

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

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Topics

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

What is CAPP?

- Curriculum, Advising, and Program Planning
- 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

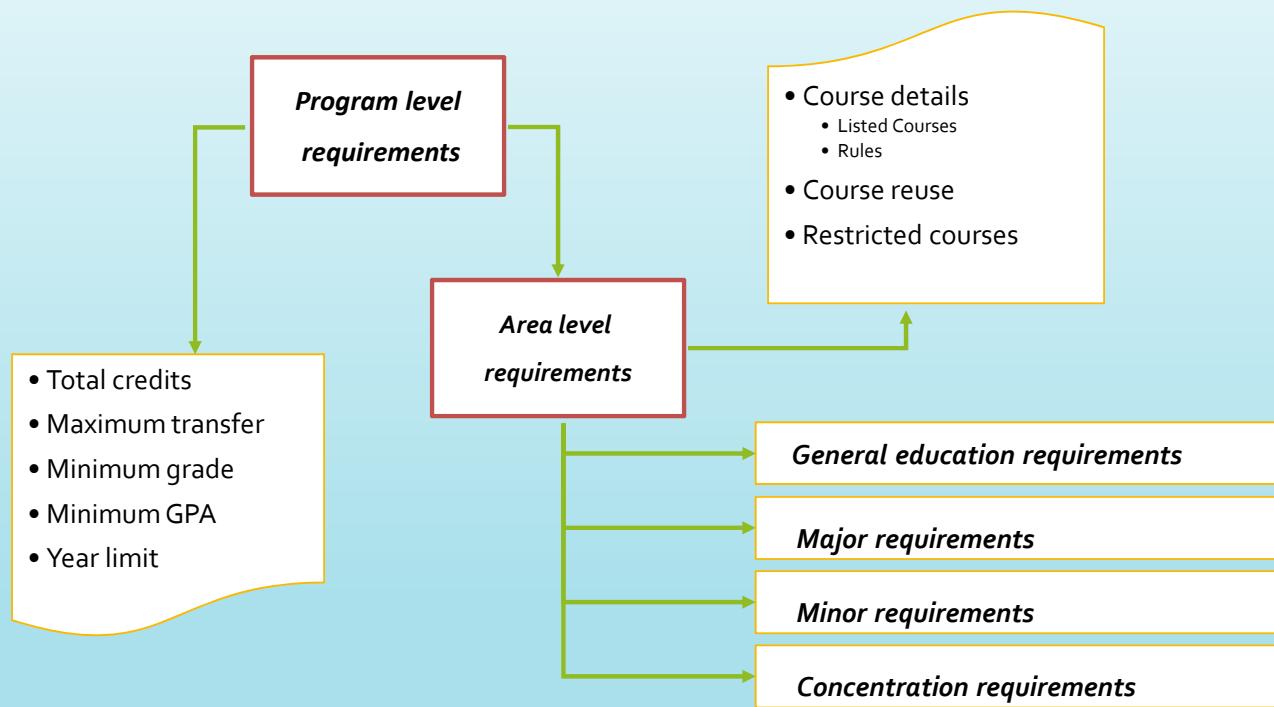
Benefits of CAPP

- 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

NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Find a page...

Welcome, Christopher J. Pignetti, to the WebSTAR Information System!

Personal Information

View or update your address(es), phone number(s), e-mail address(es), & emergency contact information; View name change & social security number change information; Change your PIN; Change your Security Question and Answer.

Alumni Services

Student

Financial Aid

Faculty Services

Employee

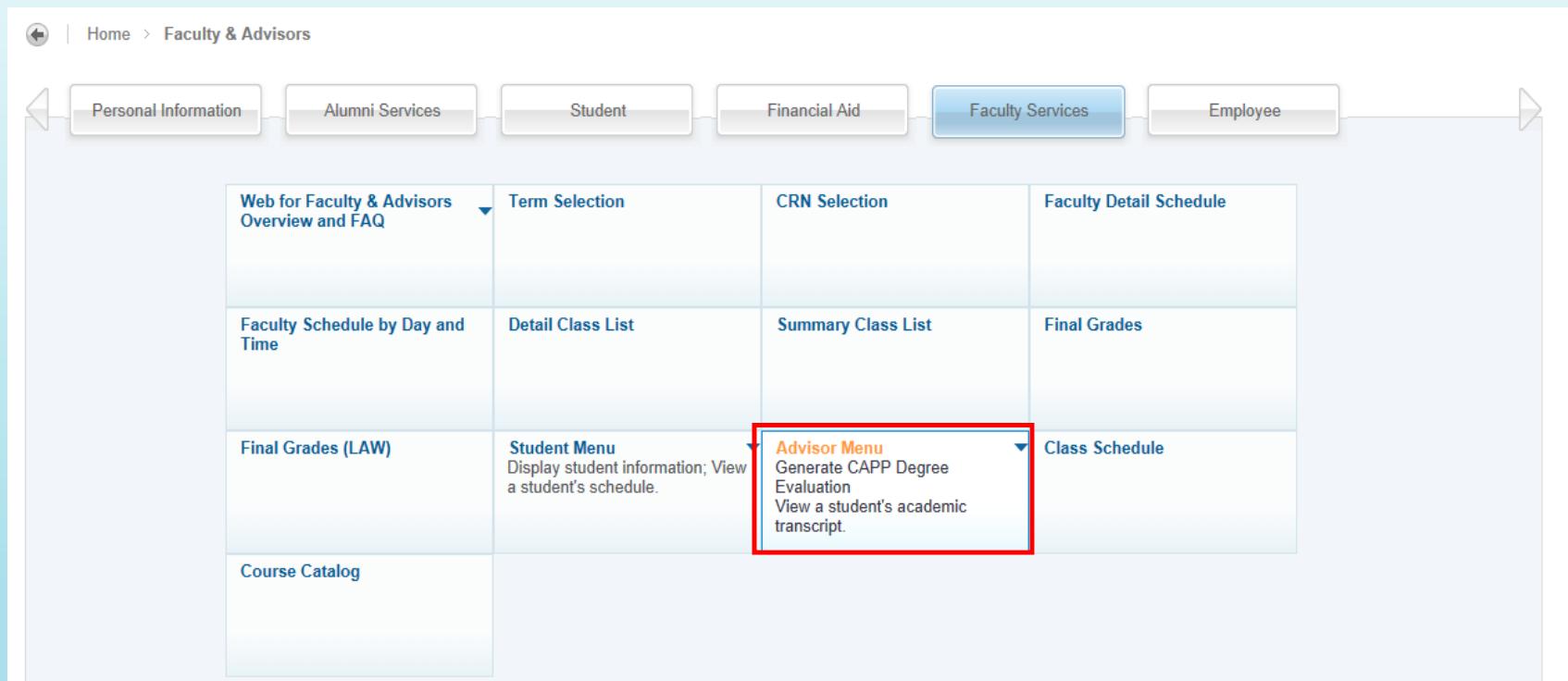
Enter Grades and Registration Overrides, View Class Lists and Student Information.

View your overall status; view awards; accept, reduce, or decline award offers; view award payment schedule; view loan application history; view financial aid holds; view standards of academic progress status; view outstanding requirements.

View your benefits information; Enroll in Benefits; View your leave history or balances, pay stubs, or W-2 forms; View your W-4 information.

Note: This information is available back to January 1, 1999, the date the Banner Human Resources module was implemented. In some cases, you may see start/effective dates prior to January 1, 1999; however, these dates were used for conversion purposes only and do not necessarily reflect when a particular benefit was available to you.

Accessing CAPP



The screenshot shows the CAPP Faculty & Advisors interface. At the top, there is a navigation bar with a back arrow, the text "Home > Faculty & Advisors", and a series of tabs: Personal Information, Alumni Services, Student, Financial Aid, Faculty Services (which is highlighted in blue), and Employee. Below the tabs is a horizontal navigation bar with arrows on either side and tabs for "Personal Information", "Alumni Services", "Student", "Financial Aid", "Faculty Services", and "Employee".

The main content area is a grid of buttons:

Web for Faculty & Advisors Overview and FAQ	Term Selection	CRN Selection	Faculty Detail Schedule
Faculty Schedule by Day and Time	Detail Class List	Summary Class List	Final Grades
Final Grades (LAW)	Student Menu Display student information; View a student's schedule.	Advisor Menu Generate CAPP Degree Evaluation View a student's academic transcript.	Class Schedule
Course Catalog			

A red box highlights the "Advisor Menu" button in the third row, second column. The menu items listed are: Generate CAPP Degree Evaluation, and View a student's academic transcript.

Accessing CAPP

Home > Faculty & Advisors > Advisor Menu

Personal Information Alumni Services Student Financial Aid **Faculty Services** Employee

Prior to selecting Student Academic Transcript or Degree Evaluation, you must click ID Selection and enter the students NSU ID on the next page. After you Submit the request, you will be brought back to this page and then you can make your selection for a transcript or evaluation.

Web for Faculty & Advisors Overview and FAQ	Term Selection	CRN Selection	Faculty Detail Schedule
Faculty Schedule by Day and Time	Detail Class List	Summary Class List	Final Grades
Final Grades (LAW)	Student Menu Display student information; View a student's schedule.	Advisor Menu Generate CAPP Degree Evaluation View a student's academic transcript.	Class Schedule
	<ul style="list-style-type: none">■ Term Selection■ ID Selection■ Student Academic Transcript■ CAPP Degree Evaluation■ Advisee Listing		
Course Catalog			

Generating CAPP

Browse  Find a page... 

Personal Information | Alumni Services | Student | Financial Aid | Faculty Services | Employee

Select Term

Home > Faculty & Advisors > Advisor Menu > Term Selection 12/12/2014 02:14 pm

 Select the Term for processing then press the Submit Term button.

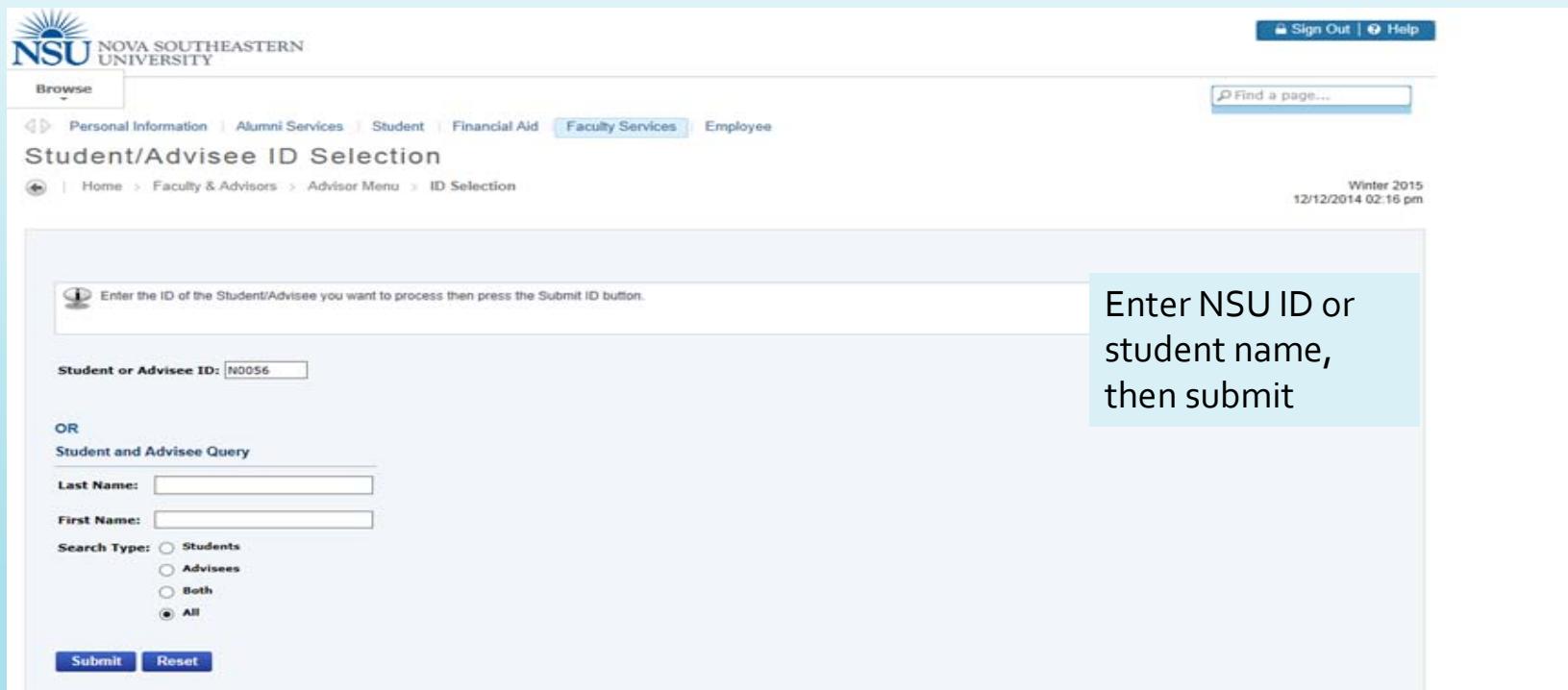
Select a Term: Winter 2015 

Submit

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RELEASE: 8.4 SITE MAP

Generating CAPP



NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Browse

Personal Information | Alumni Services | Student | Financial Aid | Faculty Services | Employee

Find a page...

Student/Advisee ID Selection

Home > Faculty & Advisors > Advisor Menu > ID Selection

Winter 2015
12/12/2014 02:16 pm

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: N0056

OR

Student and Advisee Query

Last Name:

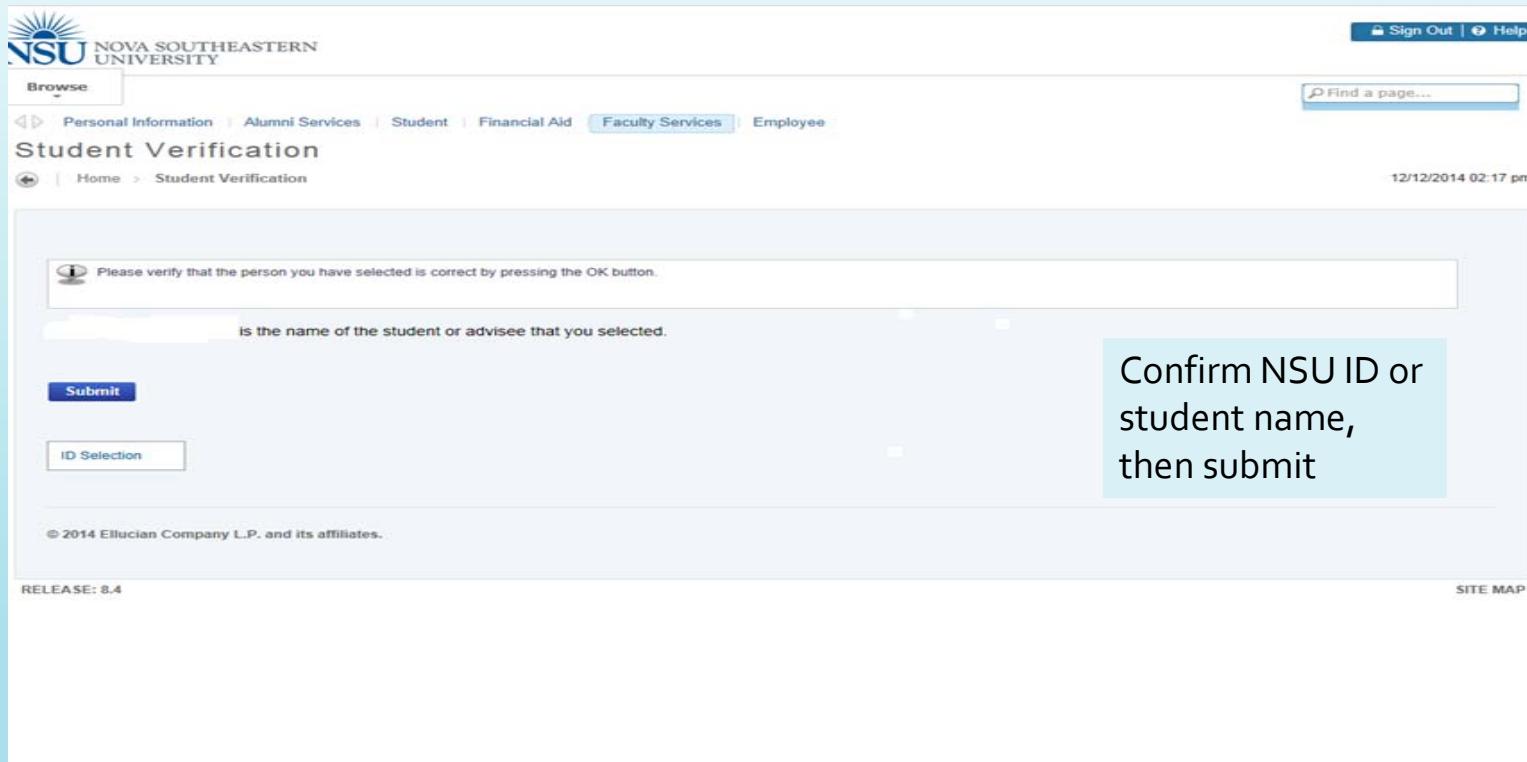
First Name:

Search Type: Students
 Advisees
 Both
 All

Submit Reset

Enter NSU ID or student name, then submit

Generating CAPP



NSU NOVA SOUTHEASTERN UNIVERSITY

Sign Out | Help

Personal Information | Alumni Services | Student | Financial Aid | Faculty Services | Employee

Student Verification

Home > Student Verification

12/12/2014 02:17 pm

Please verify that the person you have selected is correct by pressing the OK button.

is the name of the student or advisee that you selected.

Submit

ID Selection

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RELEASE: 8.4

SITE MAP

Confirm NSU ID or student name, then submit

Generating CAPP

Curriculum Information

Primary Curriculum

Program: MBA Weekend/Online

Catalog Term: Winter 2015

Level: Masters - SBE

Campus: Main Campus

College: Huizenga Sch of Bus/Entrep

Degree: Master of Business Admin.

First Major: Business Administration

Department: Huizenga School - Masters

Concentrations: Management

Email

[View Previous Evaluations](#) ■ [Generate New Evaluation](#) ■ [What-if Analysis](#) ■ [ID Selection](#)

Generating CAPP

 To generate a new evaluation, select a Program and the Current Term from the drop-down menu and click Generate Request. For further information about this page and the links below, please [click here](#).

NOTE: If you have more than a primary and secondary curriculum or more than two minors, it will not be displayed. However, you may generate a What-if Analysis to view that information.

Program: MBA Weekend/Online
Degree: Master of Business Admin.
Major: Business Administration

Term: **Use In-Progress Courses**

Generate Request

[Current Enrollment](#) ■ [View Previous Evaluations](#) ■ [What-If Analysis](#) ■ [ID Selection](#)

Viewing CAPP

Degree Evaluation Display Options

Home > Degree Evaluation Display Options 05/14/2015 12:58 pm

Information for

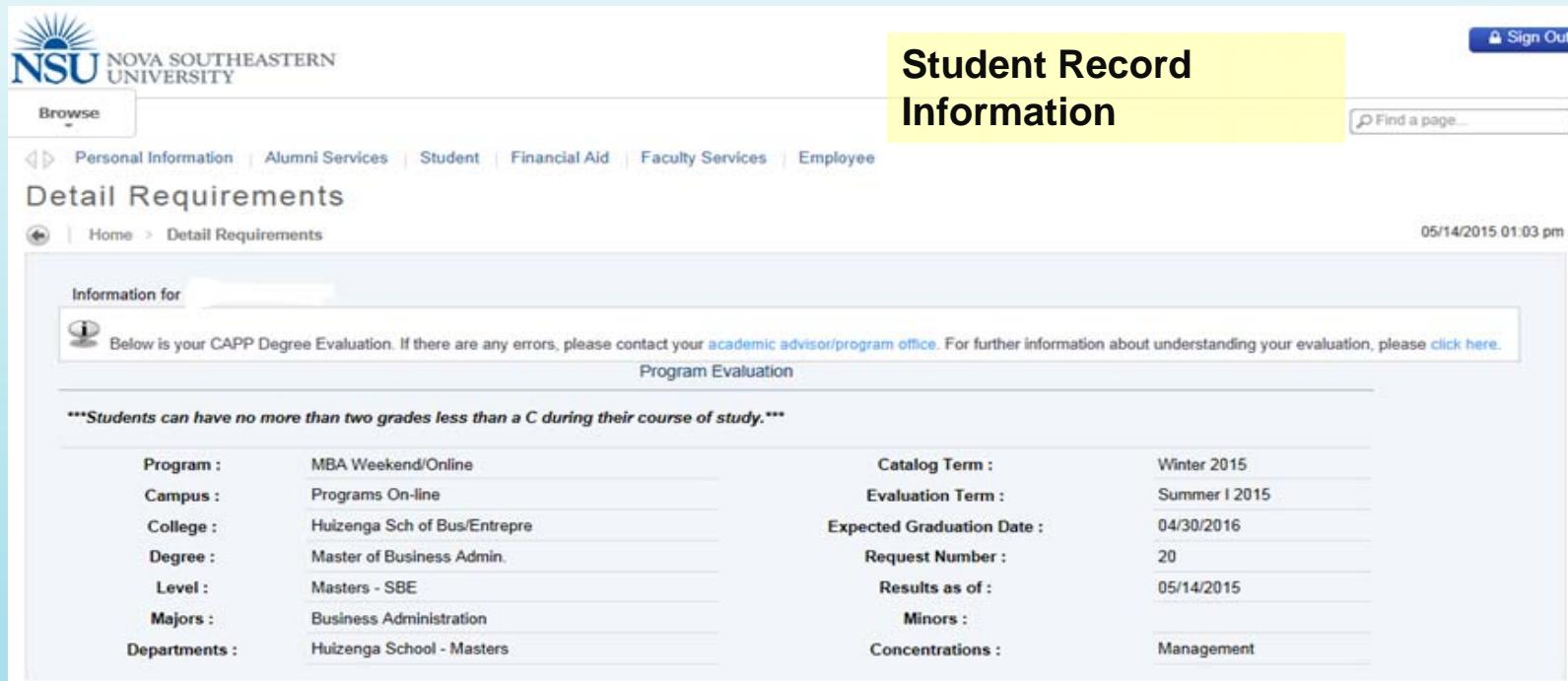
 Please select the Detail Requirements display. For further information about the Display Options, please [click here](#).

General Requirements
 Detail Requirements
 Additional Information

Submit

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

Sample CAPP Report



The screenshot shows a web-based application for student record information. At the top, the Nova Southeastern University logo is visible, along with a 'Sign Out' button and a search bar. The main title 'Student Record Information' is displayed in a yellow box. The navigation menu includes links for Personal Information, Alumni Services, Student, Financial Aid, Faculty Services, and Employee. Below the menu, the page title 'Detail Requirements' is shown, along with a breadcrumb trail: Home > Detail Requirements. The date '05/14/2015 01:03 pm' is also present. The main content area is titled 'Information for' and contains a message about CAPP Degree Evaluation. It includes a table with student details and a note about grade requirements. The table data is as follows:

Program :	MBA Weekend/Online	Catalog Term :	Winter 2015
Campus :	Programs On-line	Evaluation Term :	Summer I 2015
College :	Huizenga Sch of Bus/Entrep	Expected Graduation Date :	04/30/2016
Degree :	Master of Business Admin.	Request Number :	20
Level :	Masters - SBE	Results as of :	05/14/2015
Majors :	Business Administration	Minors :	
Departments :	Huizenga School - Masters	Concentrations :	Management

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

Specific Course Requirements

*** 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



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: <input type="text"/>	Date: <input type="text"/>
Academic Advisor: <input type="text"/>	Date: <input type="text"/>
Sr. Academic Advisor: <input type="text"/>	Date: <input type="text"/>
Chair/Program Director: <input type="text"/>	Date: <input type="text"/>
Other Authorized Official: <input type="text"/>	Date: <input type="text"/>
Dean: <input type="text"/>	Date: <input type="text"/>

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)	Apply to Area: []
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.

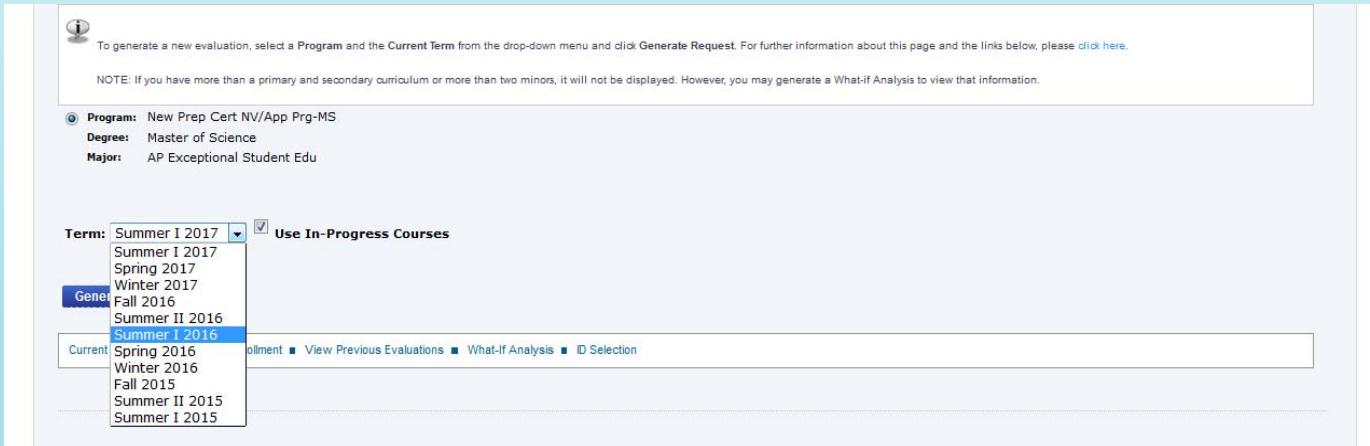
Other Exceptions: Program

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.*



To generate a new evaluation, select a Program and the Current Term from the drop-down menu and click Generate Request. For further information about this page and the links below, please [click here](#).

NOTE: If you have more than a primary and secondary curriculum or more than two minors, it will not be displayed. However, you may generate a What-if Analysis to view that information.

Program: New Prep Cert NV/App Prg-MS
Degree: Master of Science
Major: AP Exceptional Student Edu

Term: Use In-Progress Courses

Summer I 2017
Spring 2017
Winter 2017
Generate Fall 2016
Summer II 2016
Summer I 2016

Current: Spring 2016
Enrollment ■ View Previous Evaluations ■ What-if Analysis ■ ID Selection
Winter 2016
Fall 2015
Summer II 2015
Summer I 2015

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:	<u>9 maximum transfer credits</u>
Exception:	<u>Increase maximum transfer to 12 credits</u>
	Apply to Area: <u>Humanities Minor</u>

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