Advanced CAPP
Christopher Pignetti
Coordinator of CAPP

Topics

- Essentials of CAPP functionality
- Area qualifiers
- Typical CAPP setup
- Data Entry Quality Control (DEQC)
- SGASTDN: Catalog term
- SHATRNS: Transfer courses
- Individual student adjustments

Topics

- CAPP navigation
- CAPP additional information display page
- Degree-applicable courses
- Using CAPP for degree conferral
- Online resources

Essential CAPP Functionality

CAPP maintains curriculum information for all programs.

- Each unique curriculum within the program may be represented by one or more "Areas," which are used to group the requirements.

- Area displays on the CAPP report are based on the specific qualifiers that are tied to the area

Essential CAPP Functionality

- SGASTDN is the source of all areas that display on the CAPP report.
- Program requirements
- Area requirements (based on area qualifiers)

Area Qualifiers

Area:	MUSC-2	Music Major		Qualifier Term:	201520

From Term:	201520	Maintenance	To Term:	999999

Campus:	ALL		Major:	U342
College:	ALL		Concentration:	ALL
Degree:	BA_N		Minor:	ALL
Department:	ALL		Student Attribute:	QMVP

SGASTDN:

Curricula tab Curriculum sub tab
- Campus
- College, and Degree

Field of Study sub tab
- Department
- Major
- Concentration
- Minor

SGASADD:

Student Attribute

Typical CAPP Setup

Typical Undergraduate Program:
- General Education
- Major Requirements
- Minors (if declared)
- Open Electives

Most Graduate/Professional Programs :
- Core Courses
- Additional areas may include:
  - Test Score Requirements
- Additional Electives

Data Entry Quality Control (DEQC)

Any student information detail that is incorrect on the CAPP report needs to first be verified in Banner on SGASTDN (or SGASADD), which is the source for CAPP.

If SGASTDN has incorrect information, a request should be sent to *DEQC@nova.edu*.

- Examples: Student level changes/additions, catalog term changes, curriculum changes/updates
- NOTE: Changes to SGASTDN can only be made in the current term or a future term.

SGASTDN: Catalog Term

This record shows the student has a catalog term 201520, with a major in Biology and minors in History and Psychology.

SGASTDN: Catalog Term

The major catalog term is listed as 201520, while both minors have a catalog term of 201530. CAPP runs on the major catalog term. If the minor term is different, a manual adjustment must be made.

Transfer Courses

- Transfer courses are entered on the Banner form SHATRNS.

- If transfer courses are not displayed on the CAPP report, review SHATRNS to ensure that the transfer award was completed.

- The "Count in GPA" indicator must be checked in order for courses to display on the CAPP report.

Transfer Course Detail [SHATRNS]

Make sure "Count in GPA" box is checked, otherwise the course will not appear on the CAPP report. If a course needs to be checked, email *TAShelp @nova.edu.*

Individual Student Adjustments

- Adjustments can only be made if the applicable coursework exists on the student's Banner record.
  - Academic History [SFARHST]
    Displays completed coursework [SHACRSE] and registration [SFAREGS] details
  - Transfer Record [SHATRNS]
    Displays all courses that have been transferred in from other institutions
  - Test Scores [SOATEST]
    Displays all test scores for the student (may not apply to all programs/majors)

- Review the "Additional Information Display" to see if the courses are listed as "Unused" or "Rejected" before requesting an adjustment.

- Ensure the request states the specific adjustments that are needed in the appropriate sections on the form.

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.

* All adjustments must be signed
(center approval varies by college)

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.
- If one course will replace two or more courses, complete the "Other Exception" section.

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.

CAPP Navigation

Steps to accessing CAPP:

Faculty and Advisors ➔ Advisor Menu ➔ CAPP Degree Evaluation ➔ Select Term ➔ Student/Advisee ID Selection ➔ Student Verification ➔ CAPP Degree Evaluation Curriculum Information

NOTE: At the Select Term step, users typically leave the default term selected and click submit.

- The default term is a future term (i.e. 201820).
  [Leaving 201820 selected will display the latest record on the "Curriculum Information" page]

- If the student starts a new program in 201820, you must use the current term (i.e. 201750) to pull up the current program info.

CAPP Navigation

- Faculty and Advisors ➔ Advisor Menu ➔ Advisee Listing

- Feature that allows advisors to view a list of students that are assigned to them in Banner
  o The advisor must be assigned to the student in the form SGAADVR.
  o The program office is responsible for ensuring that advisor assignments are accurately reflected.

Advisee Listing

Student Name	ID	Advisor Type	Student Information	Holds	Test Scores	Transcript	CAPP Degree Evaluation
Test-ESS, Test5 M.	N01233077 ✉	Academic Advisor	View	View	View	View	View

Email your advisees ✉

Benefits:
- Having students listed without having to search for each NSU ID
- One-stop access to each student's information, including the CAPP report
- "Email your advisees" option allows you to send communication to all of your students with just one click.

CAPP Navigation

Note: When clicking on "view" hyperlink for CAPP Degree Evaluation, WebStar will bring up the Curriculum Information page so you can generate a new CAPP report.

Advisee Listing

Student Name	ID		Advisor Type	Student Information	Holds	Test Scores	Transcript	CAPP Degree Evaluation
Test-ESS, Test5 M.	N01233077	✉	Academic Advisor	View	View	View	View	View

Email your advisees ✉

CAPP Navigation

Click on "Generate New Evaluation" to run a new CAPP Report for your Student.

Sample CAPP report

Program Evaluation

Students can have no more than two grades of C or below during their course of study.

Program :	Master/Public Administration	Catalog Term :	Winter 2016
Campus :	Ft Lauderdale/Davie Campus	Evaluation Term :	Winter 2017
College :	Huizenga Coll of Bus/Entrepre	Expected Graduation Date :	01/31/2018
Degree :	Master of Public Admin	Request Number :	279
Level :	Masters - HCBE	Results as of :	03/13/2017
Majors :	Public Administration	Minors :	
Departments :	HCBE - Public Administration	Concentrations :	State and Local Administration

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	42.000	39.000		13
Maximum Transfer :		6.000	0.000		0
Program GPA :	Yes	3.00	3.07		
Overall GPA :	Yes	3.00	3.07		
Other Course Information					
Transfer :		6.000	0.000		0
In Progress :			9.000		3
Unused :			3.000		2

Sample CAPP Report

Area : Master Public Admin - Core (24.000 credits) - Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes	(		PUB		5409				201630	PUB	5409	Public Admin Theory & App		3.000	B-	H
Yes	)AND(		PUB		5419				201720	PUB	5419	Public Sector HR Management		3.000	A-	H
Yes	)AND(		PUB		5429				201720	PUB	5429	Public-Sector Stat Analysis		3.000	C+	H
Yes	)AND(		PUB		5439				201720	PUB	5439	Admin Law & Ethics in Pub Sect		3.000	B+	H
Yes	)AND(		PUB		5449				201730	PUB	5449	Public Policy Analysis		3.000	C	H
Yes	)AND(		PUB		5459				201650	PUB	5459	Managing Info & Tech Pub Sect		3.000	B+	H
Yes	)AND(		PUB		5469				201750	PUB	5469	Public Finance		3.000		R
Yes	)AND(	SEL-1	PUB 5941, 5945 or 5949						201730	PUB	5945	MPA Integrative Seminar		3.000		R
	)															

Total Credits and GPA — 24.000 — 2.88

Area : MPA - State & Local Admin (18.000 credits) - Not Met

Description :

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
No		SELECT	Select 6						201650	PUB	5922	Emergency Mgmt Public Sector		3.000	B-	H
									201730	PUB	5924	Entrepreneurial Public Mgt		3.000		R
			Select 6 courses (18 credits) from the following:						201630	PUB	5925	Leadership Public Sector		3.000	A	H
			PUB 5921, 5922, 5923, 5924, 5925, 5926, 5927, 5928, 5929, 5930, 5931, 5932, REE 5884						201730	PUB	5926	Public Budgeting		3.000	B	H
									201720	PUB	5931	Pub & Non-Profit Strategic Mgt		3.000	A-	H

Total Credits and GPA — 15.000 — 3.35

Additional Info Page

- Courses not used will not be counted as degree-applicable
  - PUB 5902 below is not on CAPP
  - Would not be considered degree-applicable
  - Referred back to program if submitted for conferral

Program : Master/Public Administration

In-Progress Courses

Area	Group	Subject	Course	Credits	Attribute
Master Public Admin - Core		PUB	5469	3.000	
Master Public Admin - Core		PUB	5945	3.000	
MPA - State & Local Admin		PUB	5924	3.000	

Courses Not Used

Subject	Course	Title	Term	Credits	Grade
PUB	5902	Grant Development	Summer I 2017	3.000	
PUBP	5003	American Government Workshop	Winter 2016	0.000	P

Course Attributes Not Used

Attribute	Subject	Course	Title	Term	Credits	Grade
Blackboard Fully Online	PUB	5409	Public Admin Theory & App	Winter 2016	3.000	B-
Blackboard Fully Online	PUB	5419	Public Sector HR Management	Fall 2016	3.000	A-
Blackboard Fully Online	PUB	5429	Public-Sector Stat Analysis	Fall 2016	3.000	C+
Blackboard Fully Online	PUB	5439	Admin Law & Ethics in Pub Sect	Fall 2016	3.000	B+

Additional Information Display

- This display option lists:
  - Course Not Used
  - Course Attributes Not Used (should be ignored)
  - Rejected Courses

- Always refer to the "Additional Information" page to see courses that are not used or rejected.
  - Typical Reasons:
    - Minimum Grade Not Met
    - Course Repeated
    - Course Exceed Year Limit (graduate programs only)
    - Course Level Not Met
    - Course Intentionally Excluded (per catalog or college's request)

Using CAPP for Degree Conferral

CAPP is now being checked prior to degree conferral to ensure that all requirements are satisfied.

- Global discrepancies – Need to be identified prior to final term of cohort to prevent large numbers of unmet CAPP reports

- Individual adjustments – CAFs to be submitted prior to degree conferral to rectify any unmet requirements

- If there are student coding issues (i.e. the student has the wrong concentration code or is missing a minor) - those corrections need to be made ahead of time, so the student is conferred in a timely manner

Online Resources

CAPP Webpage: *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

Additional Questions?

Please email any questions not answered today to *capp@nova.edu.*

Thank you for attending!

Ideas are the building blocks of ideas

Jason Zebehazy