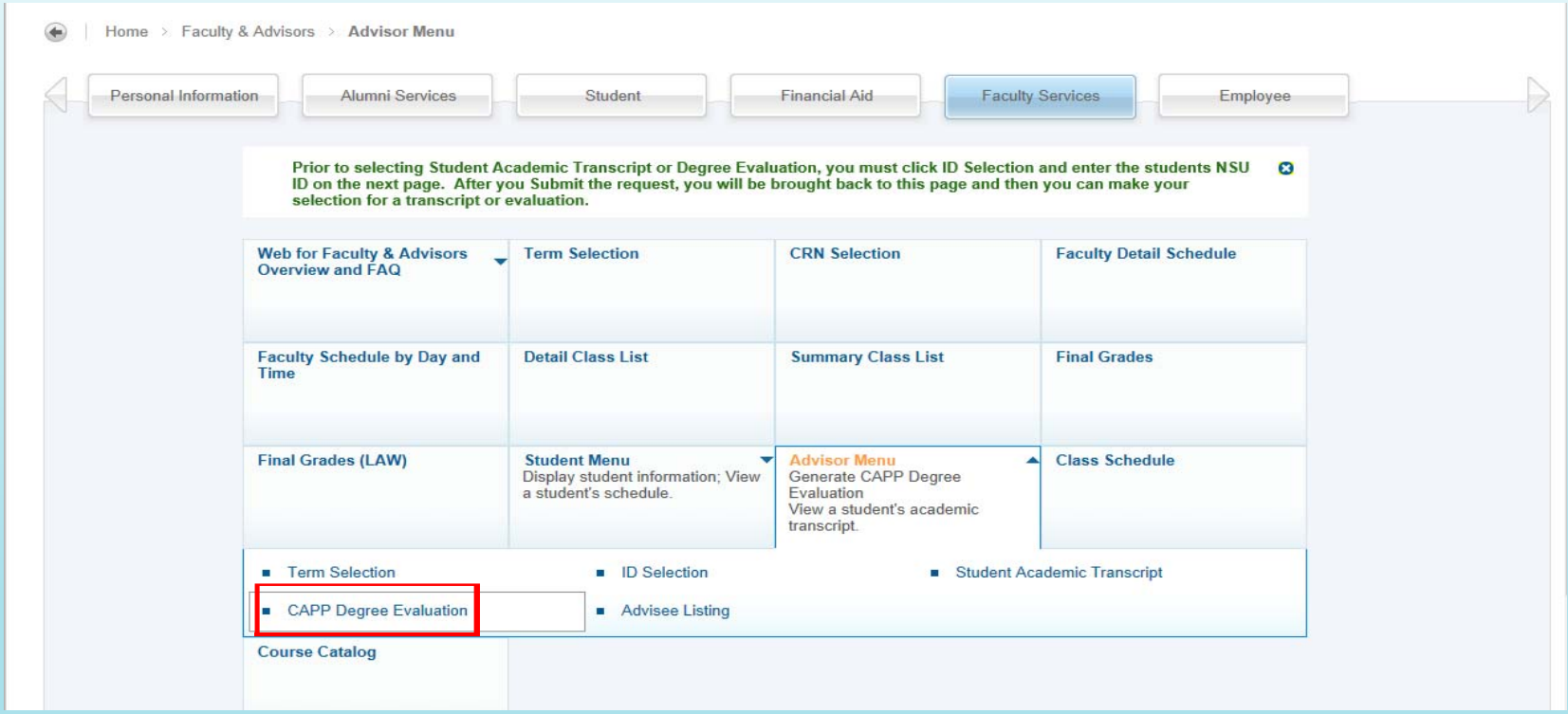
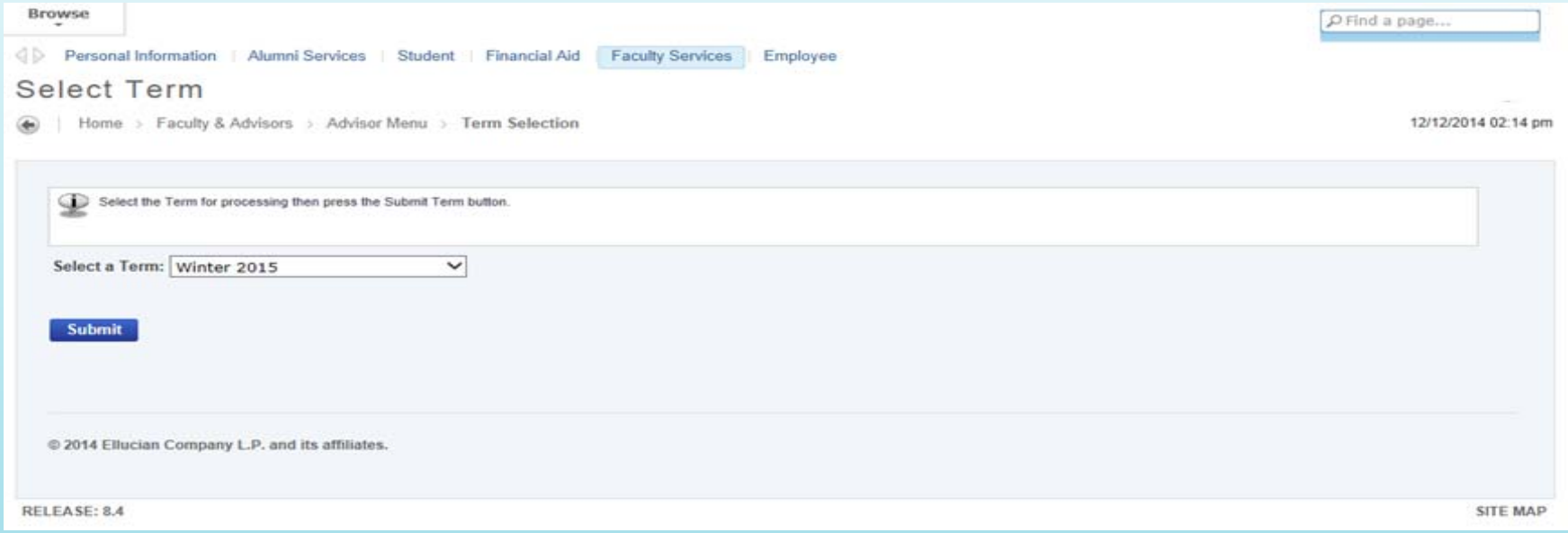


Generating CAPP



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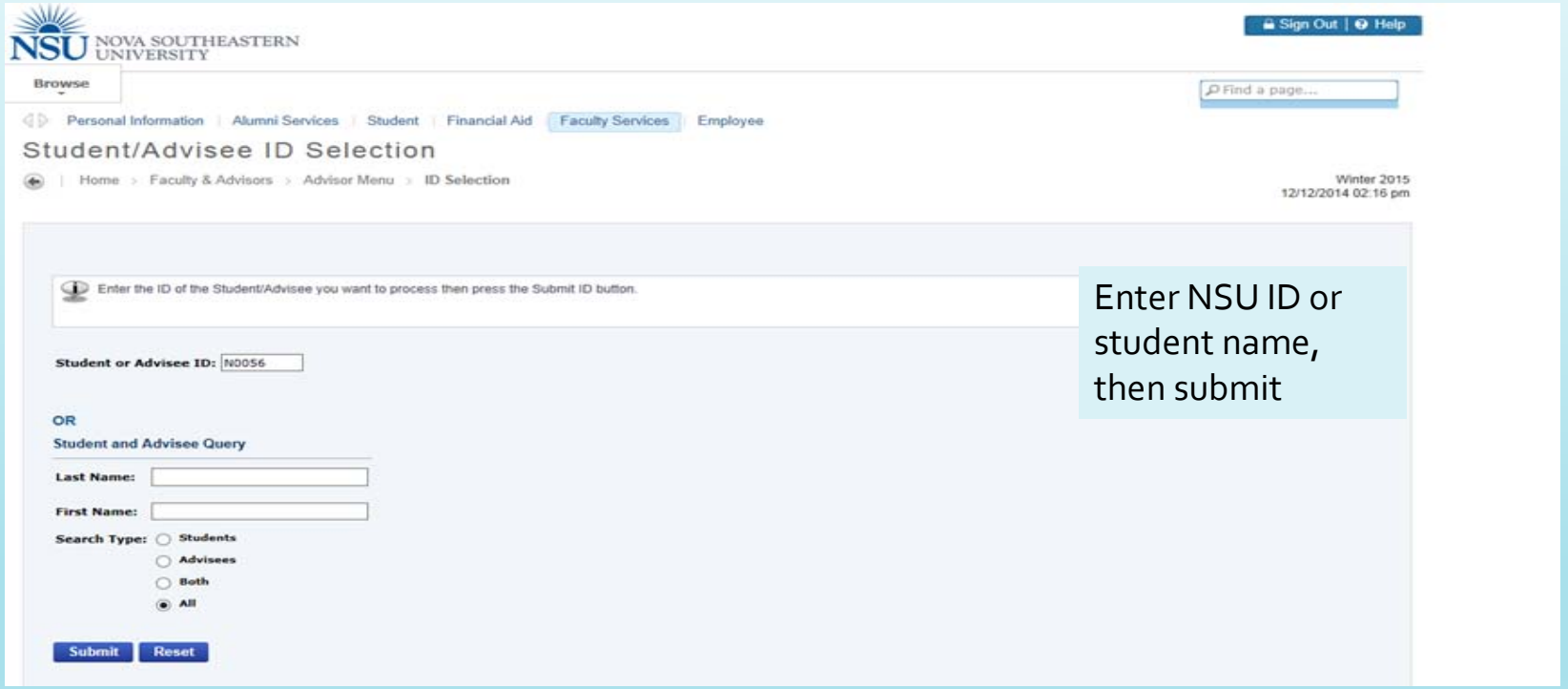
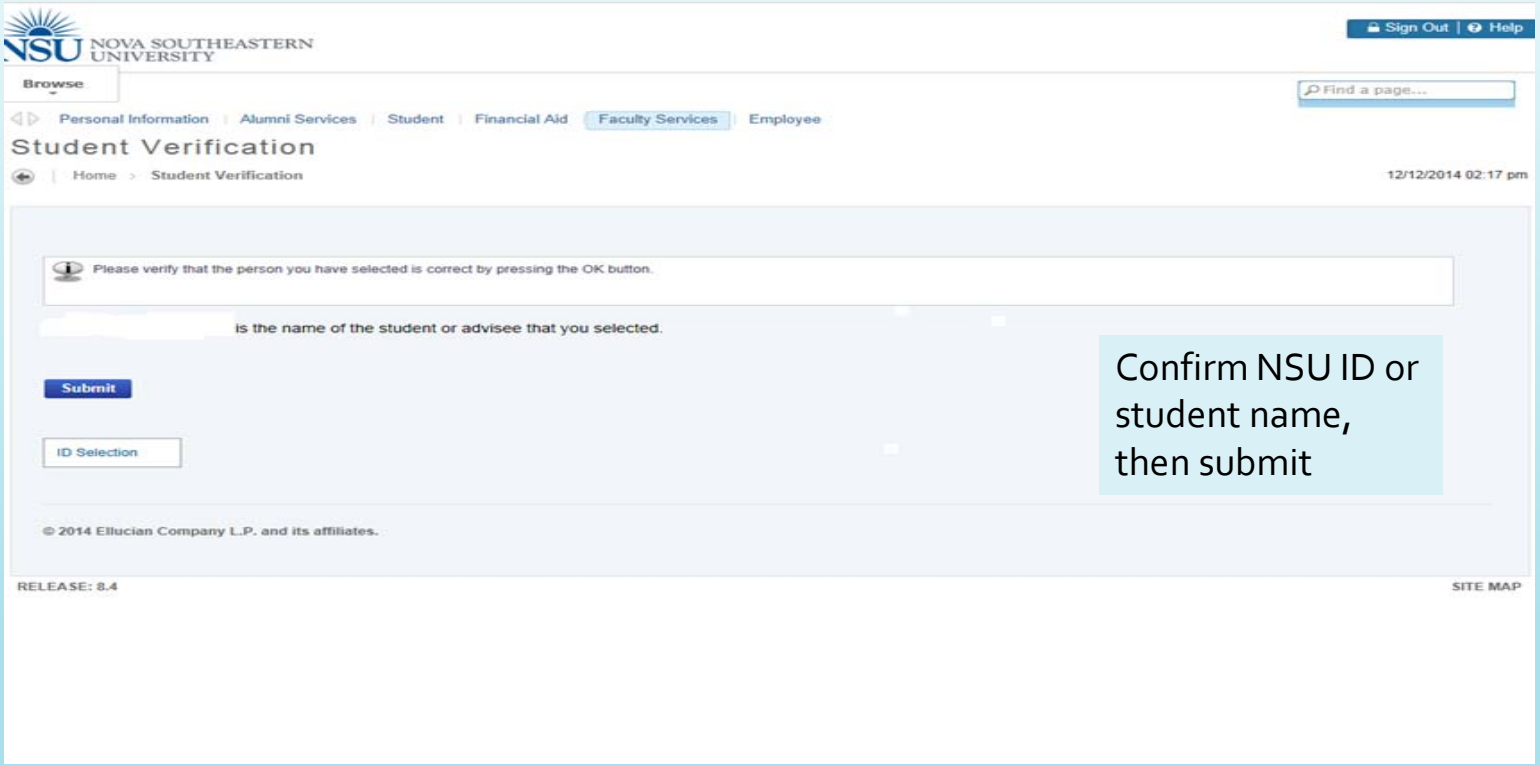


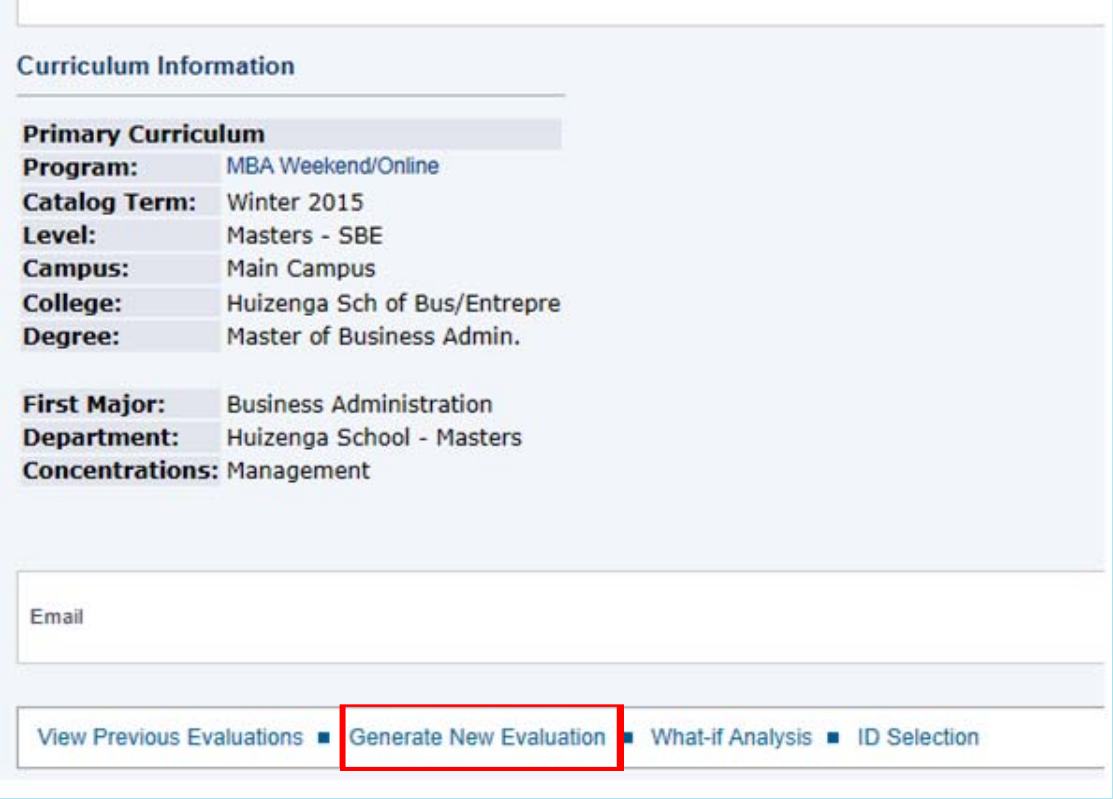
Enter NSU ID or student name, then submit

Generating CAPP



Confirm NSU ID or student name, then submit

Generating CAPP



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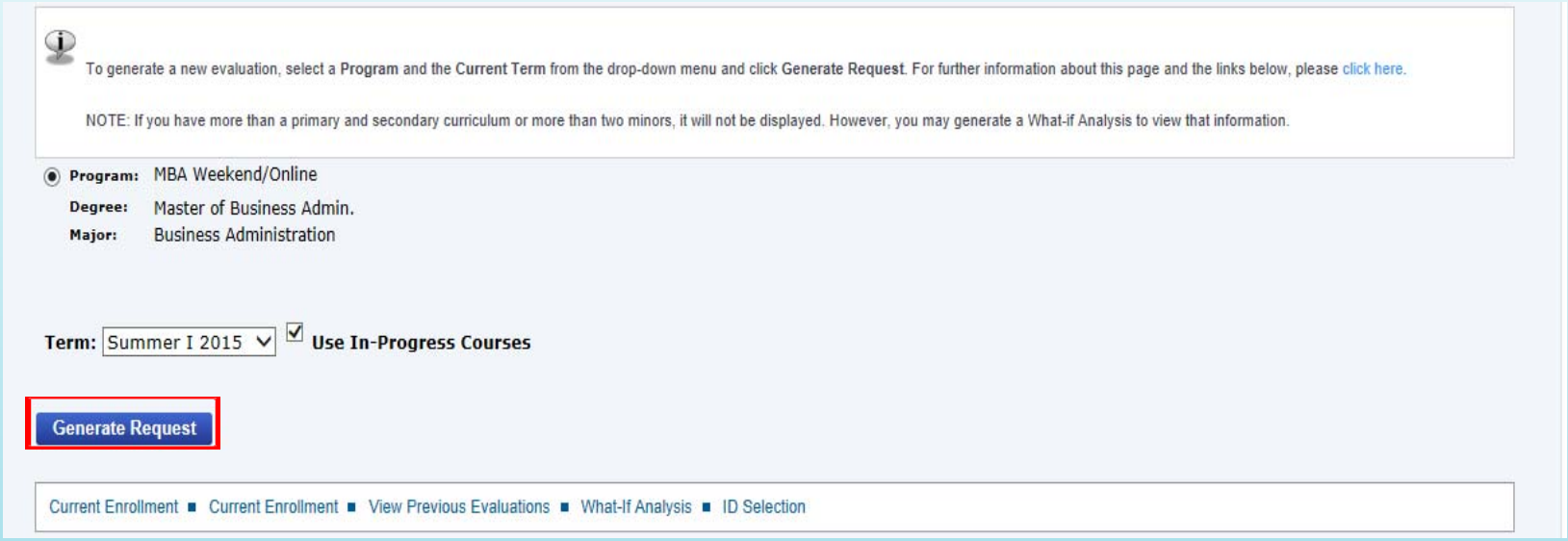
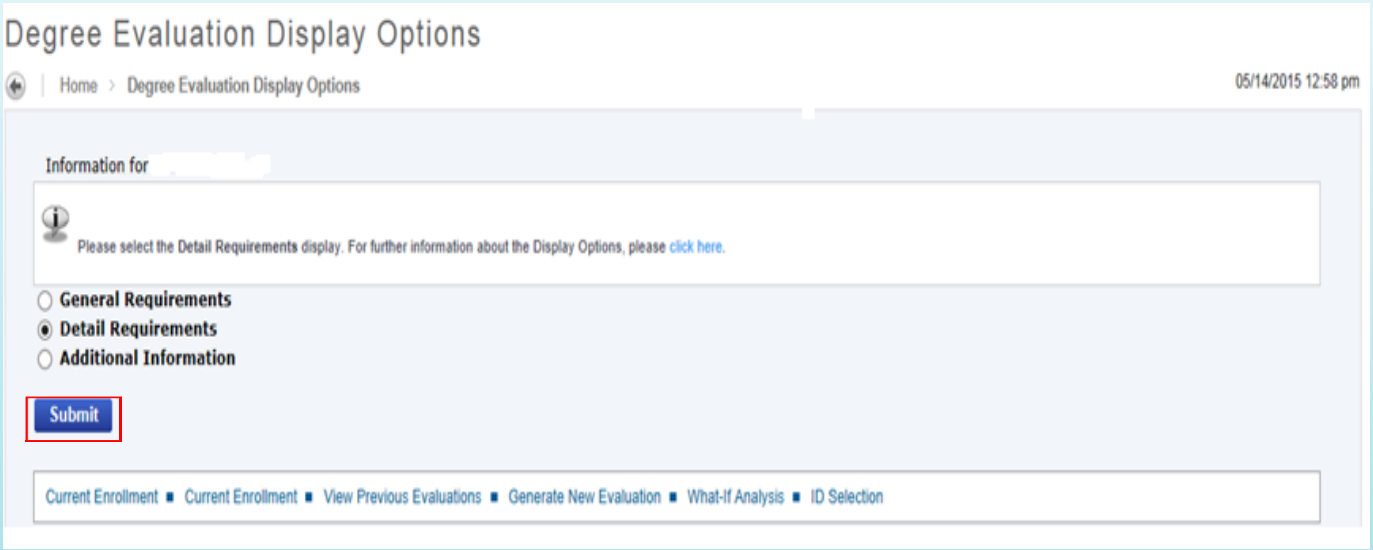
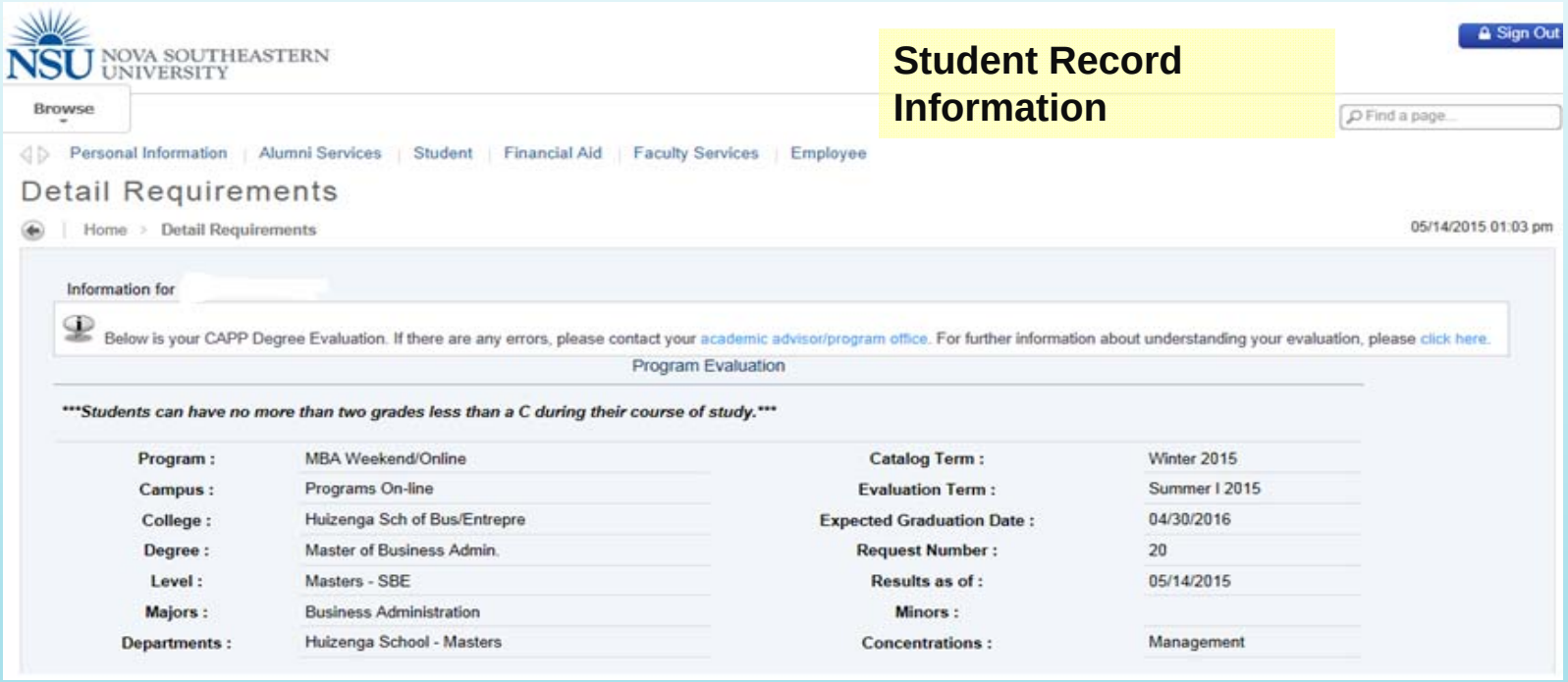


Viewing CAPP



Sample CAPP Report



Sample CAPP Report

Student Progress

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	Yes		18.000		6
Maximum Transfer :		6.000	0.000		0
Program GPA :	No	3.00	2.78		
Overall GPA :	No	3.00	2.84		
Other Course Information					
Transfer :		6.000	0.000		0
Unused :			7.000		7

Sample CAPP Report

Area : MBA Core Requirements (27.000 credits) - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No			ACT		5060											
No	AND		ECN		5050											
No	AND		FIN		5080											
No	AND		ISM		5085											
Yes	AND		MGT		5015				201410	MGT	5015	Legal, Ethical & Soc Val Bus		3.000	B	H
No	AND		MGT		5020											
No	AND		MKT		5070											
No	AND		OPS		5095											
No	AND		QNT		5040											
Total Credits and GPA														3.000	3.00	

Specific Course Requirements

Area : Management (15.000 credits) - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes	(		MGT		5012				201330	MGT	5012	21st Century Mgt Practices		3.000	A-	H
No	)AND(		MGT		5090											
No	)AND(	SEL	Select 3						201420	HRM	5030	Managing Human Resources		3.000	C	H
			Students choose 3 of the following 5 courses: HRM 5030 - Managing Human Resources INB 5807 - Foundations of Global Business LED 5630 - Leadership Theory and Practice MGT 5380 - Building and Leading Teams MKT 5017 - Delivering Superior Customer Value						201340	MKT	5017	Deliv Sup Customer Value		3.000	C+	H
	)															
Total Credits and GPA														9.000	2.66	

*** unofficial evaluation ***

Email Nerline N. Morrison

Back to Display Options

Skip to top of page

Current Enrollment ■ Current Enrollment ■ View Previous Evaluations ■ Generate New Evaluation ■ What-If Analysis

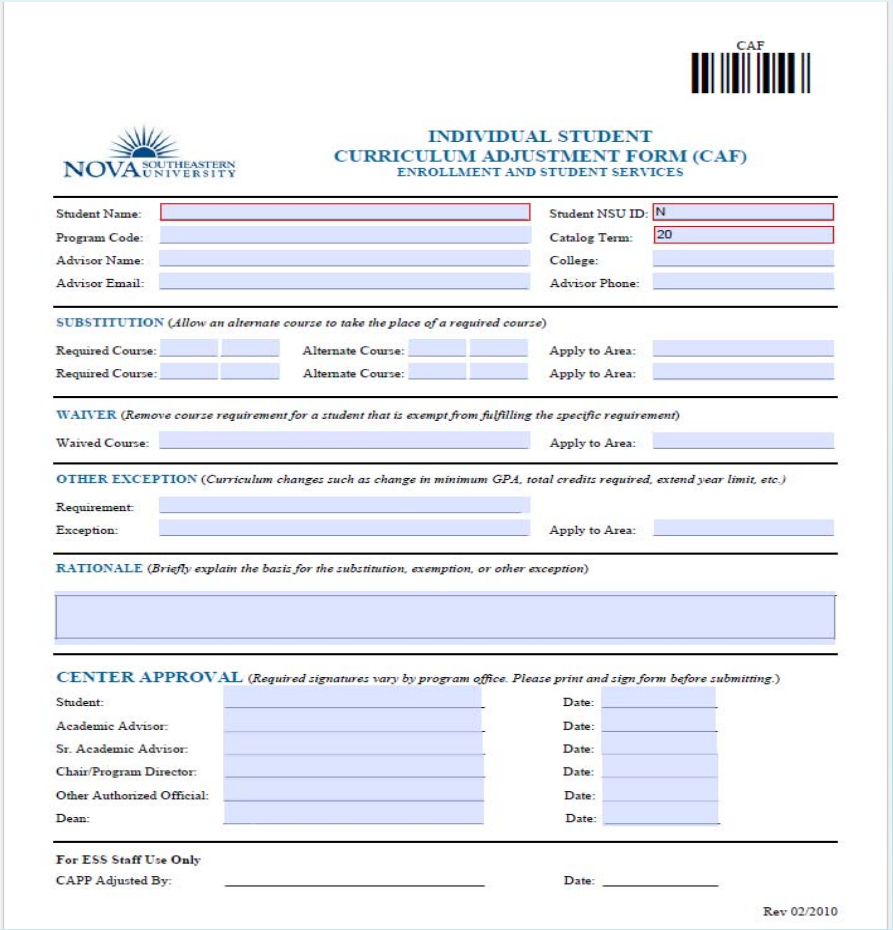
"What-if" Analysis

- Use "What-if" Analysis to:
  - evaluate a different program, major, or minor
  - if the student has more than two minors
- Should not be used for the final approval for degree conferral
- Must be used to display curricula beyond primary and secondary, and three or more minors

Individual Student Curriculum Adjustment Form (CAF)

- Types of individual adjustments
  - **Substitutions** (allow an alternate course to replace a required course)
  - **Waivers** (waive course requirement)
  - **Other Exceptions** (program and area adjustments such as year limit extension, increase transfer course maximum, change course requirements)
- Must be signed by the appropriate individual in the college or department (i.e., program director, chair, dean)
- Submit to *capp@nova.edu*

Individual Student Curriculum Adjustment Form (CAF)



CAF

NOVA SOUTHEASTERN UNIVERSITY

INDIVIDUAL STUDENT CURRICULUM ADJUSTMENT FORM (CAF)
ENROLLMENT AND STUDENT SERVICES

Student Name: _____ Student NSU ID: N
Program Code: _____ Catalog Term: 20
Advisor Name: _____ College: _____
Advisor Email: _____ Advisor Phone: _____

SUBSTITUTION *(Allow an alternate course to take the place of a required course)*

Required Course: _____ _____ Alternate Course: _____ _____ Apply to Area: _____
Required Course: _____ _____ Alternate Course: _____ _____ Apply to Area: _____

WAIVER *(Remove course requirement for a student that is exempt from fulfilling the specific requirement)*

Waived Course: _____ Apply to Area: _____

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement: _____
Exception: _____ Apply to Area: _____

RATIONALE *(Briefly explain the basis for the substitution, exemption, or other exception)*

CENTER APPROVAL *(Required signatures vary by program office. Please print and sign form before submitting.)*

Student: _____ Date: _____
Academic Advisor: _____ Date: _____
Sr. Academic Advisor: _____ Date: _____
Chair/Program Director: _____ Date: _____
Other Authorized Official: _____ Date: _____
Dean: _____ Date: _____

For ESS Staff Use Only
CAPP Adjusted By: _____ Date: _____

Rev 02/2010

Substitutions

Replacing one course for another course

SUBSTITUTION (*Allow an alternate course to take the place of a required course*)

Required Course:	PSYC	1020	Alternate Course:	PSCY	2350	Apply to Area:	Psychology Major
Required Course:			Alternate Course:			Apply to Area:	

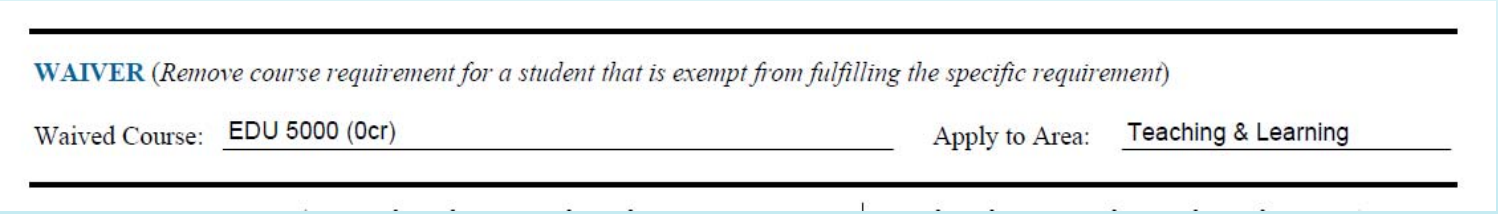
- If the student needs more than two substitutions, complete additional forms.
- If the same substitution applies to more than one area (i.e.: Major and Minor), list both areas in the "Apply to Area" field.

- **OTHER EXCEPTION** (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement:	PSYC 2350 (3cr) and 2360 (3cr)		
Exception:	PSYC 3670 (6cr)	Apply to Area:	

Waivers

To waive a course requirement means the student is exempt from completing that course for degree completion.

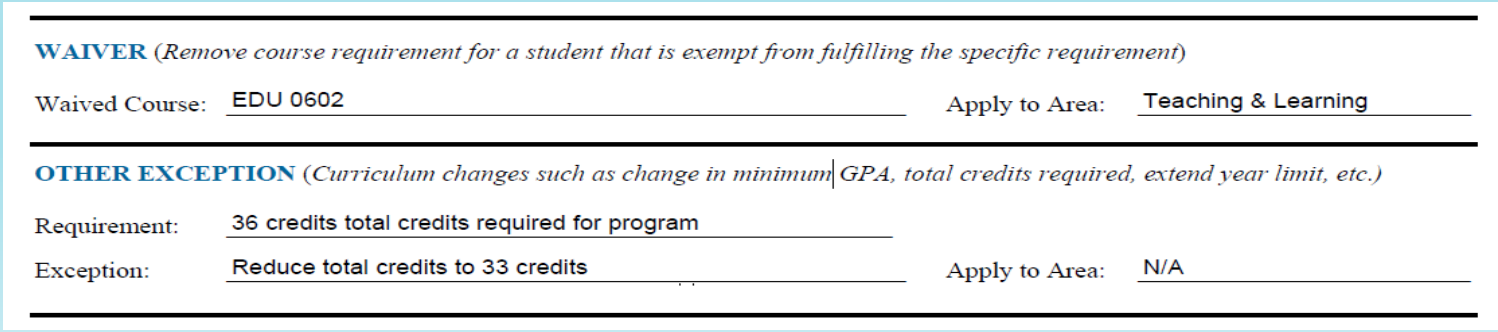


WAIVER (*Remove course requirement for a student that is exempt from fulfilling the specific requirement*)

Waived Course: EDU 5000 (0cr) Apply to Area: Teaching & Learning

If waiving a course means the student will be short the credits needed to complete the degree:

- consider if the waiver really should be a substitution, or
- adjust the total credits required as needed to support the waiver.



WAIVER (*Remove course requirement for a student that is exempt from fulfilling the specific requirement*)

Waived Course: EDU 0602 Apply to Area: Teaching & Learning

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 36 credits total credits required for program

Exception: Reduce total credits to 33 credits Apply to Area: N/A

Other Exceptions

Any adjustment request that is not a one-for-one course substitution or waiver is considered "other exception."

- Changes to program requirements:
  - Total credits required
  - Maximum transfer
  - Year limit (graduate programs only)
- Changes to a specific area:
  - Total credits required
  - Maximum transfer

Other Exceptions: Program

Change program maximum transfer credits

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 72 maximum transfer credits for program

Exception: Increase maximum transfer credits to 79 Apply to Area: N/A

- Change program year limit

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 5 year limit to complete courses

Exception: Extend year limit to 8 years Apply to Area: N/A

- Courses that exceed the year limit are listed on the Additional Information Display in the Rejected Courses section.

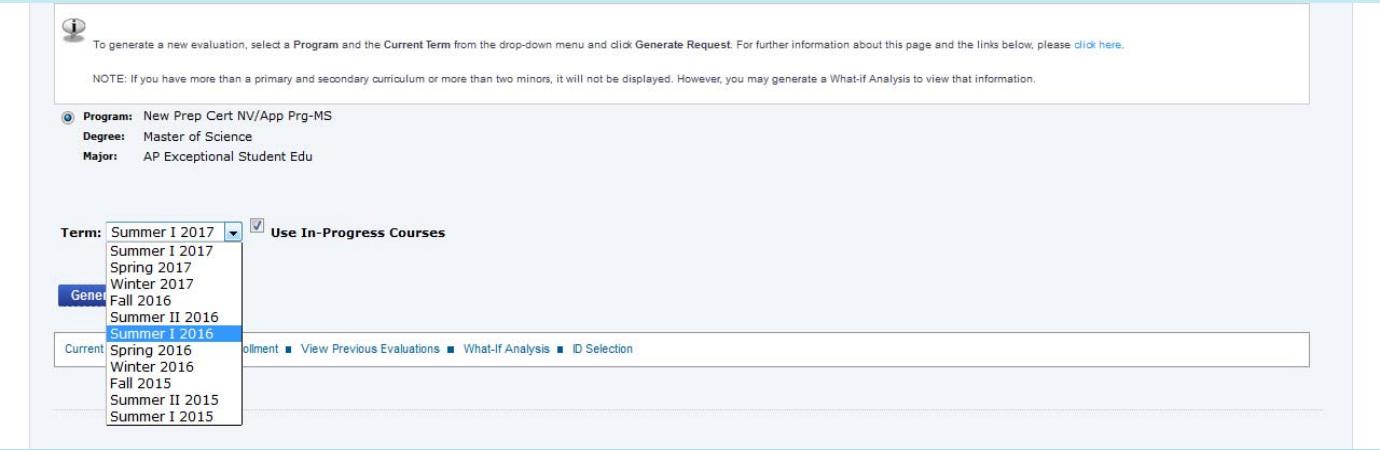
Other Exceptions: Program

How is year limit calculated?

- The student's catalog term is the starting term for year limit calculation.
- If the student's catalog term is 201120 for a program that has a five-year limit, the student has until 201620 to complete courses.

Other Exceptions: Program

Results vary by the evaluation term selected at the point of generating a new request; *always use the current term as the evaluation term.*



Other Exceptions: Area

Change area maximum transfer credits

Undergraduate programs only allow half of the total required credits for the major and minor areas (i.e.: if the area requires 30 credits, the maximum transfer is 15 credits).

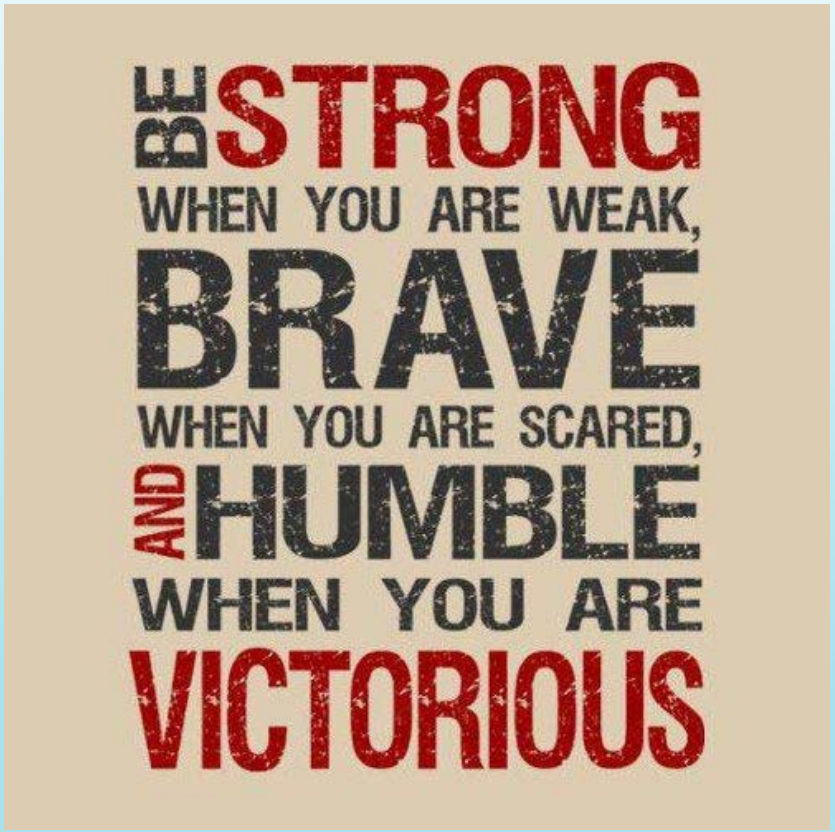
OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement: 9 maximum transfer credits

Exception: Increase maximum transfer to 12 credits Apply to Area: Humanities Minor

Examples of other types of area adjustments

- Changing a restriction (i.e.: only 6 credits at the 2000 level): An exception is to allow 9 credits at the 2000 level
- Changing course reuse (double-dipping) between areas (i.e.: a major and a minor): An exception is to allow reuse between those areas. NOTE: Course reuse applies to the overall area, not individual courses.


BE STRONG
WHEN YOU ARE WEAK,
BRAVE
WHEN YOU ARE SCARED,
AND HUMBLE
WHEN YOU ARE
VICTORIOUS

Resources

CAPP Web Page *www.nova.edu/capp*

- How to access CAPP through WebSTAR or SharkLink
- Listing of academic advising/program office contact numbers for all colleges
- CAPP guide for students