Degree Audit Data Tables

Overview

Effective November 20, 2006, the Degree Audit Data tables are part of the M-Pathways Student Records data set in the U-M Data Warehouse. The Degree Audit Data tables contain “point-in-time” degree audit data for students who have an “Active” Program Status for the Term loaded as of the refresh.

The information loaded into the Degree Audit Data tables uses the same process that produces the M-Pathways Degree Audit Report. The Degree Audit Data tables may contain more information than what is visible on the M-Pathsways Degree Audit Report.

The Degree Audit Data tables can help you:

- Monitor student progress toward a degree
- Assess data to predict course demand
- Observe trends in courses used to meet requirements

The Degree Audit Data tables cannot be used to report on Student Exceptions details, Course Lists, or Degree Audit Milestones because this information is not included in the Degree Audit Data tables.

⚠ When working with the Degree Audit Data tables, if your query results return unclear, unexpected, or confusing results, consult your School/College’s Academic Advising Office for assistance.

This document includes business process information, table descriptions, reporting strategies, overall tips, and additional resources.

Business Process Information

Students Included in Degree Audit Data Tables

- Only students with an “Active” Program Status and an “Active” Term (for the Term entered on the run control) are loaded at the “point-in-time” of the refresh.

Students NOT Included in Degree Audit Data Tables

- Students who are not active in their program at the “point in time” of the refresh will not be loaded.
  - E.g., Program Status = Complete, Discontinued, or Suspended
- Students from Schools/Colleges that do not have their Degree Audit Rules encoded at the “point in time” of the refresh will not be loaded.
- Students who are enrolled in non-degree programs will not be loaded.
  - E.g., One term only admits for Spring half or Summer half terms
- Students who are enrolled in some MDDP programs will not be loaded.
  - Not all MDDP Degree Audit Rules have been encoded; consult the Office of the Registrar’s Website (http://www.umich.edu/~regoff/degreeaudit.html) to determine the Degree Audit Implementation Status for the particular Program in question.
Data Integrity

The data in both the Degree Audit Data tables and the M-Pathways Degree Audit Report are impacted by:

- Academic Structure
- Curriculum
- Degree Audit Rules
- Student Coursework (including Transfer Credit, Test and Other)
- Student Exceptions
- Repetition and Sequence Processing for undergraduate students

When using the Degree Audit Data tables to create reports, the accuracy of your report results is directly impacted by M-Pathways setup and the student’s academic record. To achieve the best report results:

- Ensure that your School/College’s Academic Structure, Curriculum, and Degree Audit Rules are up to date.
  - Contact your School/College/Department’s Advising Office for more information.
  - Follow your School/College/Department established procedures for maintaining setup in M-Pathways.
- Post Student Exceptions in a timely manner.

Degree Audit Data Tables Refresh Schedule

The data in the Student Records data set and Degree Audit Data tables are a snapshot of M-Pathways production data (HEPROD) on the particular day when the information is refreshed.

- The Degree Audit Data tables are refreshed 8 times each year based on the business cycles for the Fall and Winter Terms:
  - Early Registration, Beginning of Term, and 5th Week of the Term
- The other tables in the Student Records data set are refreshed weekly.
- If you join the Degree Audit Data tables to other Student Records tables, the data may be out of synch.
- For the schedule of exact dates, see the Refresh Information on the MAIS Web site (http://www.mais.umich.edu/reporting/datasets_refresh.html#stu).

Similar to other tables in the Student Records data set, for the Degree Audit Data tables:

- History is not kept.
- Data is not archived.
Degree Audit Data Table Relationships

For purposes of BusinessObjects reporting, the high-level relationship of the Degree Audit Tables are represented below. For the complete Data Model, consult the Student Records Data Dictionary (http://www.mais.umich.edu/reporting/studentdatasets.html).

Note: The individual tables are explained in more detail in the Degree Audit Data Table Descriptions section.
The major groupings of the Degree Audit Tables are represented below.

**Degree Audit Data Table Groupings**

**Setup Tables**
- Contain Requirement Group, Requirement, or Requirement Line setup data and descriptions.

**Academic Structure Tables**
- Contain students active in a Career, Program, Plan, or Sub-Plan at the "point-in-time" of the refresh.

**Requirement Tables**
- Contain all Requirement Groups, Requirements, or Requirement Lines specific to student degree requirements at the "point-in-time" of the refresh.

**Report Table**
- Contains the Degree Audit Report run date.

**Student Academic Data Tables**
- Contain test credit, internal transfer credit, external transfer credit, other credit, and UM coursework for a student. Aliased in three places:
  - R_REQUIREMENT_GROUP
  - R_REQUIREMENT
  - R_RQRMNT_LINE

**Required/Actual/Needed Table**
- Contain the number of units, number of courses, and GPA required to satisfy a requirement. Aliased in three places:
  - R_REQUIREMENT_GROUP
  - R_REQUIREMENT
  - R_RQRMNT_LINE
SAMPLE – Mapping of information found in Degree Audit Data Tables to the information displayed on the M-Pathways Degree Audit Report

R_RQRMNT_GROUP.Rqrmnt_Group

FIRST AND SECOND YEAR STUDIO REQUIREMENTS (RG 1067) (IP)

Requirement Not Satisfied -

Hours (required/actual/needed): 24.00/0.00/24.00

In Progress Hours : 9.00

R_REQUIREMENT.Requirement

Drawing Studios (RQ 2413) (IP)

Requirement Not Satisfied -

Hours (required/actual/needed): 6.00/0.00/6.00

In Progress Hours : 3.00

R_RQRMNT_LINE.RQ_Line_Nbr

ARTDES 100 and 200

Requirement Not Satisfied -

Courses (required/actual/needed): 4.00/0.00/4.00

In Progress Courses : 1.00

R_CRSE_USEAGE (Sel_Mode =S)

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
<th>Grade Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA 2006</td>
<td>ARTDES 100</td>
<td>Drawing Studio I</td>
<td>3.00</td>
<td>EN</td>
</tr>
</tbody>
</table>

Key: TABLENAME.fieldname
Degree Audit Data Table Descriptions

Information about Degree Audit Data tables is listed below. The tables are grouped by Academic Structure, Requirement, Student Academic Data, Required/Actual/Need Data, Setup Data, and Report categories.

For the full listing of table structures and field descriptions, consult the Student Records Data Dictionary (http://www.mais.umich.edu/reporting/studentdatasets.html). Not all fields are used for reporting purposes and are indicated in the Data Dictionary.

**Academic Structure Tables**

Contain students active in a Career, Program, Plan, or Sub-Plan at the “point-in-time” of the refresh. You must understand how the Degree Audit Rules are encoded for the School/College you are reporting on when using these tables.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Specific Tips/Hints</th>
<th>BusinessObjects Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>R_CAREER</td>
<td>Contains all students active in Career at the time of the table refresh. (e.g., ULSA)</td>
<td>• Fields most likely used for reporting: Emplid, Acad Career, Item R Status.</td>
<td>R_Career</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To retrieve Career descriptions, use R Career Acad Car Tbl Crvw folder.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To determine if requirements are failed or completed at the Career level, use Item R Status.</td>
<td></td>
</tr>
<tr>
<td>R_ACAD_PROG</td>
<td>Contains all students active in Program at the time of the table refresh. (e.g., 00008)</td>
<td>• Fields most likely used for reporting: Emplid, Acad Prog, Acad Career, Item R Status.</td>
<td>R_AcadProg</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To retrieve Program descriptions, use R Acad Prog Acad Prog Tbl Crv folder.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To determine if requirements are failed or completed at the Program level, use Item R Status.</td>
<td></td>
</tr>
<tr>
<td>R_ACAD_PLAN</td>
<td>Contains all students active in Plan at the time of the table refresh. (e.g., 5080BSLSA)</td>
<td>• Fields most likely used for reporting: Emplid, Acad Plan, Acad Prog, Acad Career, Item R Status.</td>
<td>R_AcadPlan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To retrieve Program or Plan descriptions, use CrVw folders.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To determine if requirements are failed or completed at the Plan level, use Item R Status.</td>
<td></td>
</tr>
<tr>
<td>R_ACAD_SUBPLAN</td>
<td>Contains all students active in Sub-Plan at the time of the table refresh. (e.g., PURE MATH)</td>
<td>• Fields most likely used for reporting: Emplid, Acad Sub Plan, Acad Plan, Acad Prog, Acad Career, Item R Status.</td>
<td>R_AcadSubplan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To retrieve Program, Plan, or Sub-Plan descriptions, use CrVw folders.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To determine if requirements are failed or completed at the Sub-Plan level, use Item R Status.</td>
<td></td>
</tr>
</tbody>
</table>
**Requirement Tables**

Contain all Requirement Groups, Requirements, or Requirement Lines specific to student degree requirements at the “point-in-time” of the refresh.

You must understand how the Degree Audit Rules are encoded for the School/College you are reporting on when using these tables.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Specific Tips/Hints</th>
<th>BusinessObjects Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>R_RQRMNT_GROUP</td>
<td>Contains all Requirement Groups specific to student degree requirements at the time of the table refresh. (e.g., RG 001867 – First and Second Year Studio Requirements)</td>
<td>Fields most likely used for reporting: Emplid, Rqrmnt Group, Entry R Status. To determine if requirements are failed or completed at the Requirement Group level, use Entry R Status. To retrieve Requirement Group descriptions, use R Rqrmnt Group RQ Grp Tbl.</td>
<td>Degree Audit Data&gt;</td>
</tr>
<tr>
<td>R_REQUIREMENT</td>
<td>Contains all Requirements specific to student degree requirements at the time of the table refresh. (e.g., RQ 000002443 – Drawing Studios)</td>
<td>Fields most likely used for reporting: Emplid, Rqrmnt Group, Requirement, Item R Status. To determine if requirements are failed or completed at the Requirement level, use Item R Status. To retrieve Requirement descriptions, use R Requirement RQ Main Tbl.</td>
<td>Degree Audit Data&gt;</td>
</tr>
<tr>
<td>R_RQRMNT_LINE</td>
<td>Contains all Requirement Line detail specific to student degree requirements at the time of the table refresh. (e.g., For RQ 000002443, Line Number 0010: ARTDES 100, 101, 200 and 201 are required)</td>
<td>Fields most likely used for reporting: Emplid, Rqrmnt Group, Requirement, RQ Line Nbr, Item R Status. To determine if requirements are failed or completed at the Requirement Line level, use Item R Status. To retrieve Requirement Line Number descriptions, use R Requirement RQ Line Tbl.</td>
<td>Degree Audit Data&gt;</td>
</tr>
</tbody>
</table>
# Student Academic Data Tables

Contain test credit, internal transfer credit, external transfer credit, other credit, and U-M coursework for a student.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Specific Tips/Hints</th>
<th>BusinessObjects Folder</th>
</tr>
</thead>
</table>
| R_COURSE_USEAGE* | Identifies student academic data from R_TRANSCRIPT that have been selected to fulfill requirements. | • Field most likely used for reporting: Sel Mode.  
• Always used with R_TRANSCRIPT table to retrieve student academic data.  
• Qualify on SEL_MODE = "S" to return student academic data from the R_TRANSCRIPT table. | Degree Audit Data>  
> R_Course Usage Group R_Course Usage  
> |  
| R_TRANSCRIPT* | Contains student academic record data associated with the student degree audit (test credit, internal transfer credit, external transfer credit, other credit, and U-M coursework).  
• Includes course detail (e.g., term, subject, catalog number, class section, etc.).  
• Includes graded, and in-progress coursework, and all transfer credit. | • Many fields on this table could be relevant for reporting purposes; consult the Data Dictionary.  
• Subfolder of R_COURSE_USAGE  
• To bring back only those courses related to the Requirement Line used by the audit, join R_TRANSCRIPT with R_COURSE_USAGE and qualify on SEL_MODE = "S".  
• Set the Units Attempted = "I" to find courses that are in progress to meet a requirement. | Degree Audit Data>  
> R_Course Requirement R_Course Usage  
> |  

*R_COURSE_USAGE & R_TRANSCRIPT are aliased in three places:

- R_Course Group R_Course Usage
- R_Course Requirement R_Course Usage
- R_Course Line R_Course Usage

Does not include all fields in the R_TRANSCRIPT table. See the Data Dictionary for a complete list.
# Required/Actual/Needed Table

Contain the number of units (hours), number of courses, and GPA required to satisfy a requirement.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Specific Tips/Hints</th>
<th>BusinessObjects Folder</th>
</tr>
</thead>
</table>
| R_UNIT_CRSE_GPA* | Contains the number of units (hours), number of courses, and GPA required and needed to satisfy a requirement. | - This table includes the “Required, Actual, Needed” line from the M-Pathways Degree Audit Report.  
- Must use R_UNIT_CRSE_GPA at appropriate level to return accurate results.  
- Fields most likely used for reporting: Emplid, Units Required, Units Needed, SAA Units Used, Crses Required, Crses Needed, SAA Crses Used, GPA Required, GPA Actual.  
- Fields to use for a course requirement:  
  - Crses Required  
  - SAA Crses Used  
  - Crses Needed  
- Fields to use for a unit (hour) requirement:  
  - Units Required  
  - SAA Units Used  
  - Units Needed  
- Fields to use for a GPA requirement:  
  - GPA Required  
  - GPA Actual |  
Degree Audit Data>
- R_Unit Group R_Unit Case GPA  
  - Emplid  
  - R_Unit Type  
  - Analysis Eb Seq  
  - Entry Seq  
  - Units Required  
  - Units Needed  
  - SAA Units Used  
  - Crses Required  
  - Crses Needed  
  - GPA Required  
  - GPA Actual  

*R_UNIT_CRSE_GPA is aliased in three places:
### Setup Tables

Contain Requirement Group, Requirement, or Requirement Line setup data and descriptions.

You must understand how the Degree Audit Rules are encoded for the School/College you are reporting on when using these tables.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Specific Tips/Hints</th>
<th>BusinessObjects Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>RQ_GRP_TBL*</td>
<td>Contains Requirement Group setup and descriptions.</td>
<td>• Use with R_RQRMNT_GROUP or R_REQUIREMENT tables to display the description of a specific Requirement Group number.</td>
<td>Degree Audit Data&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Always use DESCR254 to display descriptions.</td>
<td>R Requirement Group RQ_GRP_TBL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*RQ_GRP_TBL is aliased in two places:</td>
<td>R Requirement Group RQ_GRP_TBL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does not include all fields in the RQ_GRP_TBL table. See the Data Dictionary for a complete list.</td>
<td>R Requirement Group RQ_GRP_TBL</td>
</tr>
<tr>
<td>RQ_MAIN_TBL</td>
<td>Contains Requirement setup and descriptions.</td>
<td>• Use with R_REQUIREMENT table to display the description of a specific Requirement number.</td>
<td>Degree Audit Data&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Always use DESCR254 to display descriptions.</td>
<td>R Requirement RQ_MAIN_TBL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does not include all fields in the RQ_MAIN_TBL table. See the Data Dictionary for a complete list.</td>
<td>R Requirement RQ_MAIN_TBL</td>
</tr>
<tr>
<td>RQ_LINE_TBL</td>
<td>Contains Requirement Line setup and descriptions.</td>
<td>• Use with R_REQUIREMENT table to display the description of a specific Requirement / Requirement Line number.</td>
<td>Degree Audit Data&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Always use DESCR254 to display descriptions.</td>
<td>R Requirement RQ_LINE_TBL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does not include all fields in the RQ_LINE_TBL table. See the Data Dictionary for a complete list.</td>
<td>R Requirement RQ_LINE_TBL</td>
</tr>
</tbody>
</table>
### Report Table

Contains the M-Pathways Degree Audit Report run date.

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Specific Tips/Hints</th>
<th>BusinessObjects Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>RREPORT</td>
<td>Contains the M-Pathways Degree Audit Report run date.</td>
<td>Fields most likely used for reporting: Emplid, Rpt Date.</td>
<td>Degree Audit Data&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- R Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Emplid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Rpt Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Rpt Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- AnalystDb Seq</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- What If</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Report Request Nbr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Temprt Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- R Report R Course Usage</td>
</tr>
</tbody>
</table>
Reporting Strategies

Before working with the Degree Audit Data tables, you need to do some planning because of the complexity of the information and the relationships of the Degree Audit Data tables. Familiarize yourself with the data available in the Degree Audit Data tables by reviewing the tables and descriptions in this document, or by reviewing the fields in the Student Records Data Dictionary. Consider the following before you build your query:

1. **How are the Degree Audit Rules encoded for your School/College/Department?**

   Every School/College/Department has different degree requirements. Therefore, every School/College/Department has a unique setup for their Degree Audit Rules. The software allows for this flexibility, however, users need to be aware of some caveats with how their Degree Audit Rules are encoded that will have a direct impact on their report results. Users should take into account the following prior to querying the data.

   - Schools/Colleges with “college-wide” rules may have them encoded at the Career level, Program level, Plan level and/or Sub-Plan level. Additionally, Schools/Colleges may have their “plan/major/concentration” rules encoded at different levels as well.

   - Requirements that are setup with Course, Hours (Units) and/or Grade Point Average conditions may be encoded at multiple levels (e.g., Requirement Group, Requirement, Requirement Line).

   - Within the Degree Audit Rules setup, there are also specific “flags” that can be enabled to prevent a requirement from displaying on the M-Pathways Degree Audit Report. Each School/College/Department may have different flags enabled.

   It is important to understand how the Degree Audit Rules are encoded for the School/College you are reporting on as the setup will have a direct impact on how you build queries and your report results.

   - Refer to the Degree Requirement Outlines in the Degree Audit section of the Office of the Registrar's Web site ([http://www.umich.edu/~regoff/degreeaudit.html](http://www.umich.edu/~regoff/degreeaudit.html)) to view the encoded Degree Audit Rules for each School/College/Department.

   - The Office of the Registrar will provide PS Queries to your School/College/Department Academic Advising Office to determine how your Course, Hours (Units) and/or Grade Point Average requirements are setup.

   - Contact your School/College/Department Academic Advising Office if you have questions regarding your setup or your report results.
2. **What do you want to query?** The question you wish to answer will determine the tables to start your query with, and will also indicate the additional tables to include.

Do you wish to query on:

- A specific student population or a specific requirement?
- Specific college-wide (or program, plan, or sub-plan) requirement(s) or any Requirement Group, Requirement, Requirement Line?
- A specific “type” of Requirement (course, unit, grade point average)?
- How a requirement has been setup in M-Pathways?

What level of detail do you wish to report on?

- **High level status** (met/not met the entire requirement) or the **specific detail** of what exactly has not been met for the type of requirement selected?

What do you wish to display?

- Academic Structure and/or Requirement Descriptions?
- Student Academic Data (e.g., coursework, transfer credit)?
- Student Required/Actual/Needed data?

There are many different ways to retrieve the same data. To help step you through the Degree Audit Data tables, the examples show a Student Population versus a Requirement perspective:

### Student Population

**E.g., What LSA Economic concentrators have not met Requirement “000012345”?**

- Start at “Academic Structure” tables
  - Select the desired student population from the appropriate table(s).
  - Use the appropriate “CrVw Tbls” to display the Academic Structure descriptions.
- Join to the appropriate “Requirement” table(s) to select the particular requirement (Requirement Group, Requirement, or Requirement Line Number) and status.
- Join to the appropriate “Setup” table(s) to display the description of the Requirement Group number, the Requirement number, or the Requirement/Requirement Line Number.
  - Use the appropriate “Descr254” field (not “Descr” or “Descrshort” fields).
- Optional: Join to “Student Academic Data” tables (from the appropriate “Requirement” table) to display students’ coursework (e.g., enrollments, transfer credit) detail
  - Optional: Join to “Required/Actual/Needed” tables (from the appropriate “Requirement” table) to display the number of courses, number of units (hours) and/or grade point average required to satisfy a requirement.
  - Select the appropriate fields based upon “type” of requirement (course, unit, and/or grade point average).

### Requirement

**E.g., What students have not met Requirement “000012345”?**

- Start at the appropriate “Requirement” table(s) (Requirement Group, Requirement) to select the particular requirement (Requirement Group, Requirement Group, Requirement, or Requirement Line Number) and status.
- Join to the appropriate “Setup” table(s) to display the description of the Requirement Group number, the Requirement number, or the Requirement Line Number.
  - Use the appropriate “Descr254” field (not “Descr” or “Descrshort”).
- Join to “Academic Structure” tables to display the desired student population from the appropriate table(s):
  - Use the appropriate “CrVw Tbls” to display the Academic Structure descriptions.
Overall Tips

Overall points to pay attention to when working with Degree Audit Data tables are listed below. For hints/tips related to specific Degree Audit Data tables see the table descriptions in the section on the previous pages.

- **Complex Relationships:** The Degree Audit Data tables and their relationships are complex. It may take time and practice to become proficient using these tables.

- **School/College Responsibilities:** It is the responsibility of Schools/Colleges/Departments to ensure their Academic Structure, Curriculum, Degree Audit Rules setup and Student Exceptions are up-to-date and accurate to ensure accurate reporting.

- **Student Exceptions:**
  - If an exception meets a requirement, this is recorded in the Degree Audit Data tables, but the detailed information is not included.
  - To view the Student Exception detail, you must run one of the following queries:
    - M_CA_EXCEPTIONS_BY_CAREER
    - M_CA_EXCEPTIONS_BY_EMPLID
    - M_CA_EXCEPTIONS_BY_RQ
    - See the Run a Public Query – Step-By-Step Procedure or Simulation in MAIS LINC (https://maislinc.umich.edu) for general information on how to run public queries.
  - If you have the SR STUDENT EXCEPTION PROCESS role, you have access to view posted student exceptions in M-Pathways.

- **Refresh Dates & Student Communications:**
  - The refresh dates for the Degree Audit Data tables are different from the overall Student Records data set.
  - If you plan to communicate to students based on the Degree Audit Data tables, pay attention to the refresh date. Students may continue to update their class schedules while the Degree Audit Data tables contain "point-in-time" data as of the refresh.

- **Joins to other Student Records Tables:** To join Degree Audit Data to other Student Record data, you may need to qualify on additional criteria (dependent upon the tables you are joining to).

- **Descriptions:** Not all Degree Audit Data fields have "descriptions" associated with them; therefore, you cannot display descriptions on the reports (e.g., Class_Enrl_Type).

- **Leading Zeros:** Leading zeros must be entered for Requirement Group, Requirement, and Requirement Line numbers.

- **Exporting Descr254:** When exporting any of the Descr254 fields into Excel (or similar application), these fields may fill two lines making sorting difficult.
Overall Tips (continued)

- **Differences between the M-Pathways Degree Audit Report & the Degree Audit Data tables:**
  Although the same process is used to produce the M-Pathways Degree Audit Report and to populate the Degree Audit Data tables, there are some differences you should note:

<table>
<thead>
<tr>
<th>Issue</th>
<th>M-Pathways Degree Audit Report</th>
<th>Degree Audit Data Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>Displayed as Credit Hours</td>
<td>Displayed as Units</td>
</tr>
<tr>
<td>In Progress Hours</td>
<td>Treated as not meeting the requirement. Displays the “In Progress Line Status”.</td>
<td>Treated as not meeting the requirement. The “In-Progress Line Status” is not available as displayed on the M-Pathways Degree Audit Report. Users will need to qualify on specific conditions to retrieve the In-Progress units (hours).</td>
</tr>
<tr>
<td>“Hidden” requirements and “No Print” flags</td>
<td>Some requirements are setup not to display on the M-Pathways Degree Audit Report (unique to each School/College).</td>
<td>“Hidden” requirements or requirements setup with “No Print” flags enabled will be populated in the Degree Audit Data tables. Users will need to qualify on specific conditions to exclude “hidden” or “no print” requirements.</td>
</tr>
</tbody>
</table>

**Additional Resources**

- For further information or assistance on creating ad-hoc queries in BusinessObjects:
  - Attend DD001 DW-BusinessObjects WebI: Ad Hoc Reports instructor-led course. Register via MAIS LINC: [https://maislinc.umich.edu](https://maislinc.umich.edu).
  - Complete DDE002 DW BusinessObjects WebIntelligence: Modifying Predefined Reports eLearning course in MAIS LINC ([https://maislinc.umich.edu](https://maislinc.umich.edu)).

- If you have questions related to the Degree Audit Data or analysis of Degree Audit UM-Maintained report data, contact ro.audit.staff@umich.edu for assistance.

- For system related questions, please call the MAIS Help Desk at 734-936-7000 and select option 7, or send e-mail to maishelpdesk@umich.edu.

- Consult the Student Records Data Dictionary for table structures and field descriptions. Not all fields are used for reporting purposes and are indicated in the Data Dictionary. Download it from: [http://www.mais.umich.edu/reporting/studentdatasets.html](http://www.mais.umich.edu/reporting/studentdatasets.html)

- For more information about the Student Records data set, complete the Student Records Data Set eLearning courses:
  - SRE003 Introduction to the Student Records Data Set
  - SRE013 Modifying a UM-Maintained Student Records Data Set Report
  - SRE023 Using Academic Record, Enrollment, and Academic Degree Folders in the Student Records Data Set

- For more information about the Degree Audit Rules, see the Degree Requirement Outlines in the Degree Audit section of the Office of the Registrar’s Web site ([http://www.umich.edu/~regoff/degreeaudit.html](http://www.umich.edu/~regoff/degreeaudit.html)) or contact your School/College/Department’s Academic Advising Office.