

Understanding Your CAPP Audit

CAPP stands for Curriculum, Advising and Program Planning and is the advising and degree clearance tool used for all students at Siena.

The document indicates the program requirements by catalog year and includes what courses a student still needs to complete degree requirements.

CAPP consists of a summary section that includes a total credit requirement of 120 credits as well as a series of standalone areas that must be met in order for a student to graduate. There are a number of college policies that deal with the re-use of courses to meet multiple area requirements – these policies are built into the CAPP logic. When a student has completed 120 credits and all areas are Met with graded courses – their degree will be awarded after completing a degree application.

Before going into the details for how to read an audit, you need to be aware of a couple of items. 1.) If you are repeating a course, the course will not appear in the audit until a final grade has been assigned. 2.) The college takes the position that if a course is to be transferred in but does not appear in CAPP, the student never took the course. It is extremely important that students complete the transfer credit permission process and provide the Registrar’s Office with official transcripts for all transfer courses.

The first section of the CAPP audit is the **Summary** section. Make sure the catalog year is correct for the audit that is being run – all requirements are catalog dependent. Also confirm that the other academic record information at the top of the form is correct. The catalog year will default to the first term a student matriculates at Siena – the student has the option of selecting any subsequent catalog via ProcessMaker. Be aware that if a new catalog is selected, the student must meet all of the requirements for that catalog in order to graduate.

Program Evaluation

The catalog term is determined by the spring term of an academic year. For example, a student admitted for the fall of 2005 for the 2005-06 academic year would have a catalog term of 2006. No more than 48 credit hours in any one subject field may be applied toward degree requirement of 120 hours.

Program :	BS in Accounting	Catalog Term :	Fall 2013
Campus :		Evaluation Term :	Fall 2016
College :	School of Business	Expected Graduation Date :	May 14, 2017
Degree :	Bachelor of Science	Request Number :	31
Level :	Undergraduate	Results as of :	Sep 15, 2016
Majors :	Accounting BS	Minors :	Computer Science Information Systems
Departments :	Accounting	Concentrations :	

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.000	112.000		37
Required Institutional :	Yes	45.000	105.000		35
Program GPA :	Yes	.00	3.82		
Overall GPA :	Yes	2.00	3.82		
Other Course Information					
Transfer :			7.000		2
In Progress :			15.000		5

*** This is NOT an official evaluation. ***

The total requirement line indicates both the 120 hour requirement and the used column that includes both successfully completed courses as well as currently enrolled credits. All programs require a minimum of 120 even if all of the subsequent area requirements are met. The GPA information includes a 2.0 requirement and the CAPP GPA in the used column. In exceptional situations the CAPP GPA may differ from the transcript GPA as a result of repeated or unused courses. Go to Self-Service Transcripts for your official academic GPA.

The first area will always be the **Major**. As a general guide, the first item of interest is whether the area is Met or not. If it is Met, move on to the next area – if it is Not Met, you need to determine what courses are still required. Also, be sure to read the Description for each area – it often contains important information related to that area.

The requirements are listed on the left side of the page and the students used courses are on the right side. Requirements are read from the top down – in this example, the student must successfully complete ACCT 200 and ACCT 205 and ACCT 300 and so forth. At the bottom, a requirement of ACCT 6 credits refers to a major elective, meaning that in addition to the listed courses a student must take 6 more credits of any course with an ACCT subject code. The student information on the right side includes the courses used to meet the requirements with a source column that will include an H for graded courses in academic history, R for currently registered courses and T for courses that have been accepted from transfer credit. (Including the T1 grade assigned to courses transferred in after a student has matriculated – you are allowed up to 18 credits of T1 courses) The area GPA is determined by the courses used to meet the area requirements – unused or incomplete grades are not included.

Area : BS in Accounting Major (30.000 credits) - **Not Met**
Description Half of the major must be completed at Siena. Must earn a final grade of C- or better and total GPA must be 2.0 or higher in major required courses.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes		ACCT		200		3.000		201530	ACCT	200		3.000	A-	H	
Yes	AND	ACCT		205		3.000		201540	ACCT	205		3.000	A	H	
Yes	AND	ACCT		300		3.000		201630	ACCT	300		3.000	A	H	
Yes	AND	ACCT		305		3.000		201640	ACCT	305		3.000	A	H	
Yes	AND	ACCT		340		3.000		201640	ACCT	340		3.000	A	H	
Yes	AND	ACCT		350		3.000		201630	ACCT	350		3.000	A	H	
Yes	AND	ACCT		370		3.000		201640	ACCT	370		3.000	A	H	
Yes	AND	BUDV		450		3.000		201730	BUDV	450		3.000		R	
No	AND (ACCT				6.000		201730	ACCT	430		3.000		R	
												Total Credits and GPA		27.000	3.95

Major Auxiliary courses are course required ‘for’ the major but are not ‘in’ the major. This area includes an example of requirement that includes a ‘range.’ In this case, a student must take a CSIS course with a course number between 110 and 499 – the student is registered for CSIS 115 to meet the requirement. And again, note the information in the area description. Also, note that the area is Met.

Area : Accounting BS Major Auxiliary (3.000 credits) - **Met**
Description Must earn a passing grade (D- or better). May not be taken Pass/Fail.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes		CSIS		110	499	3.000		201730	CSIS	115		3.000		R	
												Total Credits and GPA		3.000	.00

In this case, the student has added a **Minor** in Entrepreneurship. Please be aware that all Minors and standalone concentrations are **OPTIONAL** and should be considered secondary to degree requirements. This area contains an ‘or’ condition – if any ‘or’ course is Met (with a Yes) go immediately to the next ‘and’ requirement and continue reading down the list. This area also includes the first requirement by attribute (ENTR). An attribute is a code assigned to multiples courses necessary to meet a requirement. For a list of courses in a term that have specific attributes attached, go to the Self-Service schedule of class and choose ‘All Subjects’ and the attribute you need then submit. A pdf version is also available on the Registrar’s webpage under Registration then Courses by Attribute.

Area : Minor in Entrepreneurship (18.000 credits) - Met

Description : One-half of the courses in the minor must be taken at Siena. Note: Non-business majors must complete BUDV 210. Business majors must complete MRKT 212.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
No	(BUDV		210		3.000									
Yes)OR(MRKT		212		3.000		201640	MRKT	212	Marketing	3.000	A	H	
Yes)AND(MRKT		332		3.000		201830	MRKT	332	New Product Dev + Brand Mgt	3.000	A	H	
Yes)AND(BUDV		310		3.000		201730	ENTR	310	Entrepreneurship-New Vent Creat	3.000	A	H	
Yes)AND(BUDV		410		3.000		201740	ENTR	410	Entrepreneurship-Sm Bus Develop	3.000	A	H	
Yes)AND(ENTR			6.000		201730	CREA	204	Digital Photography I	ENTR	3.000	A-	H
								201740	CSIS	114	Management Information Systems	ENTR	3.000	A-	H
								201830	ENTR	430	Entrepreneurial Finance	ENTR	3.000	A	H
												Total Credits and GPA	21.000	3.91	

Now that the major, minor and school areas have been covered, the next set of area requirements deal with the **college core**. All core area requirements are based on attributes. The first of which is the Core First Year Seminar. Transfer students very often have core related courses from other schools or take additional core courses at Siena to meet this requirement – see your school office if you have any questions.

Area : Core First Year Seminar (6.000 credits) - Met

Description : First Year Seminar cannot be dropped nor repeated and cannot be taken Pass/Fail.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes			CFY			6.000		201430	FYSM	100	FYSM 100: War	CFY	3.000	B+	H
								201440	FYSM	101	FY Sem: War	CFY	3.000	A	H
												Total Credits and GPA	6.000	3.65	

Core Disciplinary course requirements make up the next area. Since in this example the area is Not Met, the student still must take a CDA (Core Disciplinary Arts) course to complete the area.

Area : Core Disciplinary Requirements (24.000 credits AND 8 courses) - Not Met

Description : Student must successfully complete eight courses (3 hours in each of the following) with attributes CDA, CDE, CDH, CDN, CDP, CDQ, CDR, and CDS.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
No			CDA			3.000	1								
Yes	AND		CDE			3.000		1 201440	ENGL	011	FRSH:Literary Perspectives	CDE	3.000	A-	H
Yes	AND		CDH			3.000		1 201430	HIST	101	FRSH:Shaping of Cont. World	CDH	3.000	B+	H
Yes	AND		CDN			3.000		1 201440	PHYS	010	Astronomy	CDN	3.000	A	H
Yes	AND		CDP			3.000		1 201430	PHIL	103	Reason and Argument	CDP	3.000	A	H
Yes	AND		CDQ			3.000		1 201430	QBUS	100	Mth/Decision Making I freshmen	CDQ	3.000	B	H
Yes	AND		CDR			3.000		1 201530	RELG	141	Intro to Religious Thought	CDR	3.000	A	H
Yes	AND		CDS			3.000		1 201430	ECON	101	Principles of Economics, Micro	CDS	3.000	A	H
												Total Credits and GPA	21.000	3.71	

The final college core requirement is the **Core Franciscan Concerns** area. The area description is extremely important – all four courses used to meet this requirement **MUST** come from different subject areas. In addition, once a student matriculates at Siena they will not be permitted to transfer in Franciscan Concern courses. See your school office if you have questions regarding this policy.

Area : Core Franciscan Concern Req (12.000 credits AND 4 courses) - **Not Met**

Description No more than 1 course from a subject area may be used to meet a Franciscan concern Core requirement.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source	
Yes			CFD					1	201540	MGMT 211	Management Principles	CFD	3.000	A	H
No	AND		CFH					1							
Yes	AND		CFJ					1	201530	BLAW 200	Legal Environment of Business	CFJ	3.000	B+	H
Yes	AND		CFN					1	201530	QBUS 200	Business Statistics I	CFN	4.000	B+	H
Total Credits and GPA												10.000	3.51		

*** unofficial evaluation ***

The Electives area includes courses that have been successfully completed but **HAVE NOT** been previously used anywhere in CAPP. Since there are no specific course requirements for the area it will always indicate Met. If you think that a course or courses in this area that came in as transfer credit may be able to meet an outstanding requirement from a previous area, see your school office for clarification.

Area : Electives (0.000 credits) - **Met**

Description Courses in 'Electives' have not been used in any previous area. There are no credit or course requirements for electives so this area will always be considered MET. A MINIMUM OF 120 CREDITS IS REQUIRED FOR ALL PROGRAMS.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes			000	ZZZ		0.000		201330	ATDV 110	Statistics for Social Science		3.000	T	T
								201630	BLAW 310	Commercial Transactions		3.000	A	H
								201530	ECON 201	Micro-Economic Analysis		3.000	A	H
								201230	MATH 050	Preparation for Calculus		4.000	T	T
Total Credits and GPA												13.000	4.00	

The Arts Attribute Area is necessary to insure that students pursuing a Bachelor of Science degree will have the necessary state requirement of 60 ARTS credits to earn the degree. A Bachelor of Arts requires 90 credits of ARTS.

When you go to the Student Services function in Self-Service, you can choose to run CAPP audits on a 'What if' basis. These audits do not change your program while allowing you to see what changes to your program will look like. Feel free to experiment with different majors, minors, and catalog years.

Finally, since major courses are restricted as to their reuse, should you choose to have two majors or degrees, separate CAPP audits need to be run using the 'What if' function for the second program. In this situation, all major and auxiliary courses must be met for both majors or programs.

If you have specific questions about your CAPP audit, visit your school office.