

# HOW TO PROCESS WHAT-IF DEGREE AUDITS

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## REVISION HISTORY

| Version | Date    | Name    | Description       |
|---------|---------|---------|-------------------|
| 1       | 2.15.16 | Bracken | final             |
| 2       | 3.17.24 | Nelson  | DegreeWorks 5.1.3 |
|         |         |         |                   |
|         |         |         |                   |

## INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to generate and view a *What-If* degree audit for a student. These audits are used for students to evaluate the impact of a change of major (to include adding a concentration, minor or additional major).

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

- All curriculum (Majors, concentrations, minors, etc.) requirements listed in degree audits have been entered as approved by the Academic Senate, Riverside Division.
- Degree Audits must “clear” at time of graduation for a degree to be conferred.
- Catalog Rights for Undergraduate and Graduate Degrees are as follows:  
**R6.12** *To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. (En 5 November 87)*
- In a meeting with the colleges it was agreed that the interpretation of R6.12 is students earning a BS and a BA can have different catalog years but students with one bachelor’s degree and more than one major have the same catalog year. Minors should have the same catalog year as the curriculum/major they are associated with in SGASTDN.
- Graduate students have the choice of using the catalog in effect the year they enter the program, or the catalog in effect when they advance to candidacy.
- What-If* audits are for informational purposes only as a means for students and staff to consider the impact of a change of major.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- Academic Departments
- Graduate Division Academic Affairs Office
- College Office

## 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 located within Degree Works. There are no forms in Degree Works.

## PROCEDURES

### PROCESSING A WHAT-IF AUDIT

The *What-If* feature allows an audit to be run against a program a student might be considering for a major change. When completing a *What-If* audit there are a couple of things to keep in mind:

- Be mindful of the catalog rights window of five years (the current plus the previous four years for undergraduates) when selecting a catalog year.
- The programs available for conducting What-If audits, including approved concentrations for each major, are determined based on the approvals granted by the Senate.
- The feature uses students' class history and applies the requirements in the best fit possible.

### STEPS

1. When completing the *What-If* audit, you can select any combination of the options described below to establish the new criteria you want the audit to evaluate.
2. To access the *What-If* screen, click **What-If** tab located on the right hand side of the Academic tab. The student's current catalog year and program will auto populate.

Academic
What-If
Athletic Eligibility
View historic what-if audit ▼

#### What-If Analysis ^

Use current curriculum
  In-progress classes
  Preregistered classes

**Program**

Catalog year \*  
2023-2024 ▼

Program \*  
BA in Public Policy ▼

Level \*  
Undergraduate ▼

Degree \*  
Bachelor of Arts ▼

College \*  
School of Public Policy ▼

**Areas of study**

Major \* ▼

Concentration ▼

Minor ▼

Additional areas of study ▼

**Future classes**

Subject

Number

ADD

RESET
PROCESS

3. The top portion of the *What-If* screen shows the current program of study as the primary area.
  - a. Select a different **Program** of study if a student is considering changing majors.
  - b. If a student is only considering adding a minor, then leave the **Program** as is and add a minor in the **Minor** field.

**Program**

Catalog year \*  
2023-2024

Program \*  
BA in Public Policy

Level \*  
Undergraduate

Degree \*  
Bachelor of Arts

College \*  
School of Public Policy

**Areas of study**

Major \*

Concentration

Minor

4. If the current program of study does not auto-populate, it is an indication that the student's catalog year is not enabled as an option for running *What-If* scenarios.
  - a. For example, if the student's catalog is 8 years old, it is outside of the 5-year window permitted for undergraduates. The catalog rights window of five years (the current plus the previous four) dictates the 5 catalog years that are available in the *What-If* audit.
  - b. Future catalogs will only be enabled after the requirements are programmed in Degree Works.

#### What-If Analysis

Use current curriculum  In-progress classes  Preregistered classes

#### Program

Catalog year \*

Program \*

Level \*

Degree \*

College \*

**Areas of study**

Major \*

Concentration

Minor

- c. If this is the case, you can continue running a What-If audit by selecting a different catalog year.
- d. The student's catalog will also need to be adjusted in Banner to fit within the R6.12 policy listed above. Once adjusted in Banner the new catalog year will be applied to the student's record in Degree Works.

#### What-If Analysis

2027-2028

2026-2027

2025-2026

2024-2025

2023-2024

2022-2023

2021-2022

2020-2021

Preregistered classes

Program \*

Level \*

College \*

Concentration

Minor

5. After selecting a catalog year, the program will then default to the current major.
  - a. In the example in step 4 the student's catalog year was 2023-2024. When an enabled catalog year, in this case 2023-2024 was selected, the other fields populated based on the student's program of study which was a BS in Neuroscience. Proceed with the directions above to select a different program.

### What-If Analysis ^

Use current curriculum  In-progress classes  Preregistered classes

#### Program

|                                 |   |                          |
|---------------------------------|---|--------------------------|
| Catalog year *<br>2023-2024     | Program *<br>BS in Neuroscience           | Level *<br>Undergraduate |
| Degree *<br>Bachelor of Science | College *<br>Natural and Agricultural Sci |                          |

6. The second section of the *What-If* screen allows you to select an *additional* program of study for those considering double majors and/or an additional minor. To open the drop down menu, locate the carrot symbol (triangle pointing down) and click on the plus icon.
7. Known Defect: CR-000182367 affects the major dropdown, allowing selection from any major in the college. Please choose a Senate-approved major, as highlighted at the top of the page "things to keep in mind."

### Additional Areas of Study 1 ^

+ 2

8. In the additional areas of study, begin by selecting the program. You can choose your major, concentration (if needed), and minor. However, the program locks the degree and college.
  - a. As an example, Chemical Engineering with a concentration in Bioengineering and a minor in Physics were selected
9. Click add to input your chosen criteria. You can then click on the plus icon again if you want to add another selection.

### Additional Areas of Study ^

|   |                                 |  |
|---|---------------------------------|--|
| Program *<br>BS in Chemical Engineering | Degree<br>Bachelor of Science   | College<br>Bourns Engineering  |
| Major<br>Chemical Engineering           | Concentration<br>Bioengineering | Minor<br>Physics   |
|   |                                 | <input type="button" value="CANCEL"/> <input style="background-color: #333; color: white;" type="button" value="ADD"/> |

10. The final part of the what-if screen is "Future Classes" which lets you run an audit using the courses you're considering, to see how they fulfill degree requirements in your current or intended field of study.
11. Enter the course subject and number then click **Add**. The course will appear below, if successfully added.
12. More courses can be added by repeating step 10.

**Future Classes**

1

Subject  
BIOL

2

Number  
005A

3

ADD

13. After selecting all your criteria, click the process icon at the bottom of the screen to run the “what-if” audit.

**Future Classes**

Subject

Number

ADD

BIOL 005A X

RESET

PROCESS

14. The audit will be generated with the proposed major(s)/minor(s) alongside with the Future Classes. These future classes will be displayed in the audit under the Term column as “PLANNED”.

|           |                               |      |     |         |
|-----------|-------------------------------|------|-----|---------|
| BIOL 005A | INTRO: CELL&MOLECULAR BIOLOGY | PLAN | (4) | PLANNED |
|-----------|-------------------------------|------|-----|---------|

## HISTORIC WHAT-IF AUDITS

Up to three previously run *What-If* audits can be viewed. Each new audit created after the third run causes the last, or oldest, audit to be deleted from the system.

### STEPS

1. From the What-If tab click on **View Historic What-If Audit**.
  - a. Note: If a What-If audit does not exist for a student, the drop-down menu will not be visible.

View Historic What-If Audit ^

2. Click in the **View Historic What-If Audit** drop-down menu to see the dates and time of the last three audits.

View Historic What-If Audit ^

03/05/2024 at 3:29 PM U/BS

03/05/2024 at 3:29 PM U/BS

03/05/2024 at 3:29 PM U/BS

02/23/2024 at 10:38 AM U/BA


- Select a historical audit, then scroll down beyond the what-if analysis until you reach the degree progress header. Please note that the what-if analysis will not display the criteria from the historical audit.

Academic What-If Athletic Eligibility View Historic What-If Audit  
03/05/2024 at 3:29 PM U/BS

### What-If Analysis


Format  
Student View

#### Degree Progress



34%

Requirements



36%

Units

Cumulative GPA

3.29




**Audit Date:** 03/05/2024 3:29 PM

[Diagnostics](#) [Student Data](#) [Save Audit](#) [Delete Audit](#)

[Collapse All](#)

- To save an electronic copy of the audit click on printer icon.

## Worksheets

Data Refreshed: 03/07/2024 2:06 AM

Student ID  
XXXXXXXXXX

Name  
 Littlelamb, Mary h

Degree  
 Bachelor of Arts

[Advanced Search](#)

**College:** Humanities, Arts, and Soc Sci    **Level:** Undergraduate    **Class Level:** Sophomore    **Major:** Music


**Advisor:** Adelaida Diaz, Deisy Escobedo, Jeffrey Williams, Keegan Warne    **Student Attribute:** Full IGETC or UC Reciprocity    **Holds:** UC COVID-19 Clearance

Academic What-If Athletic Eligibility View Historic What-If Audit  
03/05/2024 at 3:29 PM U/BS

### What-If Analysis


Format  
Student View

#### Degree Progress



34%

Requirements



36%

Units

Cumulative GPA

3.29

## FINAL QUIZ

1. Future catalogs will only be enabled after the requirements are programmed in Degree Works.
  - a. TRUE
2. No previous *What-If* audits can be viewed.
  - a. FALSE, Up to three previously run audits can be viewed.
3. You can only do one major in a *What-If* audit.
  - a. FALSE, you can do a single change of major, add a minor, add a concentration or add a double major. You can also add a course to see how it will impact the audit.