Progress Toward Degree Information

The Plan of Study/Work:

The plan of study/work is a useful tool that allows students to utilize their degree audit to plan courses for future semesters. Such a plan helps students visualize their future course loads and realistically plan for graduation. The plan also helps a student “tailor” his/her educational experience at NC State University. For example, the online planning tool can be used to determine when and how to incorporate minors, second majors, and/or study abroad/national student exchange programs into interested students’ educational plans. The plan of study/work online tool is also beneficial in expediting advising sessions, allowing students to maximize their advising sessions.

In addition to being a useful tool, the plan of study/work is a University requirement. (Refer to the information at the end of this handout on the Progress Toward Degree Policy.) An approved plan of study should be on file with the University by the end of the academic year. However, it is advised that students complete their plan in their first semester. The plan must be maintained with any necessary revisions and additions each subsequent semester until graduation. The College of Agriculture and Life Sciences and the Biological Sciences Program require students to plan at least 4 semesters planned in advance. This will be one of the assignments in ALS 103 (required for new freshmen) and ALS 303 (required for new transfer students with sophomore, junior, or senior standing).

Animated Demonstration of how to use the Plan of Work Online Tool:
http://www-records.ncsu.edu/view/viewlets.html

Help for Developing a Plan:

1) Planning courses:
   a. To access the plan, go to Registration and Records http://www.ncsu.edu/registrar/.
   b. Log onto Pack Tracks using your Unity ID and password.
   c. Under Academic Info select the Degree Audit option, and then click on Edit Degree Audit.
   d. The BLS requirements listed under “Course” are color-coded in red or blue and underlined (left side of screen).
   e. To begin planning courses:
      i. Click on requirement want to plan. A list of courses to choose from will appear (refer to ii), or if only a single course is listed, the course description will be displayed (skip to iii).
      ii. If choosing from a list of courses, select the course of your choosing.
      iii. A course description will appear. At the bottom of the screen is a box to select the semester and year to plan the course.
      iv. Make your selection and click submit.
      v. Click on reload on Edit Degree Audit Screen. The reload button is in red at the bottom of the edit plan of work screen. This will upload your planned courses to the edit plan of work screen. It is important to reload to save your work.
2) To view your planned courses:
   a. Click on Planned Courses from navigation bar at the top of the edit Degree Audit Screen for a semester layout.
   b. You should also be able to view your courses on the edit plan of work screen.
   c. Once you log out of the system, you will not be able to access your plan for 24 hours. The system takes 24 “business” hours to upload.

3) To change planned courses:
   a. Go to “Planned Courses”
   b. To switch a course to another semester, click on the course number (in red). Refer to #1 steps iii and iv. Click on reload on the Planned Courses screen (located at the bottom in red), and the change will be made.
   c. To delete a course (or courses) click on the white box beside the course(s) to be deleted. Click on delete on the Planned Courses screen (located at the top of the screen), and the appropriate courses will be removed from the plan.

4) To submit the plan for approval, click on Plan Approval in the navigation bar, and follow the instructions.
   a. If you are a part-time student, specify that information in the comments section.
   b. If you are incorporating minors or classes for a specific career goal, indicate that in the comments section.

5) Recommendations:
   a. Print a copy of the Planned Courses view and Edit Degree Audit view before logging off. This will save you time in case your plan does not save and has to be redone.
   b. Do not ask your advisor questions you would like answered right away on the plan approval screen. Contact your advisor directly.
   c. Advisor response times to review plans for approval vary. Once your plan has been approved/disapproved, you should receive an automatic email notification. If you do not receive such a notification within a month of submitting your plan for approval, contact your advisor. Please note that plans submitted during registration advising may require more time to be approved.
   d. If your plan is disapproved, revise the plan based on your advisor’s comments, and resubmit it for approval.

   Progress Toward Undergraduate Degree Policy:
   http://www.ncsu.edu/policies/academic_affairs/pols_regs/REG205.00.20.php

The Basics:
1) Applies to ALL students entering NCSU beginning Fall 2002
2) Encourages timely matriculation into degree programs and reasonable progress toward graduation
3) All degree-seeking students will be monitored for satisfactory progress at the end of the spring semester. (Please note: Students enrolling in the spring semester are not subject to this policy until the end of the following spring semester.)
4) Student records of those who do not appear to be meeting the minimum requirements for satisfactory degree progress will be flagged for review at the end of the spring semester.

5) Should the review—which occurs at the departmental/program and college levels—determine a student failed to make satisfactory academic progress; the student may be placed on Progress Warning for the fall semester. If a student fails to make satisfactory degree progress between May and December of that year, the result may be in the loss of his/her status as a degree-seeking student.

6) Appeals may be made through the CALS Academic Associate Dean.

7) There are exceptions to the policy.

The Four Main Components Considered for Compliance:

1) Plan of study
2) Enrollment in course work consistent with the plan of study.
3) Maintain continuous full-time enrollment until graduation/successfully complete 24 credit hours each academic year (12 hours per semester). (Please note: The full-time components of this stipulation do not apply to part-time students.)
4) Matriculate into a degree program by the time junior standing is earned.

Notes:

- Withdrawals, Military Service, and Unanticipated Approved Leave of Absences are exempt from the 24 credit hour per academic year stipulation.
- Students who drop below full-time after the first 10 days of classes (after census day) are NOT exempt.