DEGREE WORKS PLANS - UNIVERSITY BEST PRACTICES

1. **COMMUNICATION**: Degree Works should be used as the primary means of communicating and documenting a student’s 4-year plan of study.

2. **CURRICULUM**: All concentrations, minors, certificates, etc. should be entered in Banner in a timely manner to ensure accurate plans. For example, if a concentration is missing the audit and the plan cannot accurately reflect what a student still needs to take.

3. **PETITIONS**: Advisors are to submit Petitions for course substitutions/exceptions for the Degree Works audit in a timely manner to ensure that the most accurate and up to date Degree Works worksheet and planned audit are displayed. Courses that require a substitution will show as still needed on the plan if the petition has not been processed.

4. **DEGREE WORKS PLAN**: Only create a plan for future terms. You do not need to add courses that a student has already completed. Only add courses that a student still needs to take. Review the video shorts on the student degree works plan page for instructions on how to create a plan.

   a. **APPROVED PLANS (APPROVED AND ACTIVE)**: There should only be one Approved and Locked plan for a given student. All approved plans must also be checked active. Marking a plan active indicates it is the current plan being followed by the student. Checking a plan Approved means it has been approved by an advisor. Advisor CAN change/modify approved plans. Students do not have the ability to approve a plan.

   b. **MULTIPLE CURRICULUMS**: Students pursuing more than one program should only have one approved and active plan. If student has multiple curriculums, the plan should be created under the primary program and requirements for ALL curriculums added to the primary plan. This requires coordination by advisors from different areas. This also applies to certifications and minors that are in addition to a degree. Instructions Review instructions for viewing 1 plan for 2 majors.

   c. **EXISTING/OBSOLETE PLANS**: If a student has an existing plan that is outdated, change of major, etc. you can:
      i. Modify the existing plan
      ii. Delete the old plan and start new plan

         If a student has multiple plans that are obsolete:
      i. Delete the obsolete plan
      ii. Obsolete plans (if not deleted) should NOT be checked active and/or approved.
d. **TITLE:** The plan description should begin with the program(s) and optional descriptors (date last updated) to help you distinguish the plan. Do not call the plan “Graduation Plan”. Including the Program(s) in the title makes it easier to identify when a student has switched majors and the plan is for a previous major.

e. **PLAN AS REGISTRATION TICKET:** Placeholders can be added to a planned term and are useful for including registration pin, registration time and date, list of optional classes for registration, and any other information you would like to communicate. Encourage students to review their Plan during registration to get information for upcoming registration.

   i. Plans are used by the schedule planning tool used by students to create schedules. See instructions on how a Degree Works plan integrates with Schedule Planner:

f. **TRANSFER COURSES:** Placeholders for transfer courses should specify the transfer institution, the course at that institution, and the equivalent ECU course prefix and number. Permission Form on File if applicable. Planned transfer courses should NEVER be added as an equivalent course at ECU on the planned audit as a course type. Always use a placeholder.

g. **PLAN SUBSTITUTIONS:** Any course that will be used as a substitution (in the occurrence that a requirement is not available) should specify which required course it will be substituted for in a course note.

h. **NON-COURSE REQUIREMENTS:** Any action that must be initiated by the student to graduate should be included in the plan (e.g. apply for graduation) as a placeholder.

i. **DELIVERY METHOD:** This is optional for programs that wish to project course need based on Face to Face and Online.

j. **MANAGING STUDENT PLANS:** There are reports in ecuBIC (Plans by Program and Plans by Advisor) to help advisors manage plans. Reports for plan management can be found in ecuBIC.

   If you do not have access to this folder in ecuBIC please contact Novine Kros (krosn@ecu.edu).

   A subscription to the reports can be set up to send you reports found in ecuBIC at a scheduled time daily, weekly or monthly. For report subscriptions contact Novine Kros (krosn@ecu.edu).

   For additional information and reports contact Novine Kros at krosn@ecu.edu.