

WhatIf Instructions for Graduate Program of Study (thesis and PhD students)

The Program of Study (POS) is due at mid-term of the first semester for accelerated master’s students, and at midterm of the second semester of study for all other students. The What If audit is used to enter your future courses and check them against program requirements to ensure that you will complete your degree as intended.

I. How to create the What If audit for your Program of Study

1. Check with your department or program coordinator to see if they have a future semester schedule.
2. Review your program’s requirements in DegreeWorks and in the online [academic catalog](#) to develop a draft plan of courses to take each semester.
3. To create the What If audit:
 - a. Log into [SNAP](#) and click on the student tab on the left. Click on the DegreeWorks Dashboard. This will take you to the list of degree requirements for your catalog year (typically the year you began attending in the degree). If you are enrolled in more than one program, be sure to check the program title in the top right corner of the screen.
 - b. Click on the “What If” tab to draft an audit.
 - c. Check the box “use current curriculum”. In-progress and Preregistered classes should remain checked. This will populate your completed and pre-registered credits in the audit.
 - d. Enter each of the courses you have not yet taken and have not registered for.
 - i. Also enter any undergraduate courses that are not part of an accelerated program and transfer courses from outside institutions that you will use toward the degree (does not include reduction in PhD credits from an MS degree).
 - ii. For research/project credits (788, 798, or 898), enter the research code only once; the system assumes you will take the number of credits required for the degree.
 - e. Click “Process”.
 - f. Check the audit for unmet requirements. If any appear unmet:
 - i. “Non-course” requirements such as the MS Proposal, Qualifying Exam, and Admission to Candidacy will be filled in later as you complete these requirements. It is acceptable for these requirements to be incomplete at the time you file the POS. If you have already completed any of these requirements and they are not marked as fulfilled, contact your advisor and the Grad Office.
 - ii. If you are a thesis MS student, be sure that your major professor has emailed the Grad Office to code this option in your degree audit.
 - iii. Double check that you have entered all courses correctly. To remove or add classes, click on the arrow next to the “what if analysis” header to expand this section and adjust your entries.
 - iv. Check the Other Courses and Not Applicable sections below the audit for classes that did not automatically fulfill a requirement. An exception will need to be requested to apply these credits to the degree. Complete the [Adjust Program Requirements](#) form or the [Transfer Courses from Outside Institution Form](#) as applicable.
 - v. Double-check that your audit catalog year matches the year of the catalog requirements you are using to plan your degree. If you need to change your catalog year, STOP and contact the Graduate Office. You may only request a change to a catalog year later than the one listed in your audit.
4. Once you are confident that your plan will meet requirements, “print” the What If audit as a PDF file. The save option will NOT format the document properly. Click the print icon in the top right corner of the audit and select the Adobe PDF printer. A save box will then appear.
5. Meet with your advisor to review the plan. Your committee may be part of this review. Make edits, if needed, until the plan meets your major professor’s approval.
6. Proceed with the next steps on the program of study instructions document.