Overview

Effective November 20, 2006, the Degree Audit Data BusinessObjects repository (predefined) reports are available through the BusinessObjects SA03 Student Records universe. The Degree Audit Data repository reports were created as base reports that you can modify to meet your specific reporting needs. To determine which report you may wish to use, you need to take into consideration the following:

Degree Audit Rules: The Degree Audit Rules are uniquely encoded for each School/College. You must understand how the rules are encoded for your School/College to determine which repository report may be useful as is, or may need some modification.

Requirement Types: There are different types of requirements; some are based on courses, hours (units), or GPA. Each repository report may not work for all requirement types and may not return all expected data/appropriate results. You need to determine if the repository report you wish to run is appropriate for how the requirement was encoded.

School/College Guidelines: The Office of the Registrar has provided each School/College with specific guidelines for each repository report. Consult your School/College’s Academic Advising Office for more information.

This document describes the Degree Audit Data (Student Records data set) repository reports and additional resources.
Degree Audit Data BusinessObjects Repository Report Descriptions

The table below lists the description, purpose, and specific tips/hints for each repository report.

⚠️ Since the Degree Audit Rules are encoded uniquely for each School/College, the Degree Audit Data repository reports are intended to be a starting point for your reporting needs. Consult your School/College’s Academic Advising Office to determine which repository reports will meet your needs “as is” or require modifications to meet your needs.

<table>
<thead>
<tr>
<th>Repository Report</th>
<th>Description</th>
<th>Purpose</th>
<th>Specific Tips/Hints</th>
<th>School/College Considerations</th>
</tr>
</thead>
</table>
| SA03 StuRec Students by Requirement Group Status for a Program.rep | For the prompted Academic Program and Term, lists all students that have met/not met any Requirement Groups.  
• Only includes completed coursework. | • To provide a high-level status of Requirement Groups.                   | • If appropriate values are not used for the Entry_R_Status field, a complete picture of a student's progress towards a degree will not be returned. See the Student Records Data Dictionary for more information. | • This report should not be used for final degree clearance when it is run with the Entry R Status prompt set equal to “COMP”.  
• This report does not list the degree a student is pursuing. For a student pursuing dual degrees, it may be difficult to identify which Requirement Group(s) apply to which degree.  
• Long Descriptions in some Schools/Colleges will wrap in this report which will make sorting difficult.  
• A waived Requirement Group will list with an Entry R Status value of EXMP. |
<table>
<thead>
<tr>
<th>Repository Report</th>
<th>Description</th>
<th>Purpose</th>
<th>Specific Tips/Hints</th>
<th>School/College Considerations</th>
</tr>
</thead>
</table>
| SA03 StuRec Students with Coursework Toward Unmet Requirement Lines by Requirement.rep | For the prompted Requirement, lists all students and details of failed Requirement Lines.  
  - Only includes students that have some coursework tied to a failed requirement. | • To provide a detailed status of a Requirement. | • Due to the amount of data returned, this report should be downloaded in Excel or another application for review, manipulation, and printing.  
• When exporting the Descr254 fields into Excel, it may fill two lines making sorting difficult.  
• Do not run for GPA or Hours (Units) requirements because it will return all courses taken to fulfill the prompted Requirement. | • This report as delivered should only be used when a degree requirement’s “Required Units/Courses/GPA” parameter has been encoded at the Requirement Line Level.  
• This report as delivered will need to be modified if a degree requirement’s “Required Units/Courses/GPA” parameter has been encoded at either the Requirement Group or Requirement level.  
Note: Your School/College Degree Audit contact will e-mail the BusinessObjects queries to be used to identify the levels the parameters are set at in the degree requirements.  
• This report does not list unmet requirements which can be satisfied with a milestone. |
<table>
<thead>
<tr>
<th>Repository Report</th>
<th>Description</th>
<th>Purpose</th>
<th>Specific Tips/Hints</th>
<th>School/College Considerations</th>
</tr>
</thead>
</table>
| SA03 StuRec Students with Unmet Requirements for a Career, Exp Grad Term, Degree Checkout Status.rep | For the prompted Career, Expected Graduation Term and Degree Checkout Status, lists Requirement Line Number detail for students with failed Requirements.  
• Does not include In Progress coursework that would apply to a failed Requirement Line. | • After grades are entered, could be used as a final degree clearance assessment.  
• Consult your School/College’s guidelines, to determine how your course, hours (units), and GPA requirements have been encoded.  
• To exclude rows where requirements have been met from the report results, set a filter. Do not add a condition to exclude requirements that have been met because your report results will not be complete. | • This report as delivered should only be used as a final degree clearance tool in those careers when all “Required Units/Courses/GPA” parameters have been encoded at the Requirement Line level, in all Requirements. All parameters have been defined at the Requirement Line level, in all Requirements, in the following careers:  
UARC, UDH, UKIN, GARC, GBA (MAcc only), PLAW  
• This report as delivered will need to be modified to use it as a final degree clearance tool in those careers when any of the “Required Units/Courses/GPA” parameters have been encoded at the Requirement Group or Requirement levels. Some parameters have been defined at the Requirement Group and Requirement levels in the following careers:  
UART, UBA, UEDU, ULSA, UMUS, UNUR, GBA (MBA Day, MBA Eve, MBA TMI), GPH, GRAC, GSW  
Note: For those careers not listed above, contact ro.audit.staff@umich.edu. |
<table>
<thead>
<tr>
<th>Repository Report</th>
<th>Description</th>
<th>Purpose</th>
<th>Specific Tips/Hints</th>
<th>School/College Considerations</th>
</tr>
</thead>
</table>
| SA03 StuRec Class Enrollment Type Used to Fulfill a Requirement.rep | For the prompted Requirement, lists the Requirement Line Number and the number of students that fulfilled the Requirement by method used (enrollment, external transfer credit, internal transfer credit, other credit, or test credit).  
- Only includes completed Requirements. | • Assist with annual curriculum reviews. | • A student may be counted more than once if the Requirement Line was fulfilled with more than one method or if a Requirement Line had split hours.  
• May include hidden requirements or no print flags. | • Not applicable. |
| SA03 StuRec Courses Used to Fulfill a Requirement.rep | For the prompted Requirement, lists all courses used to fulfill Requirement Lines and distinct count of students who took the course to fulfill Requirement Lines.  
- Only includes completed Requirements. | • Assist with annual curriculum reviews. | • The same Course ID can appear multiple times on the report due to course and/or requirement setup changes (e.g., cross-listed, credit hours, catalog number).  
• May include hidden or no print flags.  
• Not useful to identify courses used to fulfill a GPA or Hours (Units) Requirement. | • Not applicable. |
Additional Resources

- If you do not receive expected results when working with the Degree Audit Data repository reports, consult your School/College’s Academic Advising Office for assistance.
- The list of all BusinessObjects Repository Reports is available at: [http://www.mais.umich.edu/reporting/roadmapdb.html](http://www.mais.umich.edu/reporting/roadmapdb.html)
- For further information or assistance on creating ad-hoc queries in BusinessObjects:
  - Attend [DD001 DW BusinessObjects Ad Hoc Reports](https://maislinc.umich.edu) instructor-led course. Register via MAIS LINC: [https://maislinc.umich.edu](https://maislinc.umich.edu).
  - Complete [DDE001 DW BusinessObjects Predefined Reports](https://maislinc.umich.edu) eLearning course in MAIS LINC ([https://maislinc.umich.edu](https://maislinc.umich.edu)).
  - Refer to the Reports section of MAIS at: [http://www.mais.umich.edu/reporting/](http://www.mais.umich.edu/reporting/)
  - Attend an M-Pathways Student Records Data Set Support Lab. These labs are periodically held in the MAIS training rooms in Wolverine Tower.
  - Contact the MAIS Help Desk for assistance at 734-936-7000 and select option 7, or email [maishelpdesk@umich.edu](mailto:maishelpdesk@umich.edu).
- The Student Records Data Dictionary can be downloaded from the MAIS Web site at: [http://www.mais.umich.edu/reporting/studentdatasets.html](http://www.mais.umich.edu/reporting/studentdatasets.html)
- The *Degree Requirement Outlines* can be downloaded from the Office of the Registrar’s Web site at: [http://www.umich.edu/~regoff/degreeaudit.html](http://www.umich.edu/~regoff/degreeaudit.html)