

GRADUATION CLEARANCE AUDITS

How to customize DARS processing for audits run at time of graduation clearance, specifically to ignore In-Progress courses not needed to meet graduation requirements.

When a student continues taking classes at your institution after they have met the requirements for a program at your school, often those 'excess' in-progress courses go into the audit. These in-progress courses will cause the OK designation on the requirements to change to IP. Also, in this situation, the overall completion statement on the audit will change from:

ALL REQUIREMENTS HAVE BEEN MET

to

ALL REQUIREMENTS COMPLETED - IN-PROGRESS COURSES USED

When IP courses factor into a completed program audit, it takes an individual review of the audit to determine whether or not a student can be cleared to graduate.

Here we will explain a way to keep in-progress courses out of these graduation clearance audits.

COM Table Creation

The first step is to clone your MNSCU COM and create a new COM – most schools name it GRAD.

Option 1:

The most commonly used COM setting to add to this new GRAD COM is IGNOREIP.

The two values to use for this field are I or A. In both cases, all in-progress courses are assigned the 'ignore' reserved condition code. redLantern suggests that A is the preferred setting.



Field	Value
23 HSEP	
24 HSTAKENTEX	CREDITS TAKEN
25 HTAKENTEXT	CREDITS TAKEN
26 IGNOREIP	A
27 INITFLG	C
28 INSTCD	

Option 2:

Another COM value which can be used keeps all courses out of the audit past a specified year/term. This COM value is LACADYT, which provides an option that excludes the use of any courses passed to DARS that have year/term values after the specified cutoff year/term.

The value that should be entered for LACADYT is your last graded term.

Setup Tables: Com: GRAD for 005533		
	Field	Value
35	IPSTUB	IN-PROGRESS:
36	IPSYMBOL	
37	IPTXT	IP
38	IPTOTALFLG	N
39	LACADYT	20113
40	LISTALL	
41	LISTIPFLG	Y
42	LOCKHMIN	

In the above example, it is currently Spring Semester 2011 and the 20113 value in LACADYT tells DARS to feed courses taken Fall Semester 2010 and earlier into the audit.

The LACADYT option might be needed if your current DARS encoding permits courses already receiving the reserved ignore course condition code (i) to appear in the audit. One disadvantage of the LACADYT option is that it must be changed each term.

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