Program Evaluation Guide and Updates
Office of the University Registrar (OUR), January 2014

Table of Contents
Program Credits
  Institutional Credits
    Adjustment of Institutional Credit Requirements
    Institutional Credit Requirement Monitor
    Institutional Credit Requirement in Major
    Institutional Credit Requirements in Minor
    Institutional Credit Requirements – Business Studies
    Institutional Credit Requirements and Developmental Courses
Program Evaluation Notifications
  Integration Clusters
  Petition to Graduate
  Repeating Coursework
  Expired Coursework
  Maximum Number of “C” Grades
Changes to Curriculum and Exceptions
Program Evaluation - Other
  Program Evaluation Accuracy
  Status
  Courses Eligible for Aid/Benefits
  Elective Placeholders
  Notes Column
Videos
Questions?
Program Credits

In January 2014, a new line will appear in the Program Summary section of the program evaluation. The purpose of this new information is to calculate how credits are being applied to the student’s particular program. In the example below, you can see that even though the student has 164.03 earned credits, only 75.00 are counting toward the student’s program.

![Program Summary](image)

PLEASE NOTE the program credits line is strictly a series of calculations and does not affect the basic functionality of the program evaluation, including statuses (complete, in progress, not started, etc.).

We have tested these calculations extensively and have found a very high rate of accuracy; however, there are two limitations:

1. **Global Markers** - It is assumed the student will fulfill the Global Markers requirement by taking courses that also count toward other requirements. If the student takes 40 courses, none of which satisfy Global Markers, the “Required Program Credits” will still display as 120, even though the student will end up having to take 126 credits to fulfill their Global Markers requirement.

For example, even though this student has taken 40 courses (120 credits), he has not taken any courses that would fulfill the Global Marker requirement:

![Global Markers](image)

Yet the Program Summary status is **In Progress** and the Program Credits line indicates there are no credits remaining:
2.) **Institutional Credit Requirements within a Major/Minor** - Within particular requirements that have institutional credit requirements (ex. major/minor), the program will look to see how much transfer credit is currently flowing in. It then deducts that number from the institutional credits required. If it sees that there is more transfer credit than will ultimately end up being applicable, it will see if the excess credit can be applied to free electives. If it cannot be used in free electives, it is disregarded. There may be instances where the credit could be used in other requirements, such as in a minor.

Example: Here is a case where at least three of the transfer courses will end up not applying because the student has to meet the 12 credit institutional credit requirement within the major. The program calculates the student will have at least 11.67 “extra” credits. It sees that the student doesn’t need any more credit in free electives, so it disregards 11.67 credits.
Advisors should be cognizant of this limitation, because there is a chance that the credit may be able to be used somewhere else, such as in the general education requirements or minor.
NOTES:

Pre-Registered Courses - Even though courses flowing in with “PR” (Pre-registered) status are counted toward earned within the requirements and reflected in anticipated additional institutional credits, they are considered outstanding for purposes of Program Credit calculations.

Other Courses - Credits associated with courses flowing into “Other Courses” is excluded unless it is needed to help a student meet minimum overall credit requirements.

Institutional Credits

Adjustment of Overall Institutional Credits
For students pursuing multiple credentials, please email the OUR to have the required institutional credits adjusted for the second credential (if necessary).

Degrees (undergraduate): For associate’s, bachelor’s and master’s degrees, a student must complete a minimum of 30 institutional credits.

If you have a student that completed an associate’s degree and is moving on to pursue a bachelor’s degree, please email registrar@snhu.edu and we will change the minimum institutional credits required on the bachelor’s program from 30 to 60.

Second degrees (undergraduate): For a second associate’s or bachelor’s degree, a student would have to complete a minimum of 30 additional institutional credits.

For example, if you have a student that has completed a bachelor’s degree and wants to pursue a second one, please email registrar@snhu.edu and we can change the minimum institutional credits required value for their second bachelor’s degree program from 30 to 60.

Degrees (graduate): For master’s degrees, a student must complete a minimum of 30 institutional credits. Remember, a graduate student must complete a minimum of 30 institutional credits even if their program only requires 30 credits overall. For a 33 master’s degree program, a student is limited to a maximum of 3 transfer credits (1 course); for a 30 credit master’s degree program, a student is completely prohibited from transferring in credit.

Second Degrees (graduate): For a second graduate degree, students must complete a minimum of 7 additional courses (21 credits).

For example, if you have a student that has completed an MS with 36 credits, and the student chooses to move on to complete an MBA, please email registrar@snhu.edu to have the minimum institutional credits on the MBA program increase by 21 credits1.

Certificates: For each undergraduate or graduate certificate, a student must complete a minimum of 12 institutional credits.

1 This number may vary depending on how many transfer credits the student are applying to the MBA program.
For example, if you have a student that wishes to complete a second graduate certificate, please email registrar@snhu.edu and we can adjust the required institutional credits on the student’s second certificate so that it will reflect the additional 12 institutional credits that will be required.

Please note students may “share” institutional credits between their first certificate and first degree.

Making these adjustments will ensure the student knows s/he must complete an additional 30 institutional credits for the second credential.

Institutional Credits Monitor

Undergraduate students are required to complete 12 institutional credits in the major for a bachelor’s degree; 9 institutional credits in the major for associate’s degree; 9 institutional credits in the minor.

If a student is not yet meeting the institutional credit requirements in a particular requirement, the Institutional Credits Monitor will appear in red:

Once a student has completed his/her institutional credit requirements, the Institutional Credit Monitor will turn to black:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Needed</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
<th>Notes</th>
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<tr>
<td>MKT-337</td>
<td>Marketing Research</td>
<td>05/21/07</td>
<td>T</td>
<td>3</td>
<td>*TE</td>
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<td>MKT-345</td>
<td>Consumer Behavior</td>
<td>05/31/07</td>
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<tr>
<td>MKT-433</td>
<td>Multinational Marketing</td>
<td>13E4W</td>
<td>B</td>
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Institutional Credits Monitor

Required Courses (Complete)

Credits Earned 9

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Four from MKT-222,229,230,320,350,360,378 (Complete)

Credits Earned 12

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A: Marketing Concentration (in progress)

Institutional Credits Earned/Anticipated Req'd: 30/00/00/12/00

Complete the following:

Credits Earned 21

Required Courses (Complete)

Credits Earned 9

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Institutional Credits Monitor

REQUIRED COURSES (Complete)

Credits Earned 15

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A: Major Courses (Complete)

Take MKT-322 Principles of Marketing, MKT-337 Marketing Research, MKT-345 Consumer Behavior, either MKT-342 Strategic Marketing Planning, or MKT-303 Sales Management. Also take two Marketing Elective courses (6 credits).

Credits Earned 24

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MKT-320 OR 335 (Complete)

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TWO MARKETING ELECTIVES: (Complete)

Credits Earned 6

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Institutional Credit Requirements in Major
In the past, the program evaluations used to have the major and concentration requirements split out. As of the 2013 catalog year, major and concentration requirements have been combined so that the student can meet the minimum institutional credit requirements in the major with both their major and concentration courses.

Institutional Credit Requirements in Minor
There are 3 courses (9 institutional credits) required for a minor.

Institutional Credit Requirements – Business Studies
As of the 2013 catalog year, the School of Business Core and Business Studies Major requirements have been combined so that a student may fulfill their major institutional credit requirements through both core and major courses.

Institutional Credit Requirements and Developmental Courses
The OUR will begin adjusting the overall minimum credits required for students that have taken a developmental course or courses (MAT-050, ENG-101, ENG-101I, ENG-099).

For example, if a student has taken MAT-050, we will increase the overall minimum credits required for that student from 120 to 123.

We hope to have this project completed in early Spring 2014. We will keep you posted on our progress.

Program Evaluation Notifications

Integration Clusters
A notice regarding integration clusters appear at the top of the 2012 program evaluation. The notice instructs the student that in addition to all of the list program requirements, they must also declare an integration cluster. Advisors must communicate the notice at the top and explain action as needed.

Petition to Graduate
Once a student reaches a certain number of earned credits, a notice regarding petitioning to graduate appears at the top.

**COCE and graduate students** must petition to graduate no later than 2 months prior to the conferral date. **Undergraduate day students** must petition to graduate by September 1 for a January, February, March, or April conferral; by January 1 for a May, June, July, or August conferral; by May 1 for a September, October, November, or December conferral.

Repeating Coursework
If a student is in the progress of repeating coursework, the GPA within the program summary excludes the course GPA information associated with the course being repeated. For the student’s current and accurate GPA, refer to the notification section.

Expired Coursework
Graduate courses that are not attached to a credential are subject to expiration. The OUR is currently working on the automation of the removal of expired courses. We will keep you updated on our progress.
Maximum Number of “C” Grades
As you know, at the graduate level, students cannot graduate with more than 2 “C” grades applying to their degree program (no more than one “C” grade applying to their certificate program). The degree audit program is unable to count C grades so this is something that has to monitored and adjusted manually.

Changes to Curriculum and Exceptions
- Changes to courses and programs are not always retroactive. The best way for students to take advantage of newer curriculum is to move to a newer catalog year.
- Blanket waivers are not always programmable. If not, please email registrar@snhu.edu and we’ll manually process the exception for the student.
- Exceptions are program specific and not tied to the student. If the student changes their program, the exceptions will not “follow”.
- Credits vs. Courses – We make every effort to be consistent with our programming and refer to courses in our instructions. However, there are certain circumstances where we have to specify the number of credits, such as with free electives (students must take a certain amount of credits).

Program Evaluation - Other
Program Evaluation Accuracy
Advisors should be monitoring the student’s program for accuracy throughout the student’s career. If there are any errors or inaccuracies, please email registrar@snhu.edu as soon as possible for correction.

Status
On the program evaluation, you will see a status associated with the program summary and individual program requirements:

Not Started – this status appears when no credit has been applied and no coursework is in progress

In Progress – this status indicates credit has been applied and/or coursework is in progress

Pending (Anticipated complete) – this status indicates that the completion of pending (in progress) coursework will fulfill the requirement

Complete – this status indicates the requirement/requirements are complete.

Beware!
- At the undergraduate level, the status may appear as “complete” even though they may have to take more credits due to having previously taken a developmental course (MAT-050, ENG-101, ENG-101I). As mentioned previously, we will work on increasing the overall required credits for students that have taken such courses so that this will no longer occur.
- At the graduate level, there are limitations to the amount of C grades that can apply toward graduation (no more than 2 grades of C for a degree, no more than 1 grade of C for a certificate). The system is not capable of restricting a specified number of certain grades, so you may see this “complete” status even though the student has more than the allowed number of C grades applying toward their program requirements. Although there is a notification on graduate program
evaluations explaining this policy, you will want to contact registrar@snhu.edu to inform us of which C grade(s) to “force out” of the evaluation.

**Courses Eligible for Aid/Benefits**
Courses must apply to the degree in order to be eligible for financial aid or military benefits. If you see a course, flowing in “Other Courses” on the program evaluation, it is not applying toward the degree.

**Elective Placeholders**
If a student is waived from taking particular courses, and instead is required to take a certain number of electives, it is indicated with XXX-ELEA, XXX-ELEB, and/or XXX-ELEC on the program evaluation:

For example, if a student is required to take 3 accounting electives, the program evaluation will show:

ACC-ELEA
ACC-ELEB
ACC-ELEC

This ensures the student clearly understands they must take 3 courses. When they register for their accounting electives, email registrar@snhu.edu to replace the placeholder courses with the actual course numbers.

**Notes Column**
On the program evaluation, there is a “Notes” columns where you may see various abbreviations:

F – Forced (this means the course normally wouldn’t “flow in” there, but we forced it to)
G – Grade – course failed minimum grade requirement
IP – In progress
NE – Non-course equivalency (ex. CLEP)
PR – Pre-registered
RA = Replacement attempt (repeat)
RP = Replacement pending (repeat)
TE = Transfer credit equivalency

**Videos**
To view videos covering this information, please click on the following urls:

UG: URL - [http://www.screencast.com/t/nlmDMJM9V9e7](http://www.screencast.com/t/nlmDMJM9V9e7)

GR: URL – [http://www.screencast.com/t/ml1z59M6d](http://www.screencast.com/t/ml1z59M6d)

**Questions?**
For Questions, please email registrar@snhu.edu.
Thank you!

Last updated 12/30/13 11:31am JAL