LionPATH UGRD Audit FAQ's and Pointers

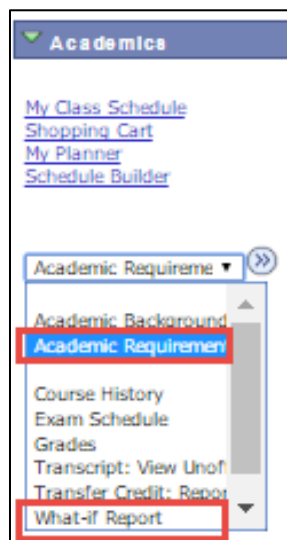## Table of Contents

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Resources
Please use the LionPATH Help Page for additional information regarding LionPATH functionality as well as the Degree Audit. In particular, review the "Running a Degree Audit", "Running a What-if Report", and "Interpreting a Degree Audit" tutorials. Lastly, remember to consult with an Academic Adviser to discuss your goals and academic planning topics.

General Functionality
What are LionPATH audits called?
- **Academic Requirements:** Degree audits for majors/minors in which a student is currently enrolled.
- **What-If Report:** Degree audits for majors/minors in which a student is not enrolled (i.e., an alternative major/minor that they wish to explore). In particular, premajor undergraduate students should utilize What-if Reports for their intended major(s) until they officially enter a major. Baccalaureate Entrance Requirements can be found on each audit.

How do we know a requirement has been satisfied?
When a requirement is satisfied, the field collapses on the online audit (rather than the + and - indications in the old audit).

In the example below, the Social and Behavioral Sciences (GS) requirement has been satisfied, but the Health and Physical Activity (GHA) requirement is not satisfied.

In what order are requirements fulfilled?
The LionPATH audit fills in courses from the top of the audit to the bottom of the audit, in chronological order of when courses were completed. If a student wishes to use courses in a manner other than what is displayed, an exception request would need to be made, approved, and entered through/by the College.

Main Sections of the Audit (Undergraduate)

First-Year Seminar
The First-Year Seminar Requirement will display for First-Year admits based on whether a student's initial campus required the First-Year Seminar or not.

Writing Across the Curriculum
The Writing requirement is 3 units of writing-intensive coursework offered through the college(s) of enrollment, and will be fulfilled when the top line is completed. A second line may be present in this area of the audit, which compiles writing-intensive courses completed through other colleges.

General Education
The LionPATH audits will be coded to include the specific GenEd courses that the Bulletin references as double counting. At times, this may cause some courses to display in different, yet still accurate, areas than they appeared in the former audits. This should help make students and advisers more cognizant of when Major/Option requirements are expected to be completed through the General Education requirements.

Major/Option Requirements
When possible, the LP audit organizes the requirements more similarly to what is displayed in the University Bulletin, subdividing Major and Option requirements into Prescribed, Additional and Supporting areas, with C or higher courses grouped together.

Variable Unit and Writing Across the Curriculum courses are separated onto their own lines due to audit functionality, and to highlight characteristics of these courses.

Electives and Totals

Electives are coded to be limited to the maximum amount of electives that would count toward a degree.

Totals are coded to reflect the actual amount of units needed to graduate with a degree.

When a Total and Electives requirement requires a range of units, it will appear satisfied with the lowest number of units possible, although additional units may be applied to these areas in the future.

In some cases, the number of electives in the LionPATH audits are different than what is listed in the Bulletin. For example, the Bulletin often does not reflect the full range of electives that may be possible with Bachelor of Arts degrees. The audit cannot predict future enrollments, or how Bachelor of Arts requirements will ultimately be fulfilled, causing these requirements to vary.

Caution: When units for a course are split between multiple requirements, they sometimes split too frequently. This is due to a known and acknowledged Oracle (the vendor company of the LionPATH system) "bug" within the system. Bachelor of Arts degrees tend to illustrate this issue within the Electives, Totals and Courses Not Used areas. LionPATH leadership has actively requested a resolution from Oracle.

Note: In light of the above information about Electives and Totals, it's important to utilize the totals/electives areas in conjunction with the primary areas of the audit and make sure that all the Gen Ed, Major, Option, Bachelor of Arts, etc. sections are indeed Satisfied, along with the Total number of credits to graduate in the plan, in order to ensure that the student meets all requirements.

Additional Information

Substitutions and Exceptions

A large portion of Course Substitutions and Exceptions that were entered in the old audit system will need re-entered into LionPATH since the systems are coded differently and process requirements

differently. College Exception Enterers are actively working through student audits to review and re-apply, where applicable, substitutions and exceptions that were previously approved.

If you come across a numbered hyperlink in an audit, like the 01 below, this indicates that a substitution or exception has been made. Users can click on the hyperlinked number for more details.

Course Equivalents

Courses that are designated as equivalent in the Course Catalog will display in the course list, along with the comparable equivalent. For example, a course list may display an Honors course along with the non-honors version.

Once the entire requirement is satisfied, the equivalent course that wasn't taken will no longer display, and the requirement will collapse.

PDF Audit

A PDF audit is available in the event that an audit needs to be printed.

What-if Reports (WHIF)

WHAT are What-if Reports?:

- What-if Reports (WHIFs) allow undergraduate students and faculty/staff to request advisement reports (AKA "Degree Audits") for a plan(s) other than those in which a student is currently enrolled.
- Students in Pre-Major Plans should use WHIF Reports in order to see how courses fulfill requirements for a desired major.

- o Requesting an Academic Requirements Report for a Pre-Major student, rather than a WHIF Report, results in a very brief audit that displays entrance-to-college requirements and a referral to request a WHIF report.

WHERE can WHIF Reports be requested?:

- WHIF Reports <u>are</u> available through *Student Center*
  - o Select the What-if Report in the "other academic" drop-down in the Academics section

WHY are Requirement Terms listed on the WHIF Report request page?:

- Penn State's current policies require different Requirement Terms for different requirements. Some examples:
  - o A student's Entrance Requirements are based on the year they enter the university. (Career Requirement Term)*
  - o A student's Major Requirements are based on the year they enter the major. (Plan Requirement Term)*
  - o *Note:* At Penn State, these are typically two different terms.
- Appropriate Career, Program and Plan Requirement Terms need to be selected in order to display the appropriate requirements in a degree audit.

WHICH Requirement Terms should be selected?:

- Career and Program: The term students are admitted or re-enroll to the university.
- Plan: The term students enter their major/option.
- A summary is listed on the WHIF request page.

Career Scenario

Career Requirement Term:

Typically the year a student enters the university. Relates to Career-level requirements such as Residency and Entrance Requirements.

Program Requirement Term:

Typically the year a student enters the university. Relates to General Education requirements.

Plan Requirement Term:

Typically the year a student enters their Plan/Subplan. Relates to Major/Option, Minor and Certificate requirements.

Requirement Term Type	Career	Requirement Term
Career	Undergraduate	(2158) Fall 2015
Program		(2158) Fall 2015
Plan		(2178) Fall 2017

WHAT is a student's Plan Requirement Term when Update Academics is used to enter a major?

- If a student requests a major through "Update Academics," having already completed all entrance requirements in past terms, their Plan Requirement Term is the current term, since all requirements have been completed in their entirety.
- If a student requests a major through "Update Academics," and is conditionally approved due to having in-progress entrance requirements scheduled for their current term, their Plan Requirement Term is the upcoming term, since not all requirements have been completed in their entirety.
- **Note:** Subplan (i.e., Option) Requirement Terms are the same as Plan Requirement Terms.

WHY did I receive a message that "A degree audit report has not been generated for this program" when requesting a What-if Report?:

- This message will be received if you selected a Requirement Term for which an audit has not been created. Project LionPATH and the Registrar's Office created audits for active students, so it is likely that no students were active for the requested Requirement Term(s).
- If this happens, it is likely that you should re-request the What-if Report and a different Requirement Term(s) needs selected.

WHERE is a help resource for students?

- The online tutorial, *Running a What-if Report,* is available on the [Undergraduate Students/Parents Help Page](#), which can be accessed from the [LionPATH Launch Page](#).