1. **COMMUNICATION:** Degree Works should be used as the primary means of communicating and documenting a student’s plan of study.

2. **CURRICULUM:** All concentrations, minors, certificates, etc. should be entered in Banner in a timely manner to ensure accurate plans.

3. **DEGREE WORKS AUDIT:** Advisors are to submit course substitutions/exceptions to the Degree Works audit via the SharePoint form in a timely manner to ensure the most accurate Degree Works worksheet and planned audit.

4. **DEGREE WORKS PLAN:** There must not be more than one approved (locked) plan for a given student. All approved (locked) plans must be active. Note that this applies to students involved in more than one program. For instance, students pursuing a dual or double major must only have one locked plan. This requires coordination by advisors from different areas. This also applies to certifications and minors that are in addition to a degree.

   a. **TITLE:** The plan description should begin with the degree and date when the plan and then optional descriptors to help you distinguish the plan. Examples: “BS ITCN 1/15/17”, “BSBA Marketing 2/1/17 Changed Electives”.

   b. **TRANSFER COURSES:** Placeholders for transfer courses should specify the transfer institution, the course at that institution, and the equivalent ECU course prefix and number. Permission Form on File if applicable. Planned transfer courses should NEVER be added as an equivalent course at ECU on the planned audit as a course type. Always use a placeholder.

   c. **PLAN SUBSTITUTIONS:** Any course that will be used as a substitution (in the occurrence that a requirement is not available) should specify which required course it will be substituted for in a course note.

   d. **NON-COURSE REQUIREMENTS:** Any action that must be initiated by the student to graduate should be included in the plan (e.g. apply for graduation) as a placeholder.

   e. **DELIVERY METHOD:** This is optional for programs that wish to project course need based on Face to Face and Online.