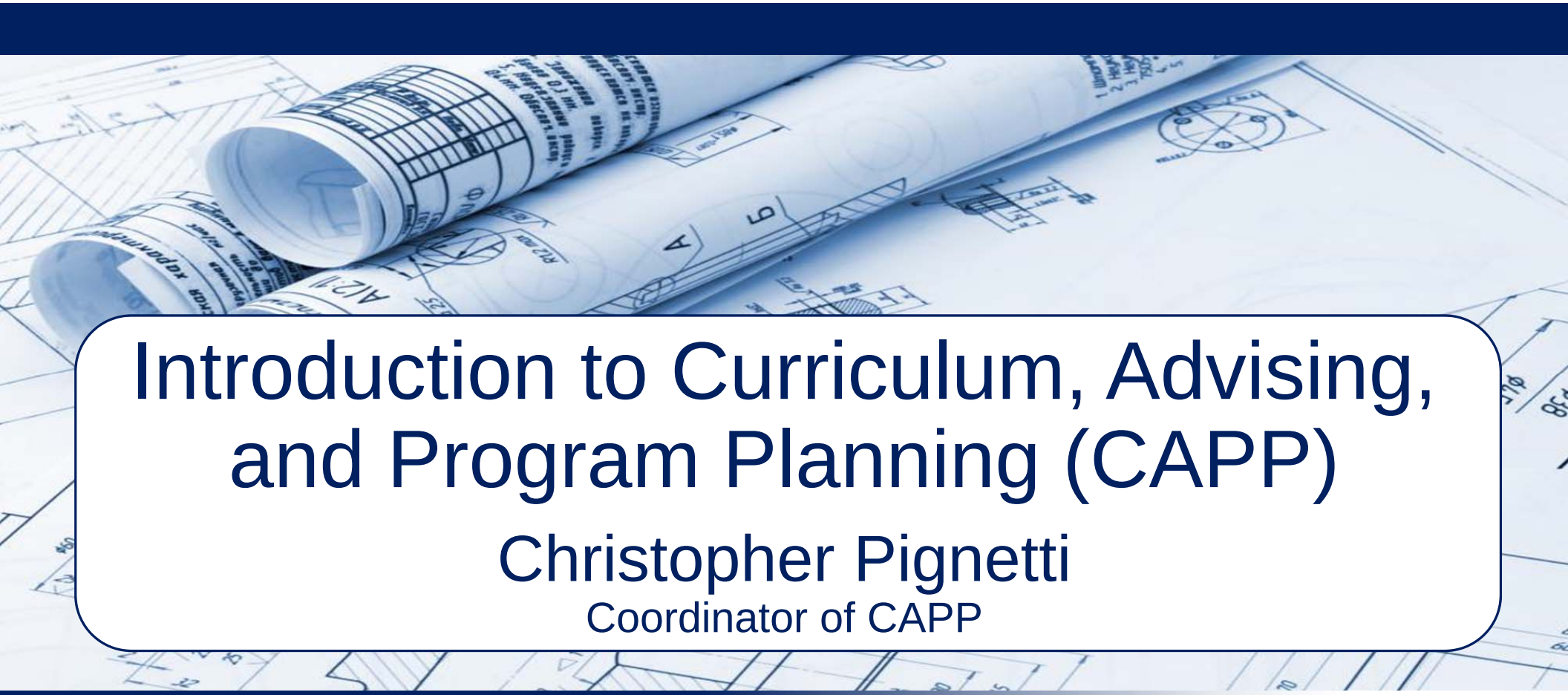


Introduction to Curriculum, Advising, and Program Planning (CAPP)

Christopher Pignetti

Coordinator of CAPP

NSU NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services

ESS Summit 2017

Topics

- What is CAPP?
- Benefits of CAPP
- CAPP programming
- Accessing CAPP
- Sample CAPP report
- Degree-applicable courses
- 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); and
- efficient verification of graduation requirements

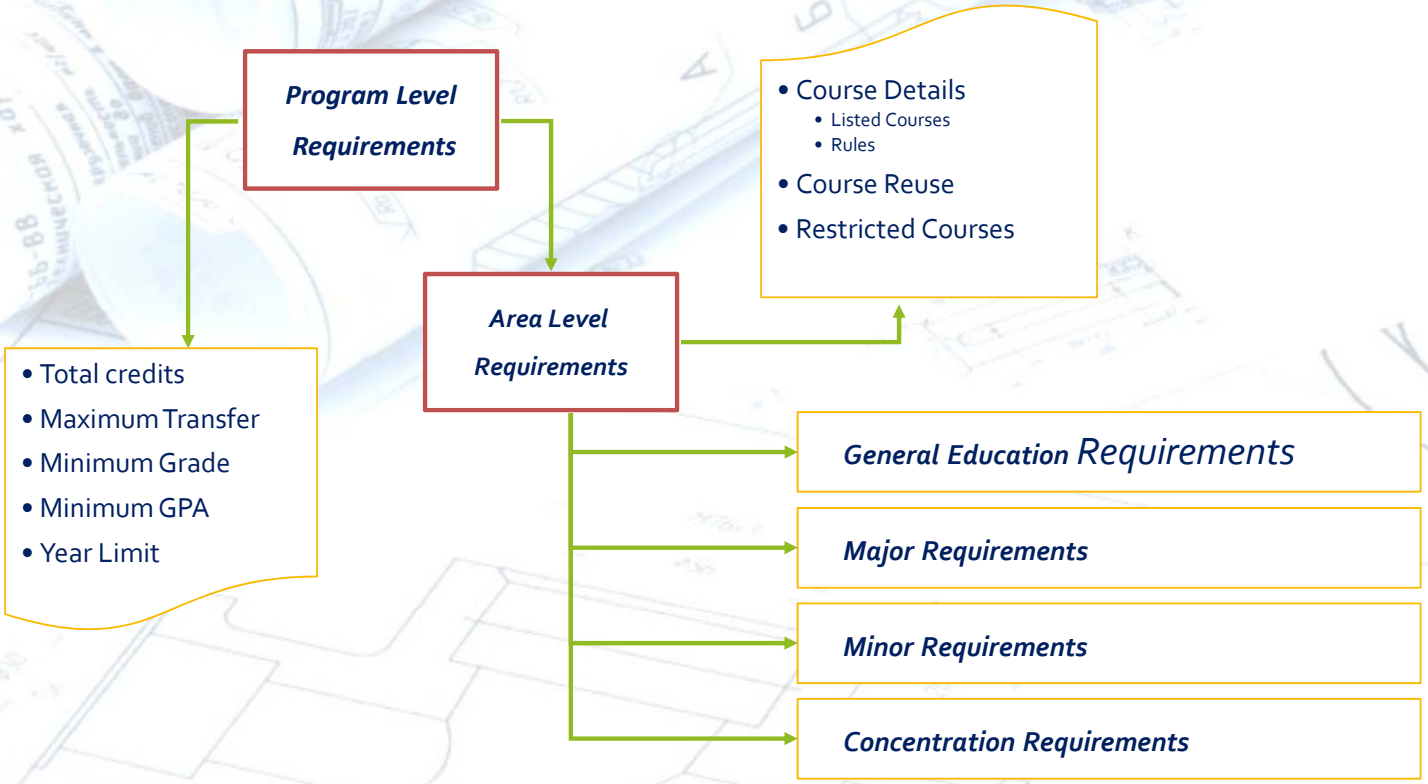
Benefits of Correct CAPP

- Adherence to NSU's academic policies
- Reduction of errors for degree conferral
- Accuracy for degree applicable purposes for financial aid
- Efficient evaluation of a student's progress at any time

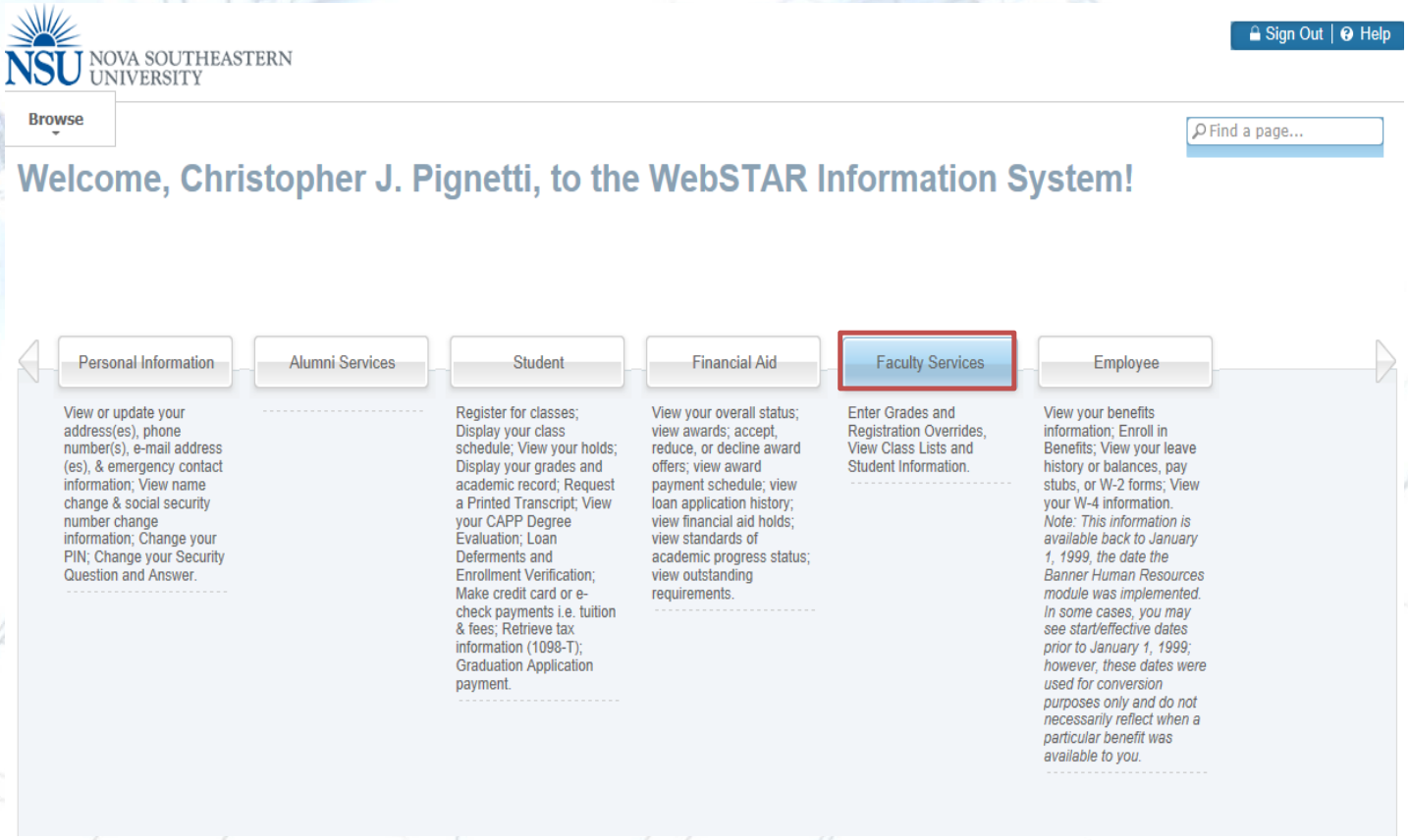
CAPP Setup

- 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 are requested in February. 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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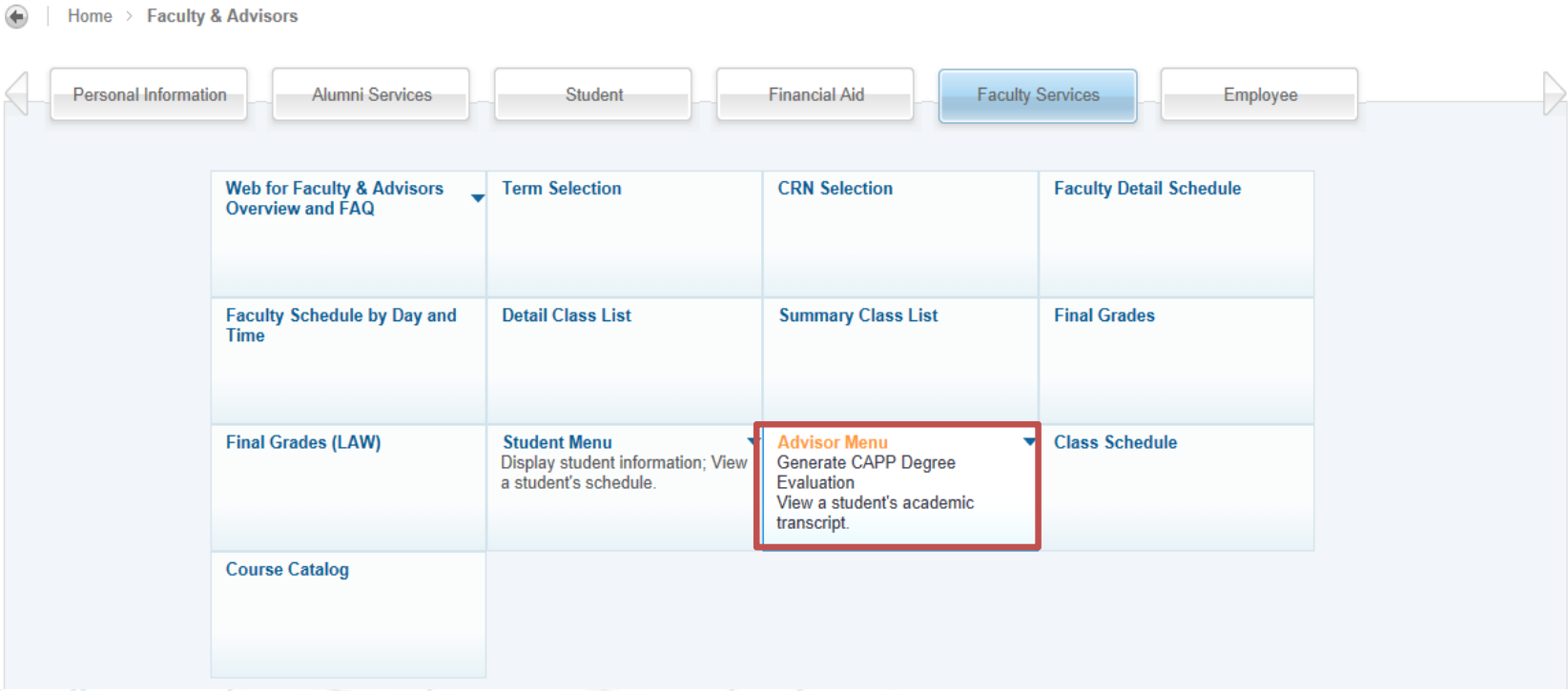
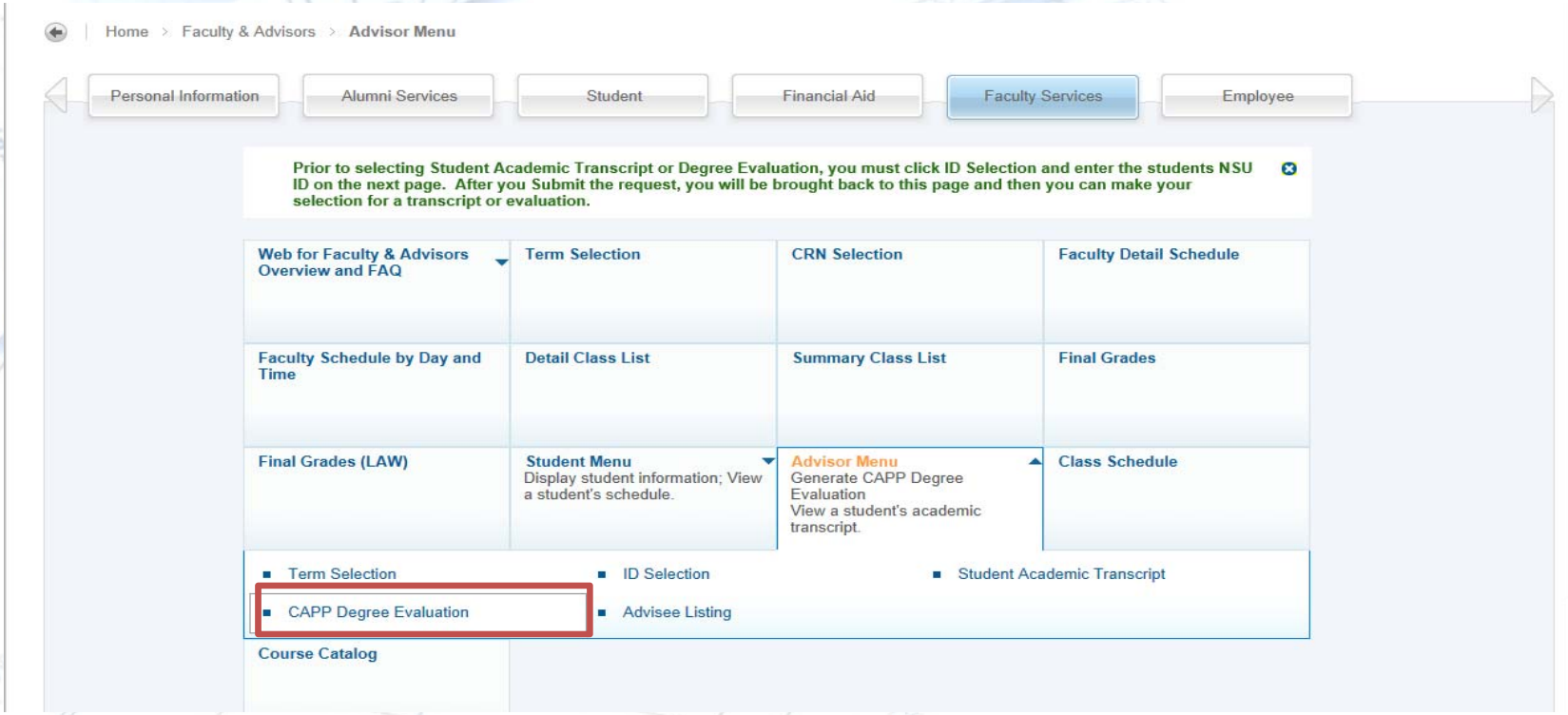
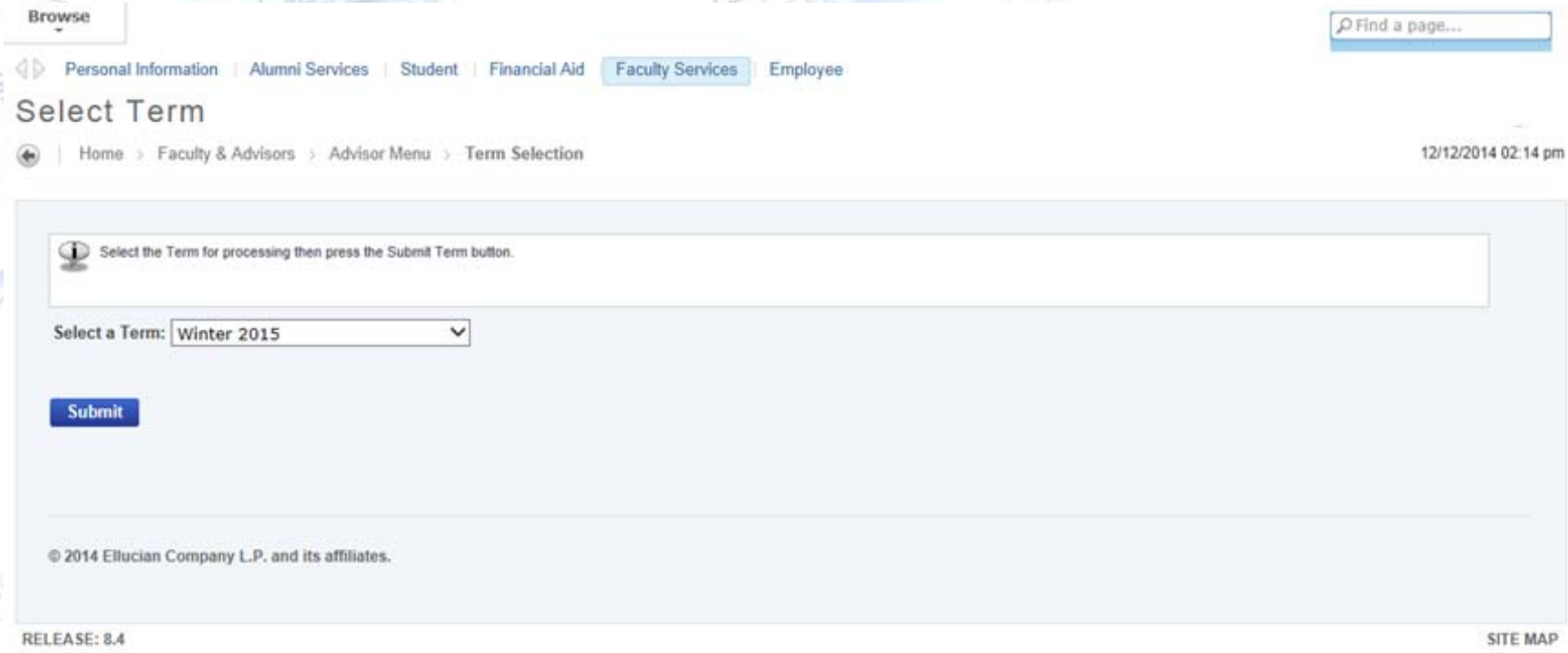


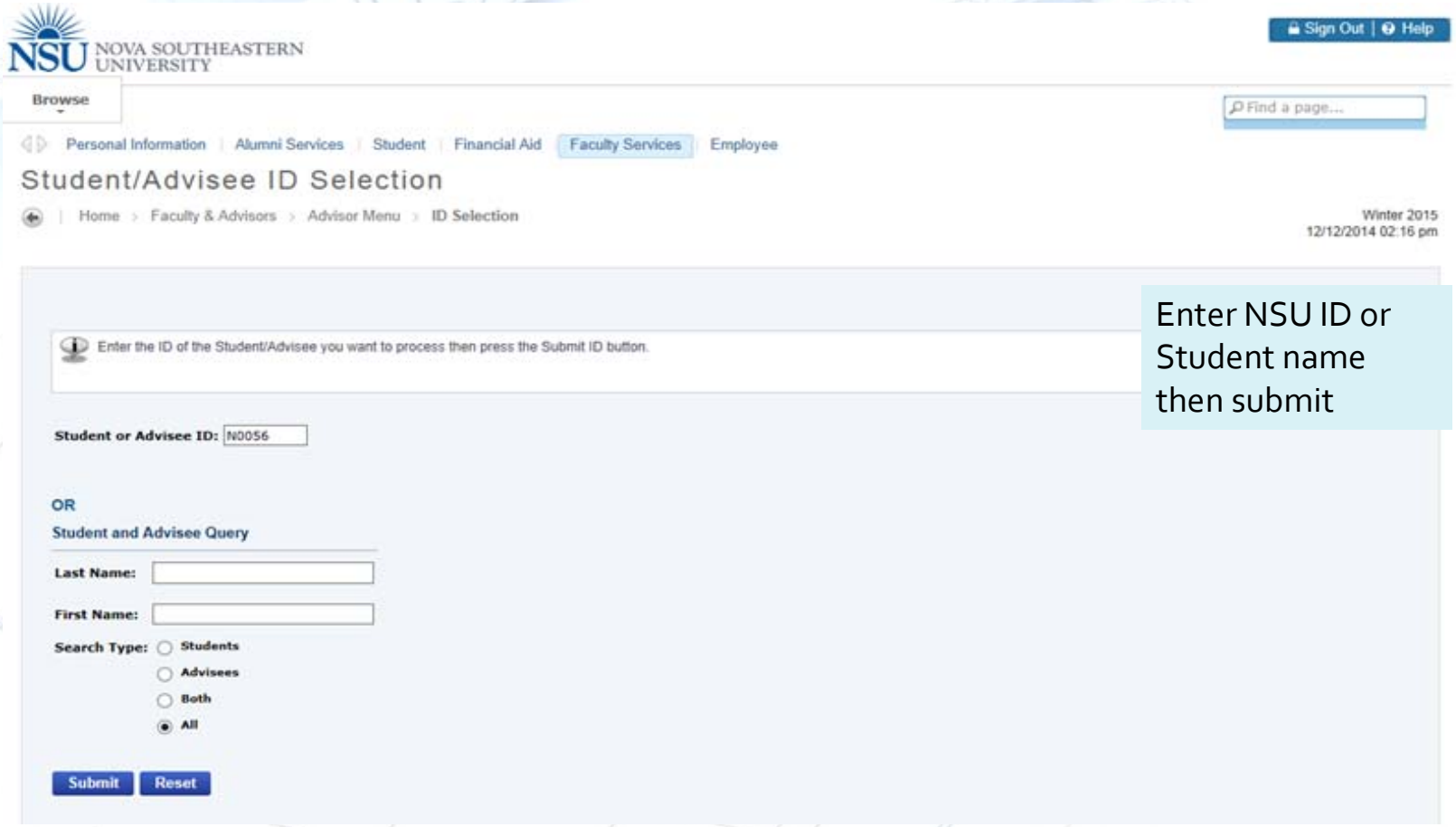
Accessing CAPP



Generating CAPP

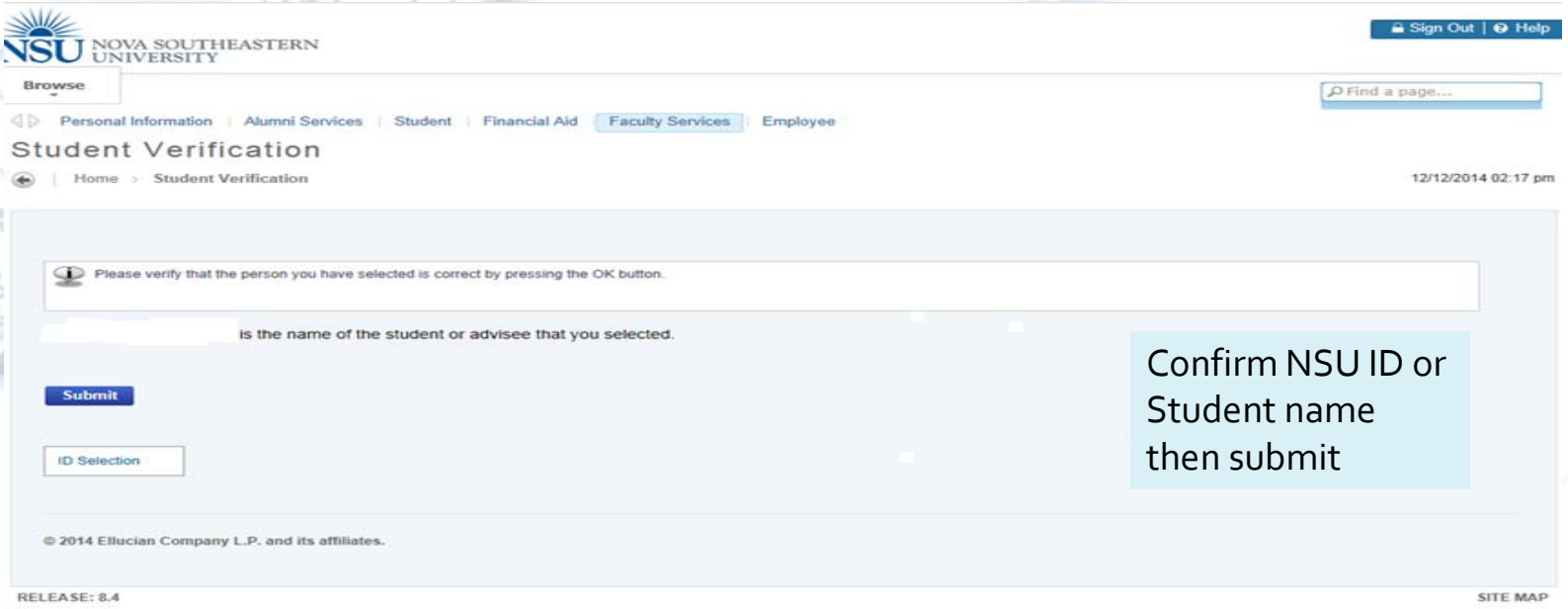


Generating CAPP



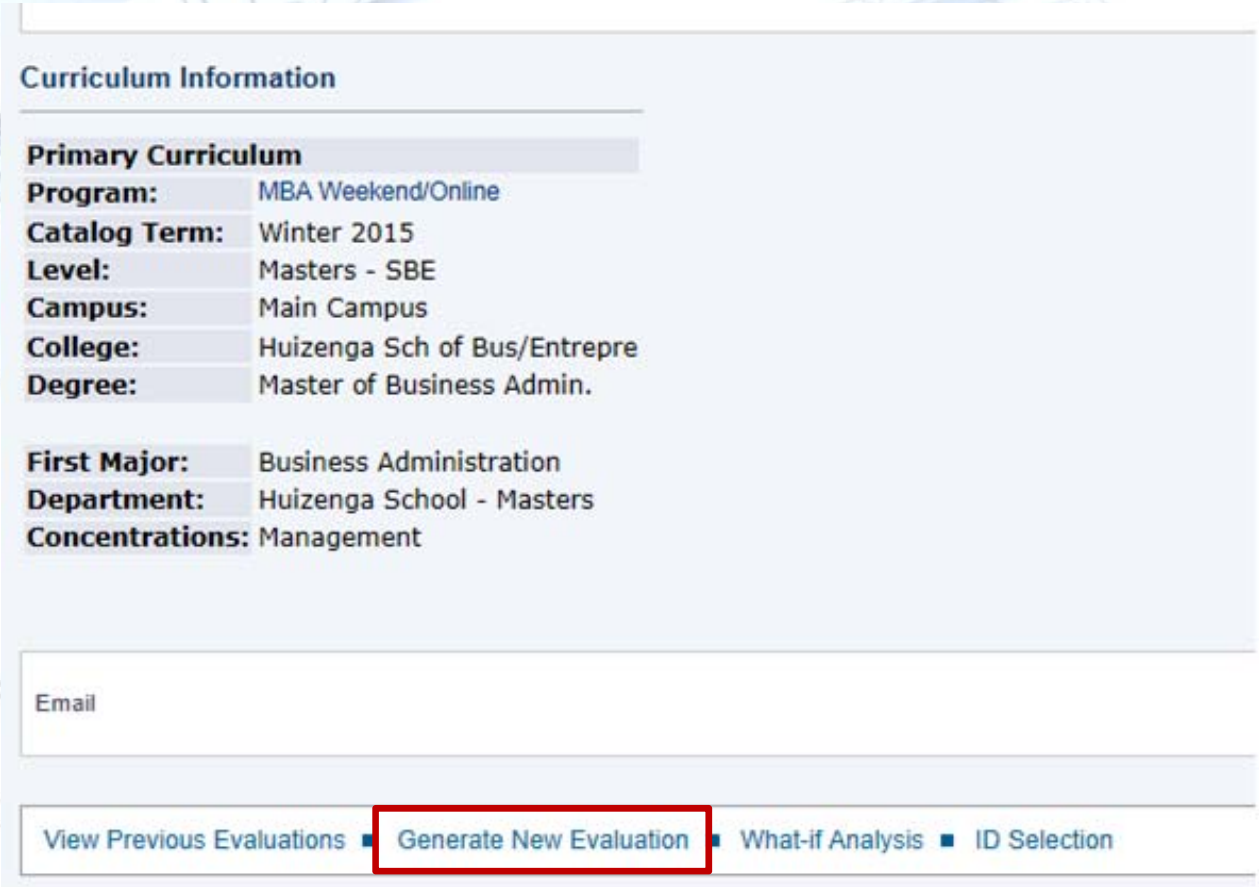
Enter NSU ID or Student name then submit

Generating CAPP

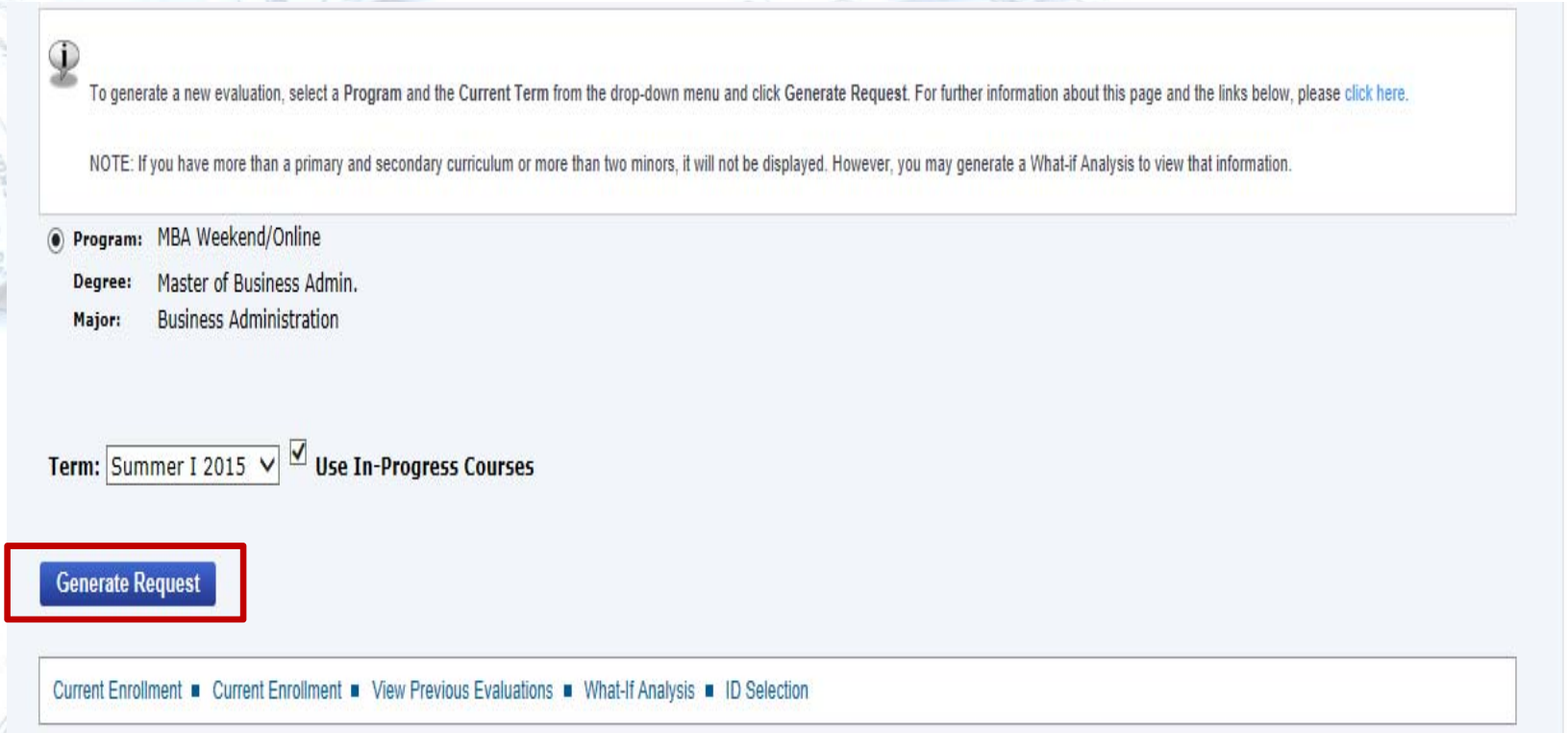


Confirm NSU ID or Student name then submit

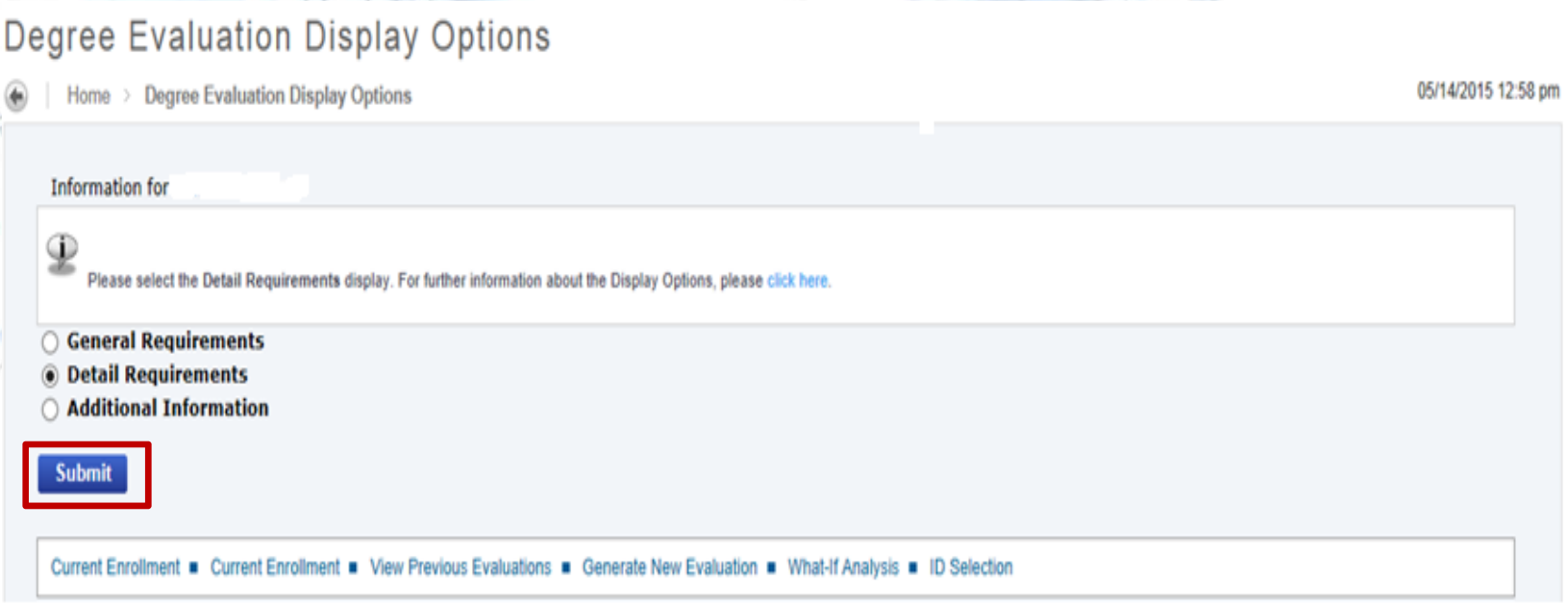
Generating CAPP



Generating CAPP



Viewing CAPP



Sample CAPP report

Student Record Information

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

Specific Course Requirements

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	

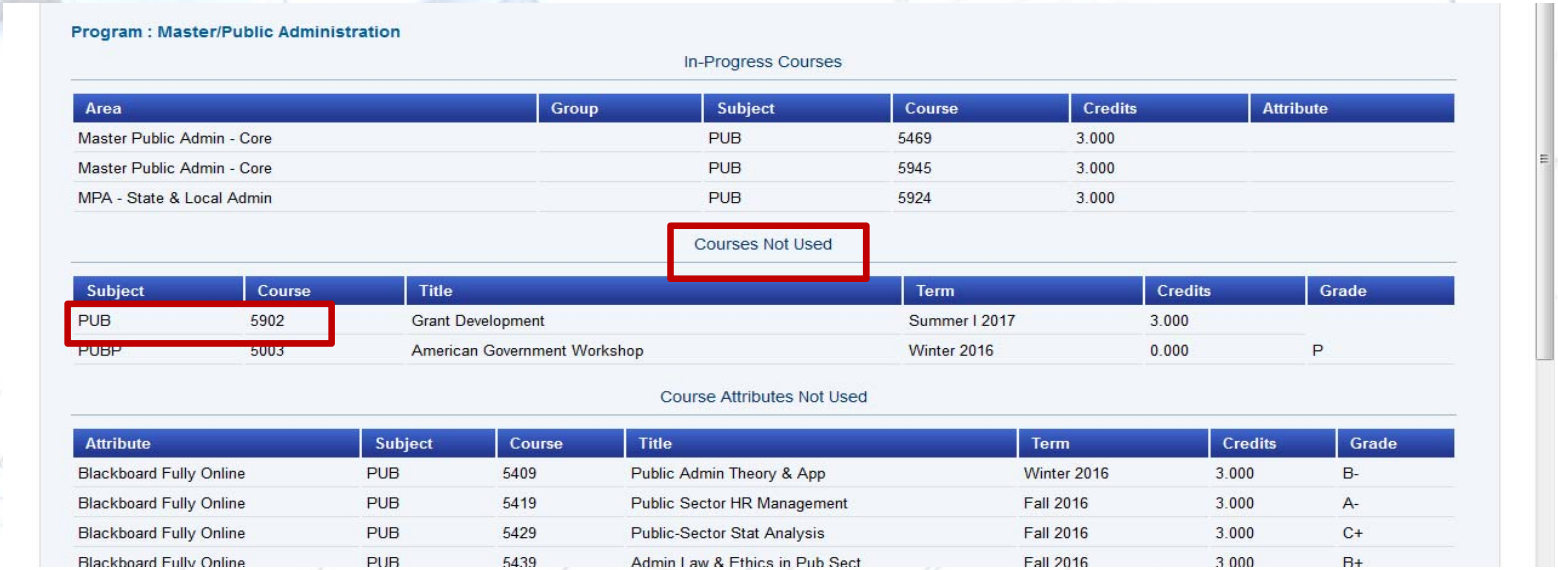
Area : MPA - State & Local Admin (18.000 credits) - Not Met

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+

Degree Applicable Coursework

- Courses outlined in the college catalog
- Courses outlined in curriculum sheet (Undergraduate)
- Courses outlined in degree plan

CAPP and Financial Aid

- Course registration will be reconciled vs CAPP to determine if it is in the program (degree-applicable.)

- Financial aid modules will run a check on degree applicability to determine if course is financial aid eligible.

Current CAPP Coding Process

- Curriculum sheets/degree plans requested (Feb-March) for upcoming fall term
- Coding in CAPP to update curriculum (March-June)
- Some curriculum sheets/degree plans are not received in a timely manner.
- College catalog used when curriculum sheets/degree plans not received in time for degree-applicable processes

Current CAPP Coding Process

- Sometimes courses are changed, and CAPP is not notified
- Occasionally a major, minor, or concentration is not changed in the student record as it occurs

IMPORTANT:

- If CAPP is not updated with new curriculum, the degree audit will be incorrect.
- If a course is not on the detail requirements page of CAPP, the student may be delayed in getting aid.

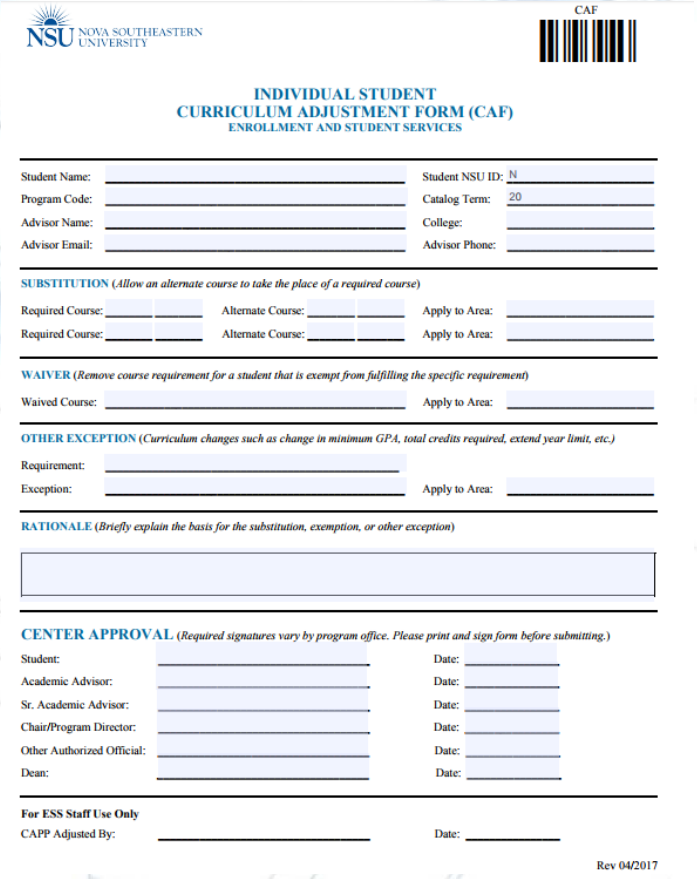
Importance of Correct Curriculum

- Degree conferrals
- Financial aid eligibility
- CAPP is student facing

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)



NSU NOVA SOUTHEASTERN UNIVERSITY

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: _____ 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 04/2017

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.**

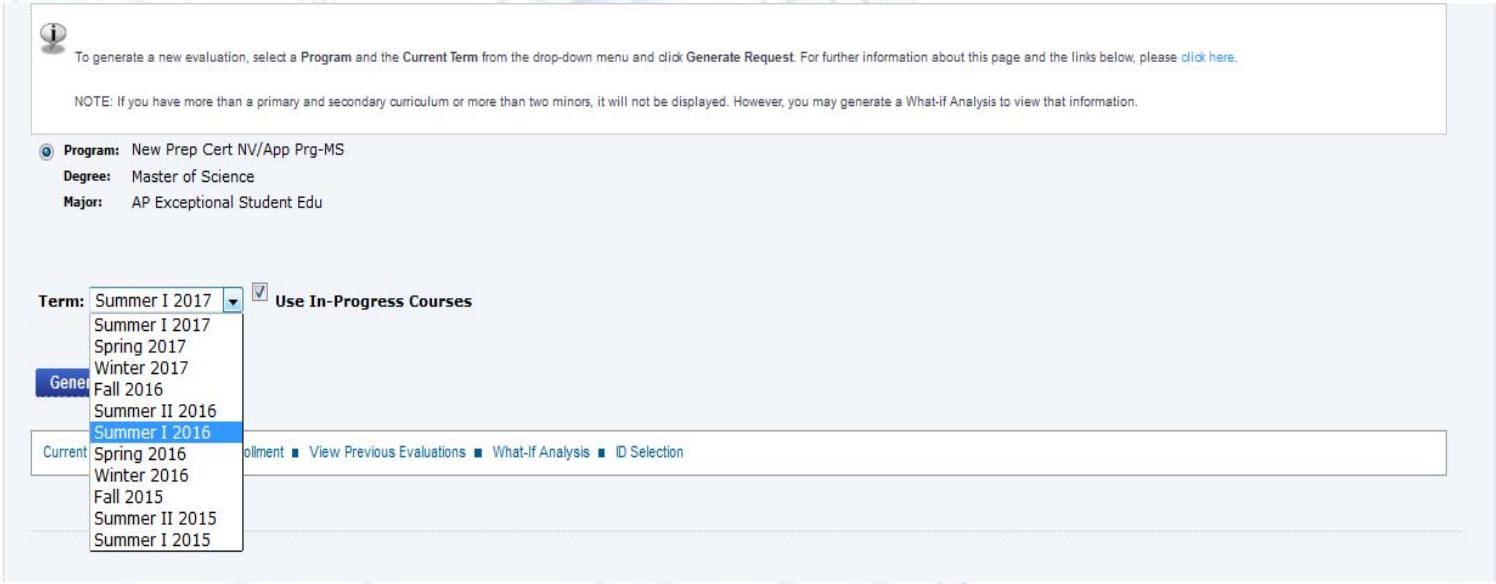
Other Exceptions: Program

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.

Additional Questions*?*

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

Thank you for attending!

Resources

CAPP Web Page: *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

Whatever good things we build end up building us.

Jim Rohn