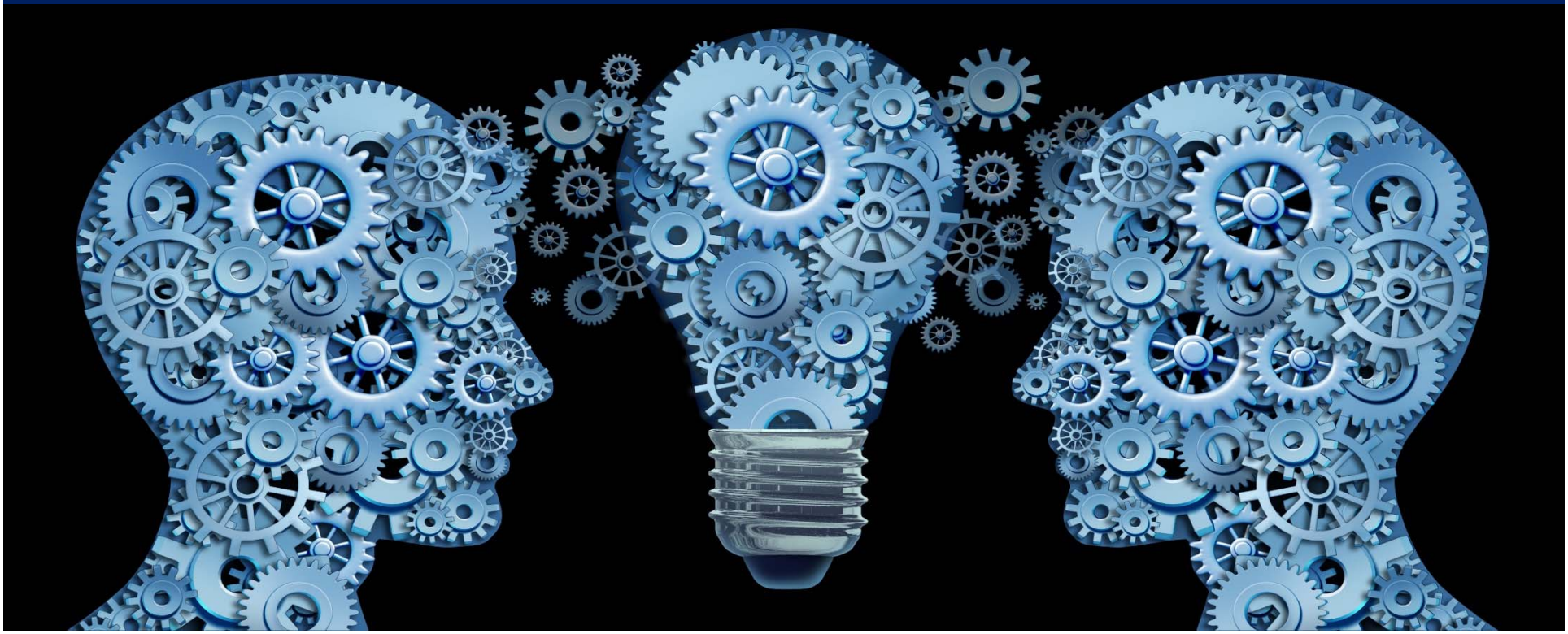
NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services

Curriculum, Advising, and Program Planning (CAPP)

Christopher Pignetti
Manager



Objective

Upon completion of this presentation, you will know:

- The degree evaluation system, which is fully integrated into Banner
- How CAPP allows advisors and students to track student progress toward degree or award completion via WebSTAR
  - Other topics include:
    - What is CAPP?
    - Benefits of CAPP
    - CAPP Programming
    - Accessing CAPP
    - Sample CAPP Report
    - Degree Applicable Courses
    - Forms
    - Online Resources
    - Transition to Degree Works

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What is CAPP?

- **C**urriculum, **A**dvising, and **P**rogram **P**lanning
  - Module in SharkLink/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)

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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?

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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

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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

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CAPP Setup

- Curriculum used for CAPP is based upon 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

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CAPP Setup

- Curriculum sheets (finalized) for Fall Term 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

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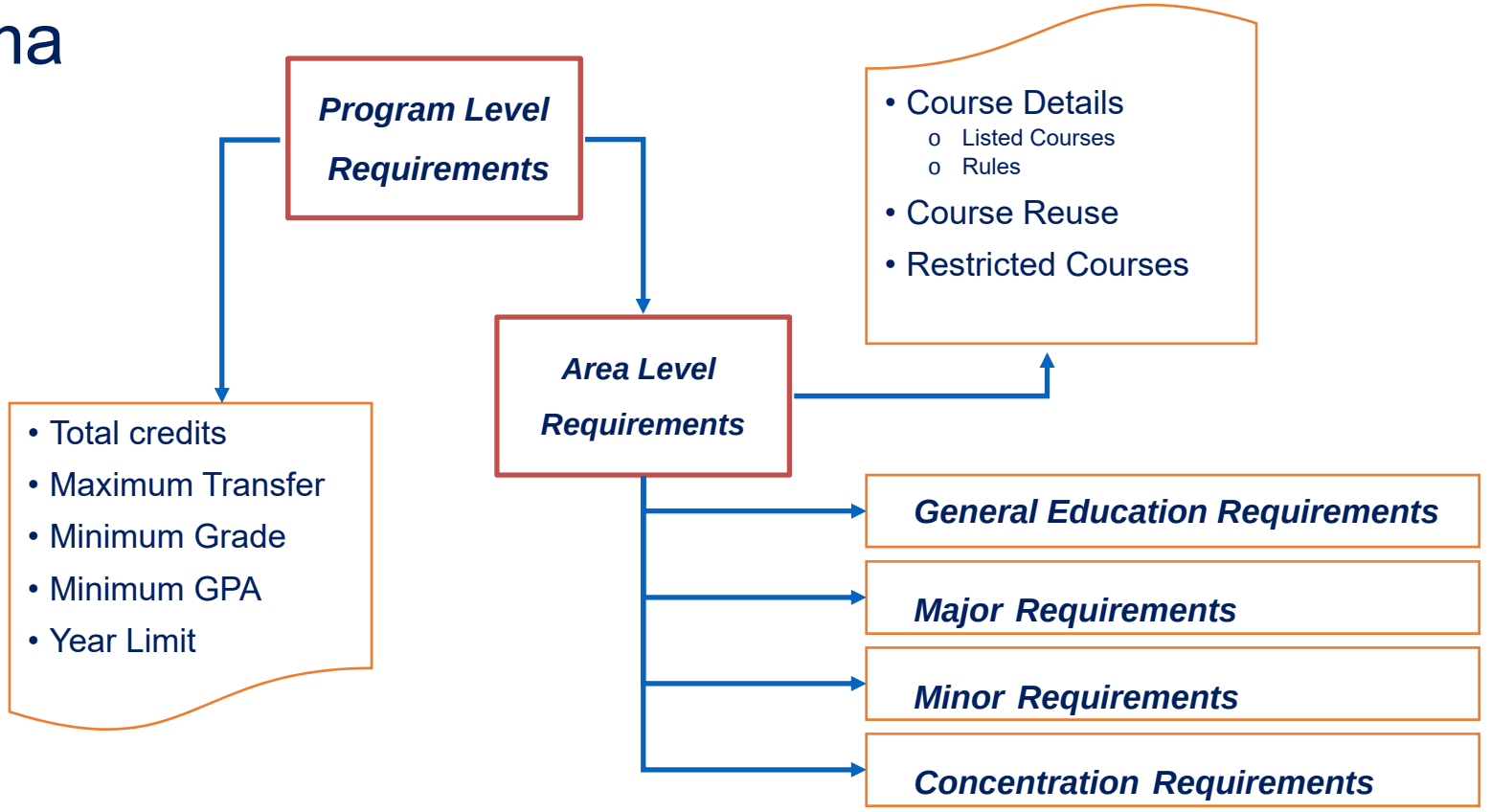
CAPP Programming Setup

Schema



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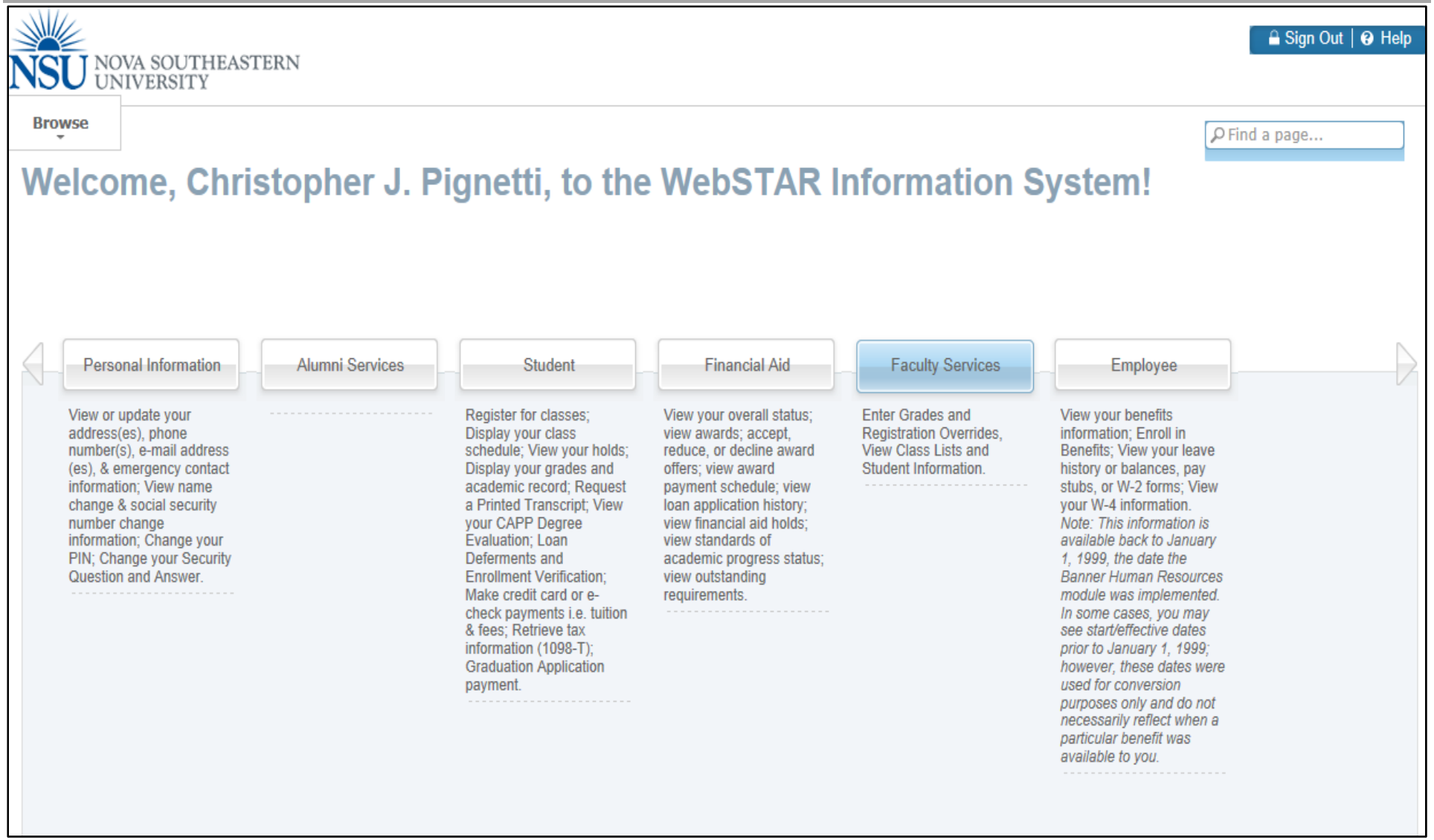
Accessing CAPP in WebSTAR Information System



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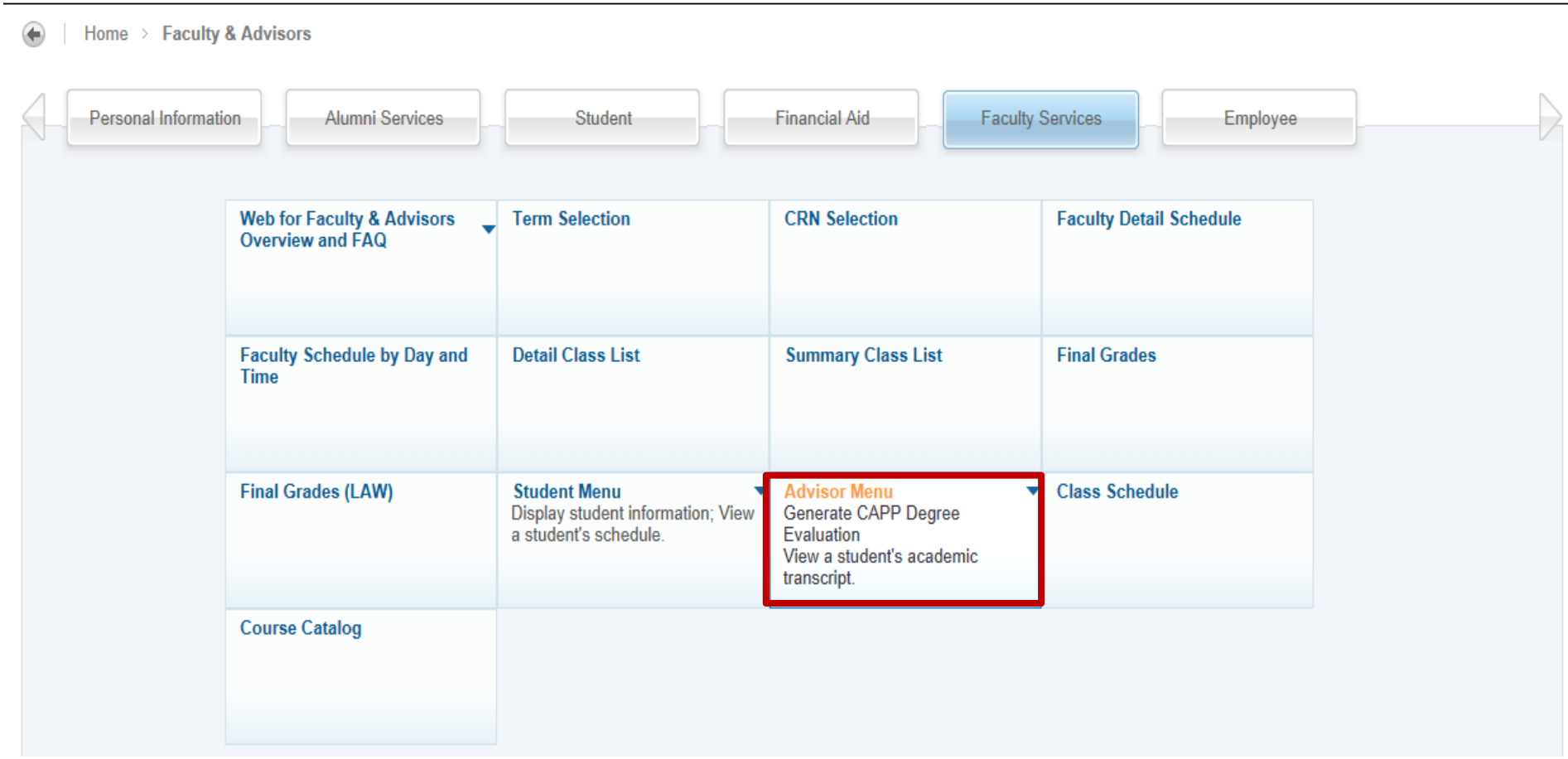

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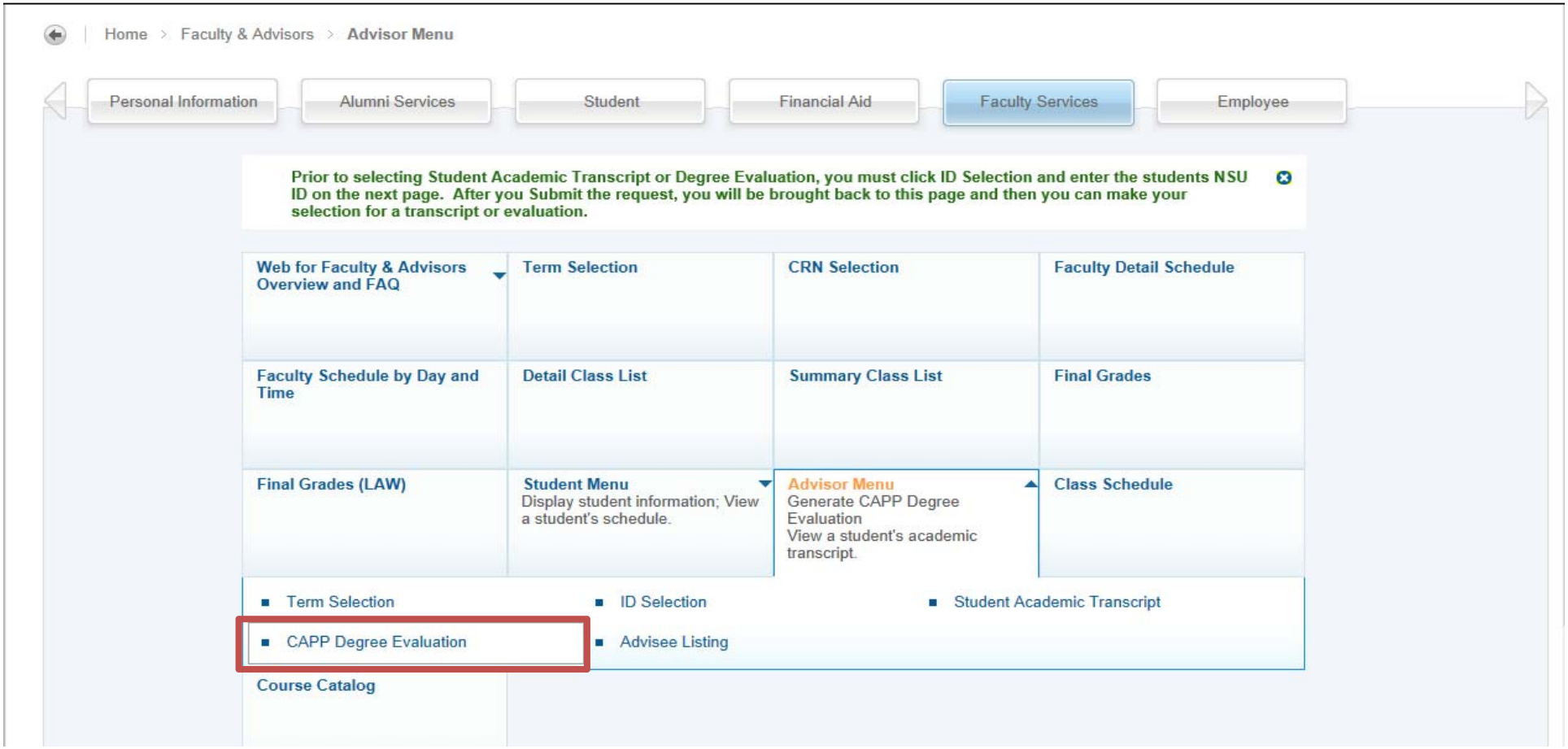
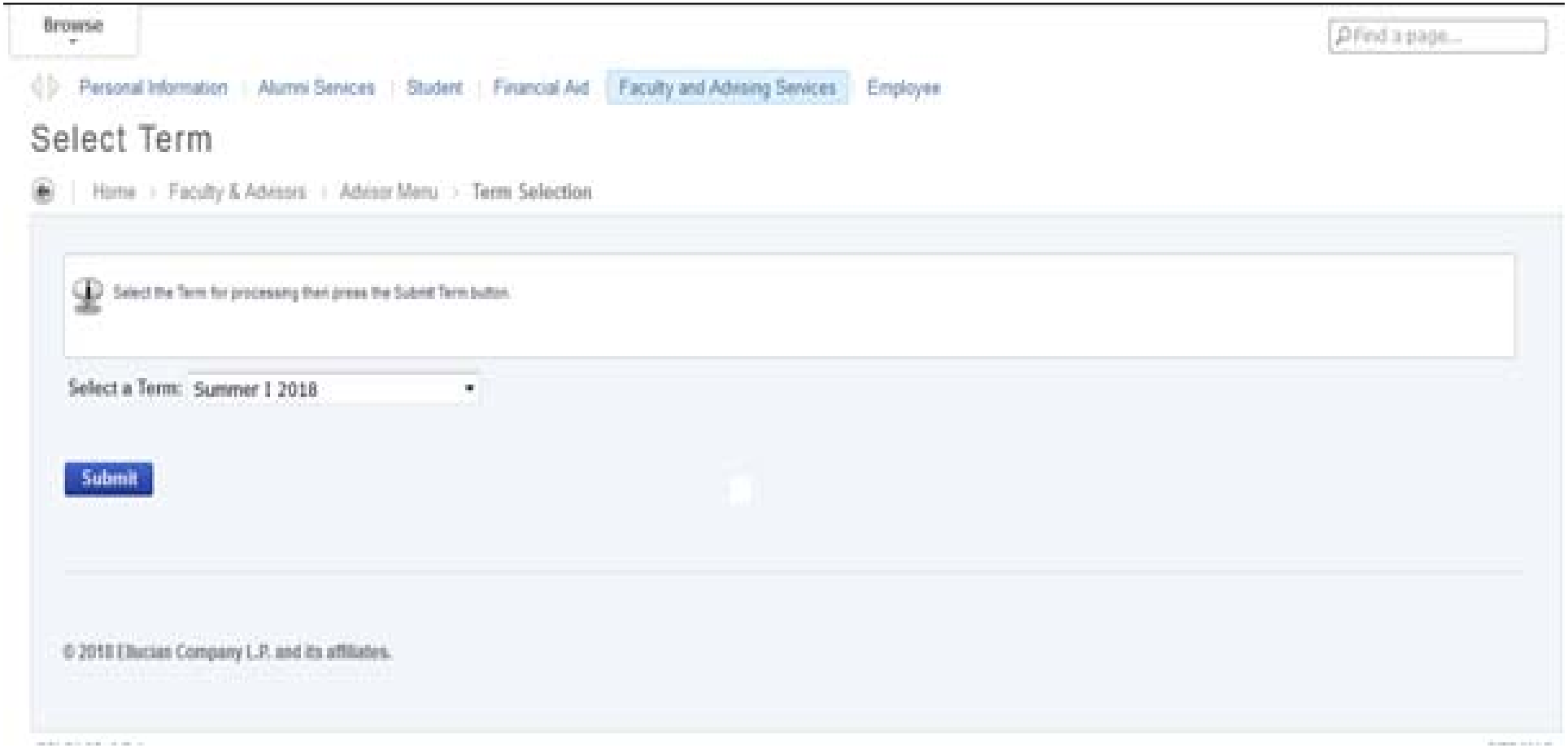


Generating CAPP in WebSTAR Information System



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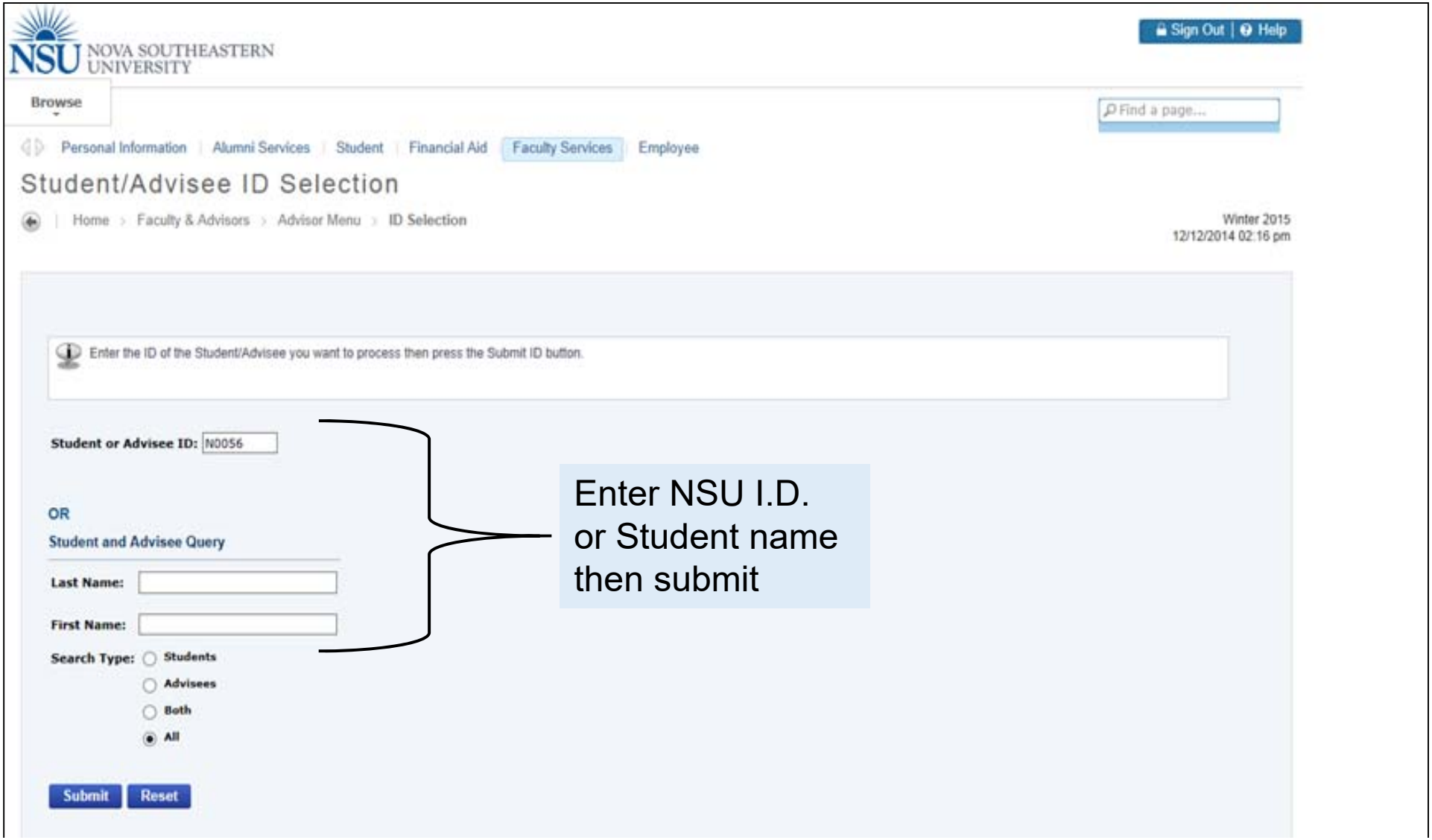

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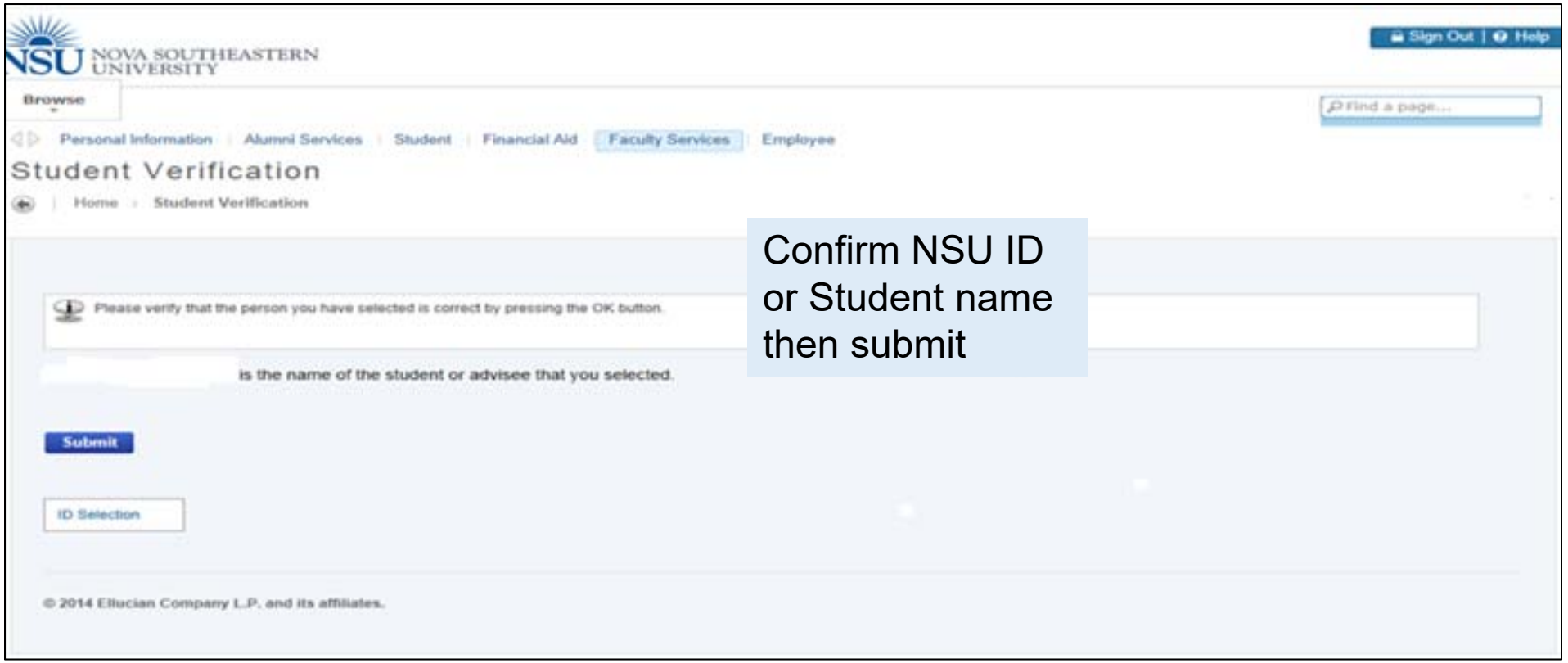
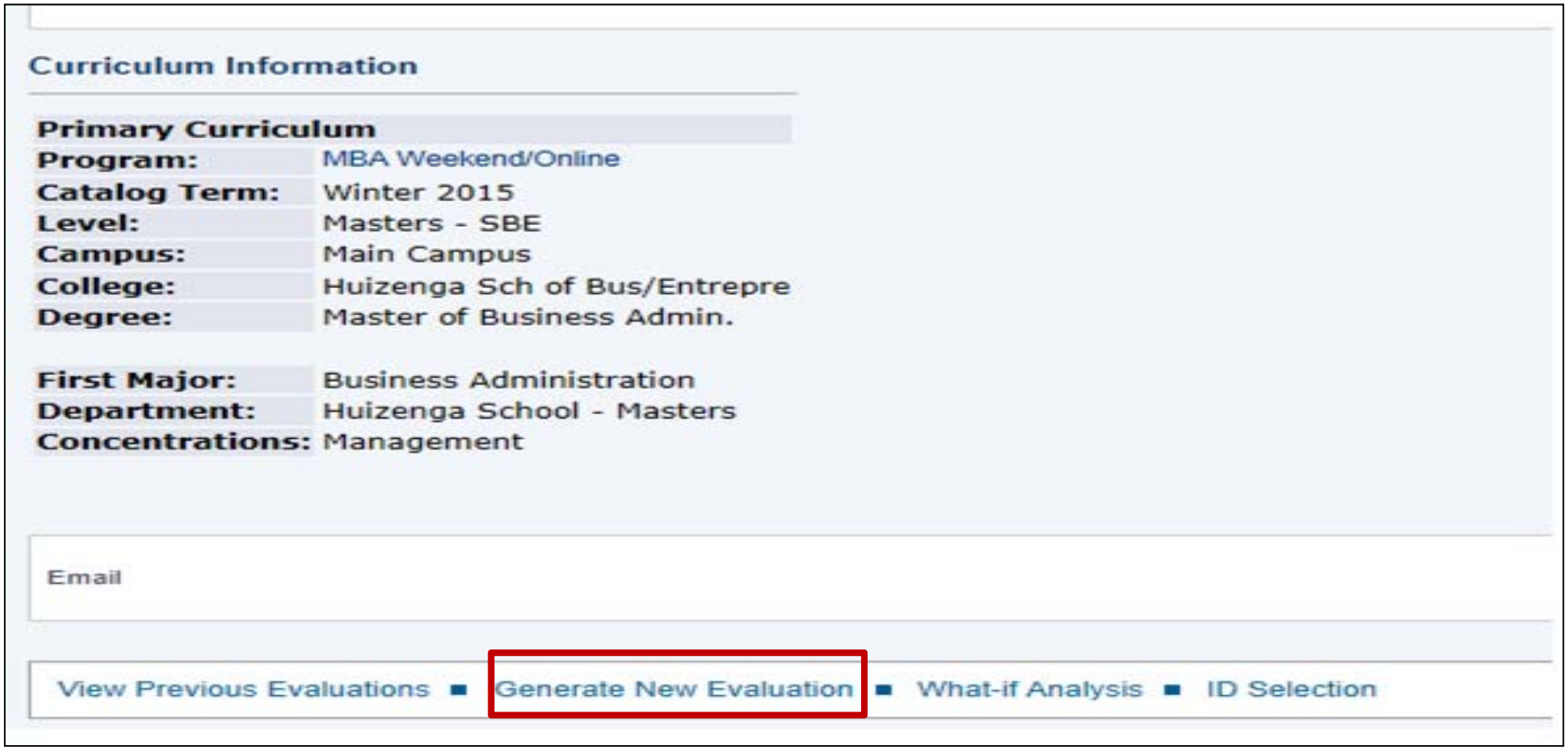


Confirm NSU ID or Student name then submit

Generating CAPP in WebSTAR Information System



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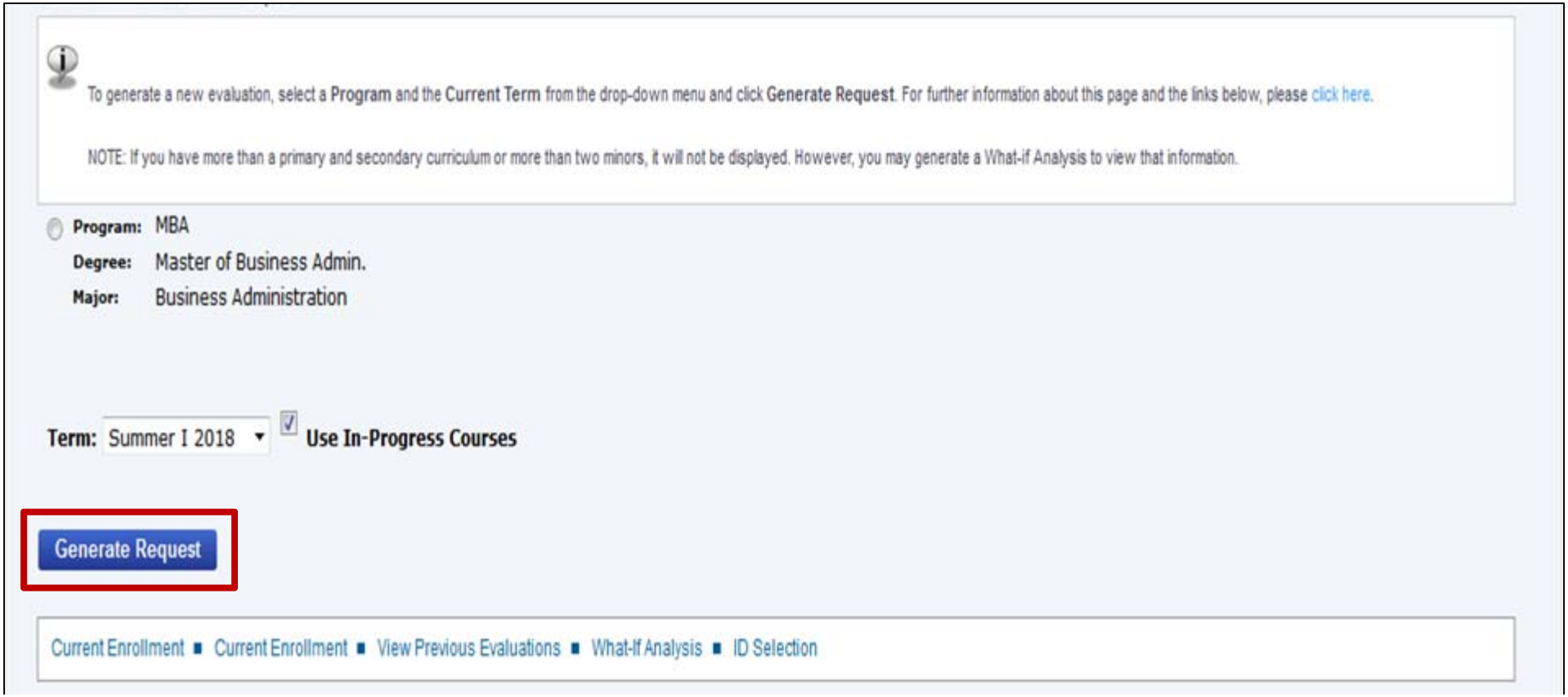
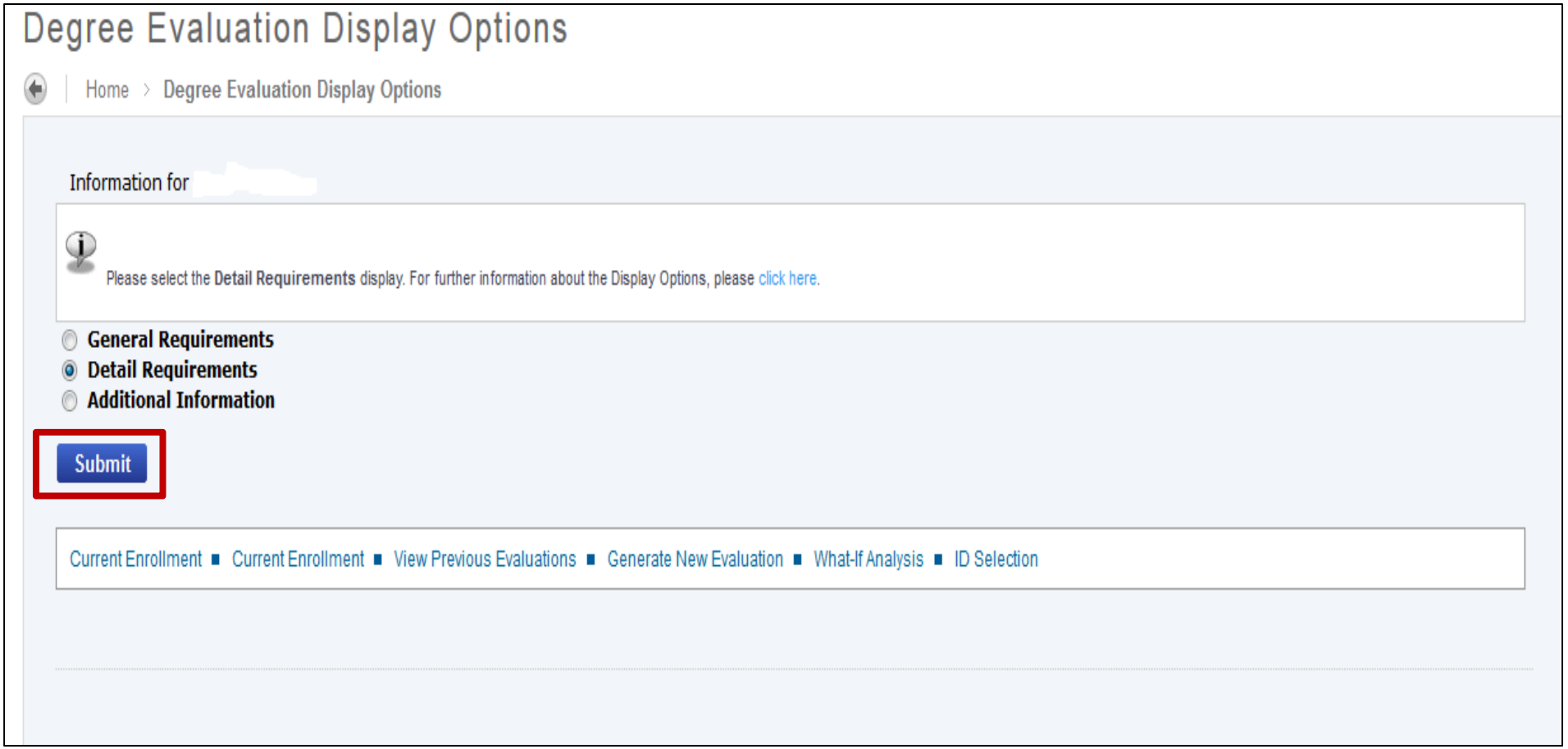


Viewing CAPP in WebSTAR Information System



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 Information 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:
  - College catalog
  - Curriculum sheet
    - Undergraduate
  - Degree plan

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CAPP and Financial Aid

- Course registration is 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.

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Degree Applicable Issues

Important: Courses will Not be degree-applicable in the following cases:

- Student registers for course not in the program and no substitution/petition/exception is requested.
- The Major is changed or a Minor is added after add/drop.
- Degree Audit is not updated with new curriculum.
- If a course is not on the program blocks of the degree audit.

Current 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

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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 their financial aid

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Importance of Correct Curriculum

- Degree Conferrals
- Financial Aid Eligibility
- CAPP is Student facing

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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*

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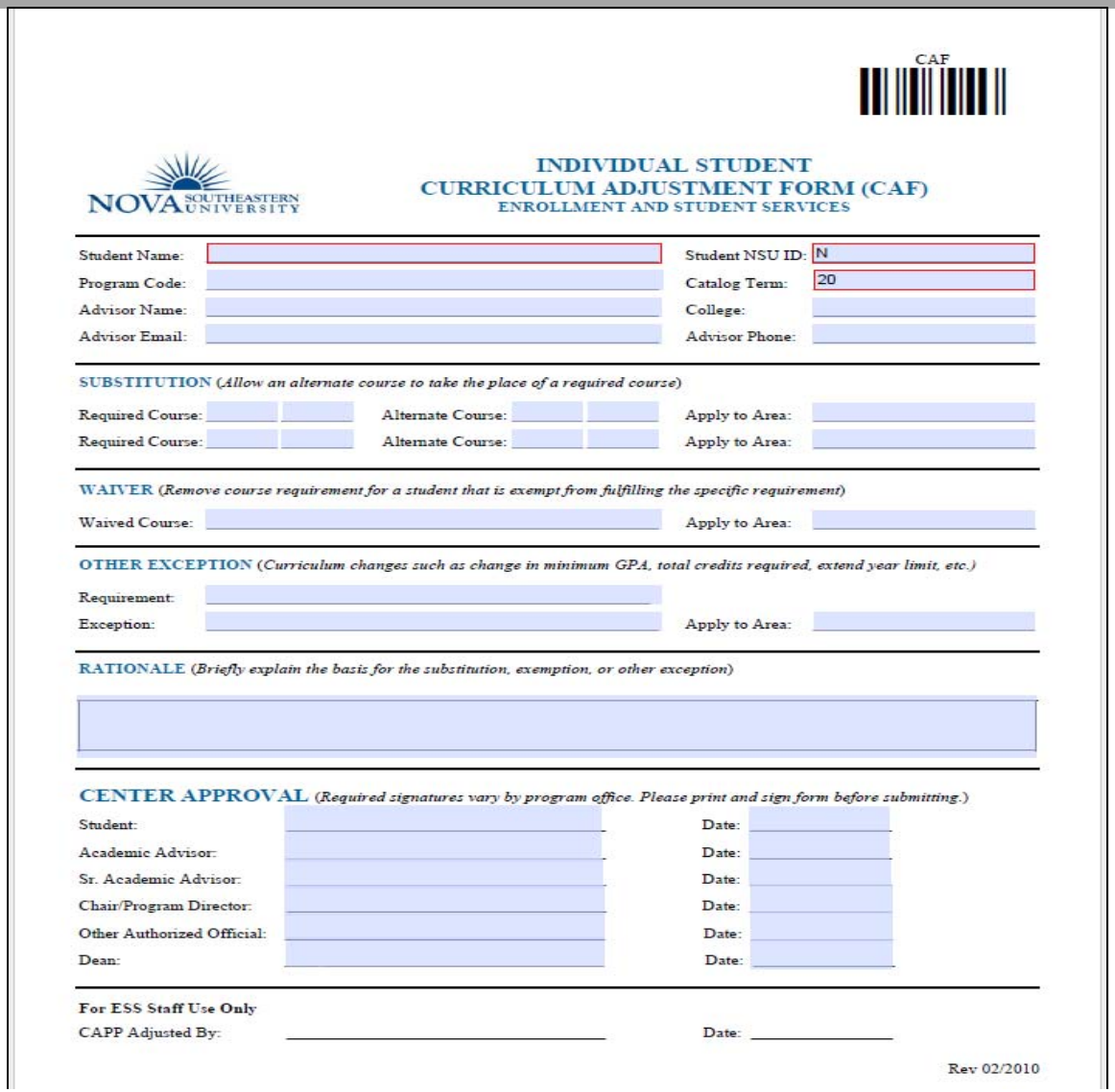
Individual Student Curriculum Adjustment Form (CAF)



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

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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

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

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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.

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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.

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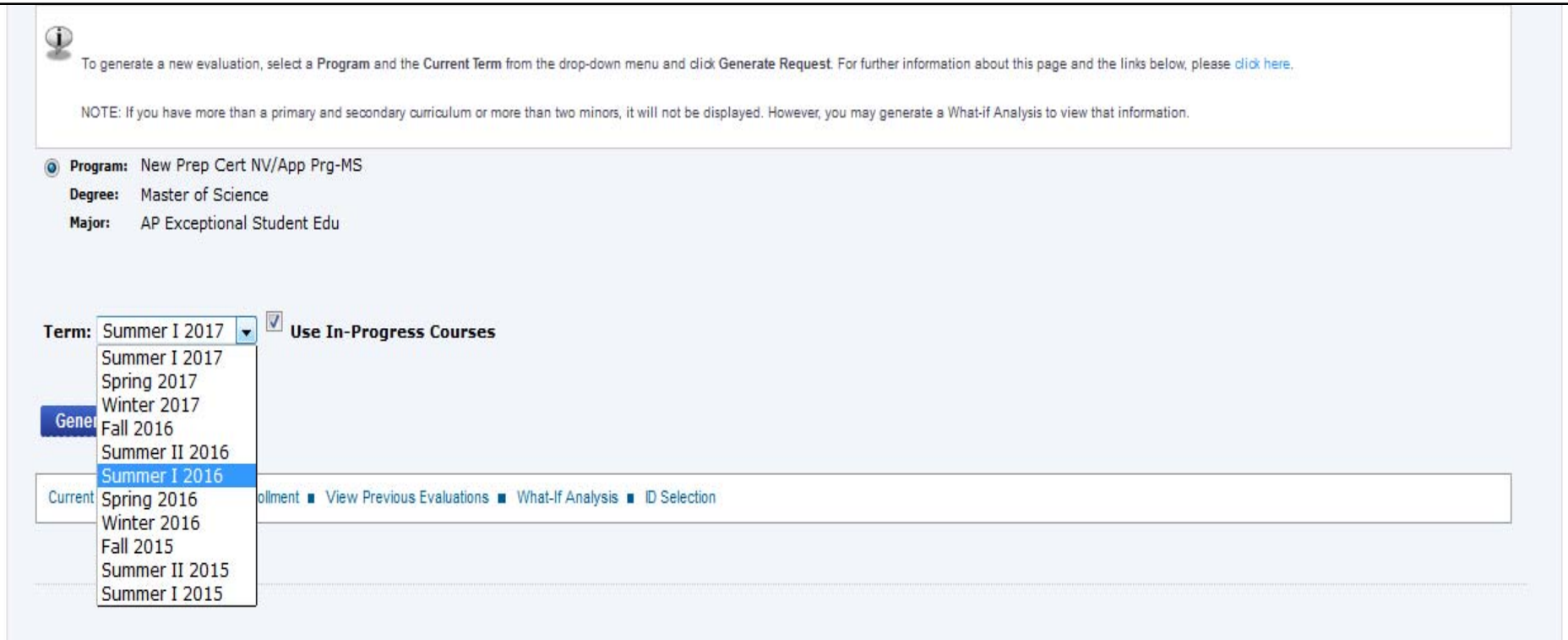
Other Exceptions: Program

- 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.

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Transition to Degree Works

- NSU will make the transition from CAPP to Degree Works starting in late July 2018.
- Transition will start with catalog years 17/18 and 18/19 of Undergraduate curriculum.
- The plan is to move back year by year until the majority of Students will be on Degree Works.
- Transition for Graduate curriculum will begin in Oct/Nov of 2018.
- More information on the transition will be communicated in the near future.

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Resources

CAPP Web Page:
nova.edu/registrar/capp

WebSTAR or SharkLink:

webstar.nova.edu | *sharklink@nova.edu*

- How to Access CAPP
  - Listing of Academic Advising/Program Office contact numbers for all colleges
  - CAPP Guide for Students

Email:

capp@nova.edu

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Innovation Quote

"Every once in a while,
a new technology, an old problem,
and a big idea
turn into an innovation."

- Dean Kamen

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