

# HOW TO RUN AN AUDIT AGAINST A COURSE PLAN

---

## TABLE OF CONTENTS

Revision History .....	2
Introduction and Purpose.....	2
Related Policies, Regulations, Guiding Principles, and Common Practices .....	2
Impacted Departments, Units, Programs, and Centers .....	2
Before You Begin .....	2
Forms .....	2
Procedures.....	2
Running a Plan Audit .....	2
Steps .....	2
Final Quiz .....	5

## REVISION HISTORY

Version	Date	Name	Description
1	2.16.16	Bracken	final
2	3.4.24	Emily	Degree Works 5.1.2 Upgrade

## INTRODUCTION AND PURPOSE

Course plans are available to provide students' guidance towards completion of their degree requirements in a term-based structure. This procedure document is intended to introduce users to Student Course Plans and show the user the distinct types of audits available for a student who has been assigned a course plan.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Tracking is currently disabled and not being used by UCR. When tracking is enabled, a student's completed coursework will be evaluated against their active plan to determine if they have completed their planned requirements by the planned term and are on-track for completing their degree program on-time. The Edit view may show a tracking status, but it is not being used.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. Academic Departments

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu/>) to follow along.

## FORMS

The degree audit is in Degree Works. There are no forms in Degree Works.

## PROCEDURES

### RUNNING A PLAN AUDIT

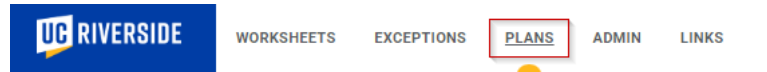
Using their plan, a student or Advisor can generate an audit to evaluate their degree progress. Generating an audit from the student's plans will show their progress towards their degree if all their **planned requirements** are completed successfully. Only planned requirements for future terms will apply to the planner audit.

### STEPS

- To access the plans for a student, first search for and select the student in the Degree Works interface.

[Advanced Search](#)

- Click on the Plans tab to load the student's plan list:



1.

- Select the description of the plan from the Plan List you would like to view.

#### Plan List

Description	Active	Modified ↓	Who	Degree	Level	Statu
2024-2025 Blochem (Biology Emphasis)-Math Placement 005	No	02/05/2024	[REDACTED]	BA	U	Not L

Total results: 1

Page 1 of 1

- Next select the Audit button located below the Plan Header.

**Plans**

Data Refreshed: 03/04/2024 2:29 AM

Student ID: [REDACTED] Name: [REDACTED] Degree: Bachelor of Arts

Advanced Search

College: Humanities, Arts, and Soc Sci Level: Undergraduate Class Level: Senior Major: Sociology/Administrative Stds

Concentration: Human Rsrces Mgmt/Labr Relatns Advisor: Sumer Sharif Academic Standing: Good Standing

**Sociology Administrative Studies B.A.** PLAN LIST NEW PLAN

Degree: Bachelor of Arts  
Level: Undergraduate  
Total Planned Units: 59.0  
Active: Yes Status: Not Locked

Last Updated: Flores-jimenez, Emily on 02/16/2024

Audit What-If Delete Plan Save A Copy Create Block

- A new window will open with the generated audit.

**Planner Audit**

Student Name: [REDACTED]  
Plan: Sociology Administrative Studies B.A.

**Degree Progress**

97% Requirements    100% Units    Cumulative GPA: 3.34

Degree: Bachelor of Arts    College: Humanities, Arts, and Soc Sci    Level: Undergraduate    Class Level: Senior    Major: Sociology/Administrative Stds  
Concentration: Human Rsrces Mgmt/Labr Relatns

Audit Date: 03/04/2024 12:21 PM  
Diagnostics    Student Data    Collapse All ^

**Degree in Bachelor of Arts** INCOMPLETE

Units Required: 180    Units Applied: 187    Catalog Year: 2015-2016

6. Block requirements fulfilled by courses from the Plan will be marked with a blue In-Progress bar.

IN-PROGRESS

7. You can identify courses from the plan if the grade for a course is REG or PLAN.
- a. Only three of the requirement types will apply to the plan audit:
    1. Course requirement, a single course
    2. Choice requirement, when there are several course options
    3. Non-Course, when the requirement has been completed through other means (exams, speeches, projects, personal experience etc...)

BUS 109	COMPETITIVE&STRATEGIC ANALYSIS	PLAN	(4)	Fall 2025
BUS 179	BUSINESS APPLICATION OF GIS	REG	(4)	Summer 2023

4. Placeholder requirements will display at the bottom of the page
  1. Placeholders are user-defined requirements that need to be completed as part of the degree, but a single course has not been identified

### Planned Placeholders

Description	Value
Breadth	BREADTH COURSE
Breadth	BREADTH COURSE
Breadth	BREADTH COURSE
Breadth	BREADTH COURSE
Breadth	BREADTH COURSE
Comment	CONCENTRATION COURSE

8. **Print** a Plan Audit

- a. **The Audit is saved by the system for later viewing**, but you can print the audit details using the **Printer icon** at the top right corner of the audit page.

## Planner Audit



### FINAL QUIZ

1. Placeholder requirements will be displayed at the bottom of the page and are not included in the audit.
  - a. TRUE
2. The Audit against the Planned Courses is saved by the system so you can review it later.
  - a. FALSE, the audit is not saved on the system so you will want to print the audit details if you want to have it to review later.
3. Courses from the Plan will be highlighted in blue in the audit, so you know what is coming from the plan.
  - a. FALSE. Block requirements fulfilled by courses from the Plan will be marked with a blue In-Progress bar. The course grade will list REG or PLAN if the course is coming from the plan.