DEFINITIONS FOR PLANS

Finish in Four
Finish in Four is a university wide initiative that encourages students to complete 15 credits per semester to graduate in four years.

Degree Works
This is the electronic tool that East Carolina University uses to track degree progress and provides a plan of study for students. Advisors will use the “Worksheet” and “Plans” tabs to track degree progress to ensure timely graduation. The office of the registrar will use the worksheet to certify graduation upon degree completion.

Student Educational Planner (SEP) -The Plans Tab
The SEP is the advising and registration planning tool that students and advisors can use to create short- or long-range academic plans and goals, also known as the Plans. The plan can be accessed by clicking the Plans tab in Degree Works.

Blank Degree Templates
Blank Degree Templates are set up by the programs and provides a student with an empty shell in which to plan their degree.

Degree Works Blank Plan
A blank plan is manually set up and accommodates students current course progression to meet their specific degree requirements.

Degree Works Plan
Once a Degree Works template or blank plan has been added to a student’s Degree Works it becomes the student’s individualized and customizable Degree Works Plan. The students Degree Plan is in the “Plans” tab of Student’s Degree Works. The student’s Degree Works plan can be modified by the student or advisor throughout their academic career based on the student’s individualized situation.

Active Plan
This is a semester-by-semester plan of classes that a student intends to take. A student should only have one active plan at a given time. A plan is made active by checking the active check box on the plan in edit view. Students/advisors can make plans active or inactive.

Inactive Plan
This is a semester-by-semester plan that a student is considering or no longer intending to pursue. A student can have multiple inactive plans. A student may also choose to delete inactive plans. Inactive plans are not checked active or approved (locked) in the edit view. Students/advisors can make plans active or inactive.
Approved Plan
This is the active plan that has been approved by an advisor. Only advisors can approve plans. Plans are approved by checking the approved check box on the plan in the edit view. Approved plans can continue to be modified by advisors. Approved plans can be modified by students only by using the “Save As” button. This creates a second active / unapproved plan. The original approved active plan becomes inactive and approved. Students should notify an advisor when an approved plan has been modified (Save As) so an advisor can review the modified student plan.

*** PLEASE NOTE: Reporting is done on currently enrolled students who have active and approved plans. Advisors should approve a student’s plan each semester once it has been reviewed by the advisor. ***

Tracked Plans
Tracking is used to monitor whether a student is completing the degree plan as approved by the advisor. Tracking is turned on by checking the approved checkbox of the plan in the edit view. Tracking is done on current and past terms. Future planned terms are not tracked and have a status of --- (not evaluated). After registration each term, tracking is updated on the plans by the Registrar’s office on a periodic basis for the future pre-registered term. Tracking is also updated by resaving a student’s plan.

Off-Track Plan
A student is “off-track” when they do not successfully complete with a minimum grade, enroll or withdraw from one or more courses listed in their degree plan for the specified term. Off track is indicated by a red ribbon on the plan. Off-Track plans can be corrected by moving the off-track course to a future term or removing from the plan.

On-Track Plan
A student is “on-track” when they are enrolled, successfully complete all classes on their degree plan. On track is indicated by a green ribbon on the plan.

Calendar View
The default view for a student with an active plan. Displays planned semesters in a block format by semester. Students who have multiple plans and none marked active will be taken to the list plan view.

Edit view
Used to create, edit, mark active or approve a plan.

Audit view (planned audit)
Used to review the students plan. The audit view displays both the plan and the worksheet. Like the worksheet, the planned worksheet displays classes taken, currently in-progress, substituted, pre-registered and planned classes that are used to fulfill the block requirements. Completed classes are indicated by a green checkmark, in-progress and pre-registered courses are indicated by a blue box with a white tilde and planned courses are indicated by the word PLAN in blue with the semester the student intends to take the course. Any outstanding requirements will have an open red box beside them. A complete plan will display a worksheet that meets all degree requirements.
**Degree Audit**
The Worksheet in Degree Works (default view when accessing Degree Works) is a review/audit of past, current and pre-registered coursework that provides information on completed and outstanding requirements necessary to fulfill degree/major/minor/concentration requirements.

**Complete plan**
A complete plan is one in that following the plan as documented will be sufficient for graduation and completion of all options (majors, minors, certifications) that the student is pursuing.

**Projected Graduation Term**
The expected term that the student will compete all degree requirements. When a plan is complete, this will be the last term on the student’s plan.

**Schedule Planner**
A registration tool that helps students optimize their schedule and is integrated with the students Degree Works plan. The student must have an active plan and planned courses for the term in which s/he is registering for.