



PANTHER DEGREE AUDIT (PDA)
GRADUATE ADVISOR TRAINING MANUAL

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INTRODUCTION

What is Panther Degree Audit (PDA)?

As part of the University's continuing efforts to provide improvements to MyFIU and the overall student experience, administrative, and academic departments have collaborated to provide a tool to enhance students' advising experience. Degree-seeking students are able to retrieve a real-time status of their academic career progress at my.fiu.edu using Panther Degree Audit (PDA). PDA is a record of a student's academic progress towards completion of their degree. This feature allows the student to review courses they have taken, in-progress courses, and how many courses they need to complete their degree. PDA will assist students and advisors in planning for current and future courses based on the student's degree requirement.

Graduate students will also be able to review and plan ongoing course-work related to their degree program.

Why Panther Degree Audit?

Graduating students in a timely matter has always been one of FIU's goals. Providing an accurate and easy-to-use degree audit for advisors and students allows FIU to maintain a higher level of service. By including PDA, MyFIU is an all-encompassing portal for students and advisors to reach the university's goals.

Academic Advisors

Academic advisors will have access to student academic transcripts and degree audits in through one source via PantherSoft Campus Solutions. Graduate and Law advisors will have a degree audit system that is integrated with the student records system and helps facilitate the graduation requirements for their students.

What are the benefits?

- Provides one source of student record information
- Ends to need for advisors to log-in to multiple databases in order to view student degree audits.
- Allows for easy-to-use web access.

This Training Manual will guide you on how to navigate and use the new PDA based on your role and security.

1.

HOW TO RUN THE ADVISEMENT REPORT

(Academic Advisement Module)

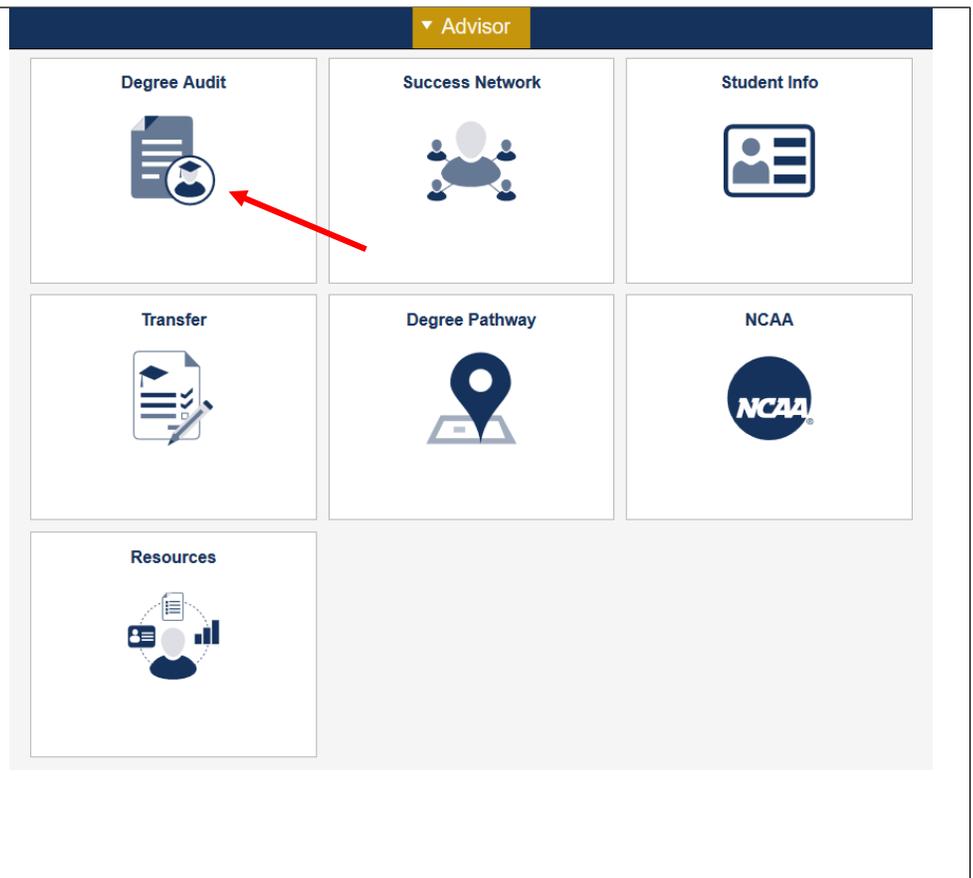
Navigation: Academic Advisement ⇒ Student Advisement ⇒ Request Advisement Report

There are three main Reports you will use:

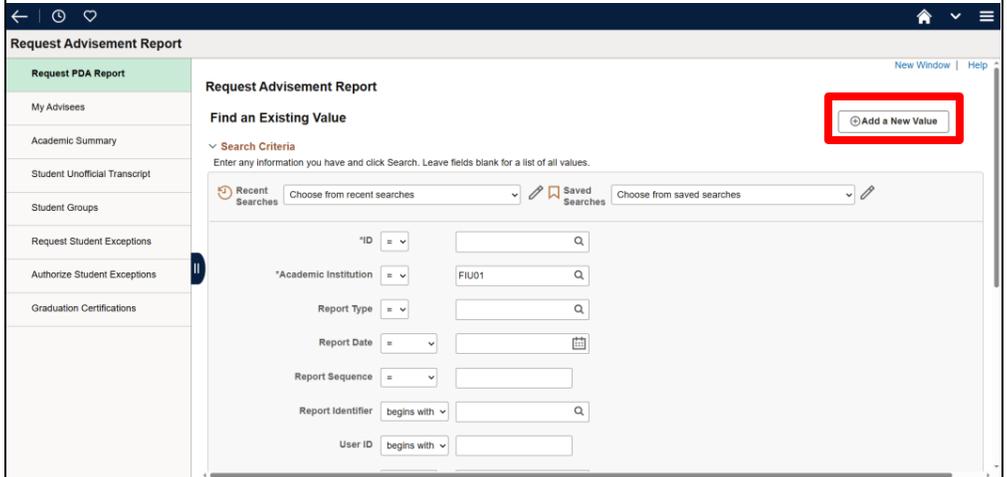
- ADV – Academic Advisement Report
 - The Academic Advisement Report displays the student’s PDA. This is the same type of report that is run using your “Advisor Center.”
- WH-IF – What-If Advisement Report
 - The What-If report is used to run a simulated advisement report for a student that shows degree progress based on courses the student proposes to take. You can also run a simulated academic advisement report based on simulated careers, programs, plans, and sub-plans.
- PLAN – Planning Advisement Report
 - The Planning Advisement Report allows advisors to see planned courses by the students.
- NACT – Inactive Student Report
 - The Inactive Student Report allows advisors to view the PDA for students who were previously degree-seeking and are now inactive.

ADV – Academic Advisement Report

1. On the Advisor Homepage, click on the “Degree Audit” tile.



2. Click “Add a New Value.”



3. Enter the Student’s Panther ID.

Request Advisement Report

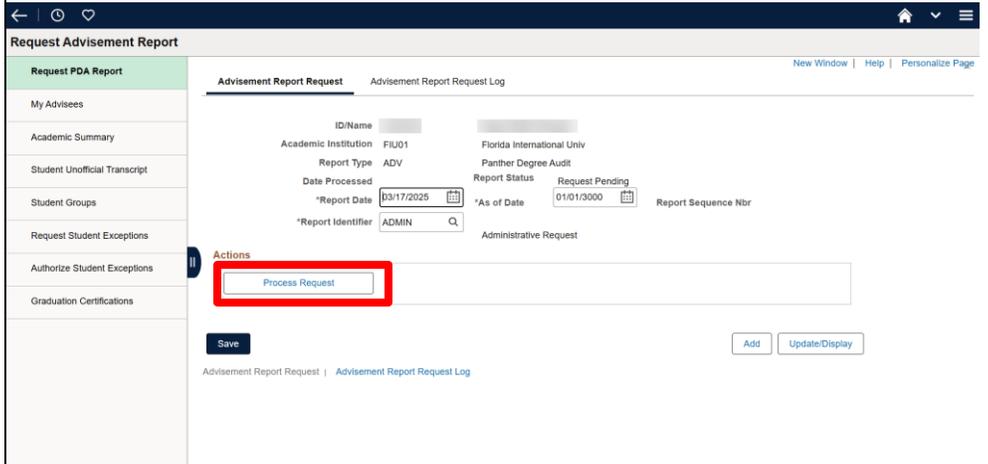
Add a New Value

A screenshot of the "Add a New Value" form. It contains three input fields: "*ID" with a masked value "#####", "*Academic Institution" with the value "FIU01", and "*Report Type" with the value "ADV". Each field has a search icon to its right. Below the fields is a button labeled "Add".

4. Under “Report Type,” enter “ADV” (to run an Advisement Report), then click .

5. Click .

Please Note: “Report Date” and “As of Dates” displays defaults values. Do Not Change.



6. The student's advisement report is generated.

Request Advisement Report

Request PDA Report

My Advisees

Academic Summary

Student Unofficial Transcript

Student Groups

Request Student Exceptions

Authorize Student Exceptions

Graduation Certifications

Florida International Univ | Graduate

Panther Degree Audit

This report last generated on 03/17/2025 11:51AM

View Student's Academics

Transfer Credit Report

Collapse All

Expand All

View Report as PDF

View Status Legend

Taken

In Progress

Planned

GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4663]

MASTER OF SCIENCE IN DATA SCIENCE [RG4499]

Complete the following
Status: **Not Satisfied**

DATA SCIENCE CORE [RG5863]

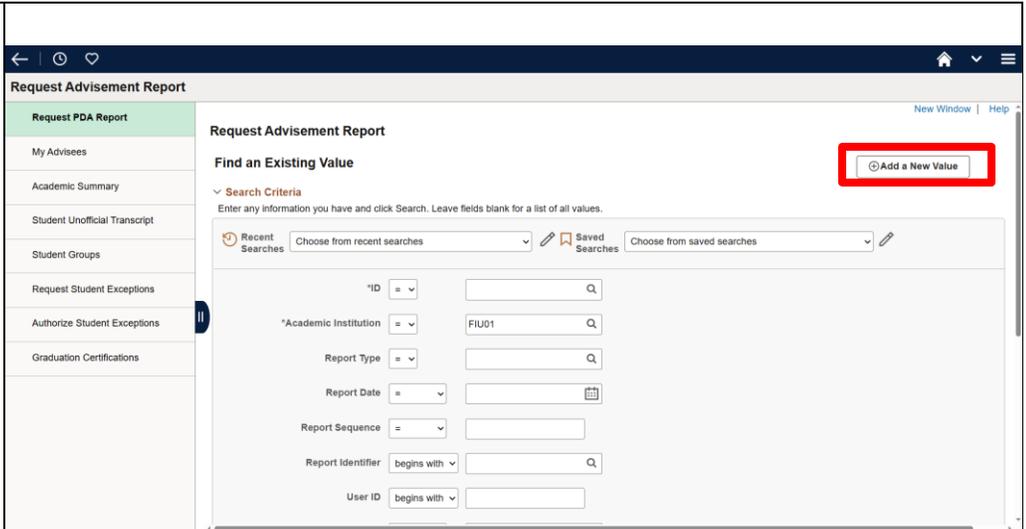
Complete the following
Status: **Satisfied**

Data Science Courses [RG5833LN10]

WH-IF – What-If Advisement Report

Navigation: Academic Advisement ⇨ Student Advisement ⇨ Request Advisement Report

1. Click “Add a New Value.”

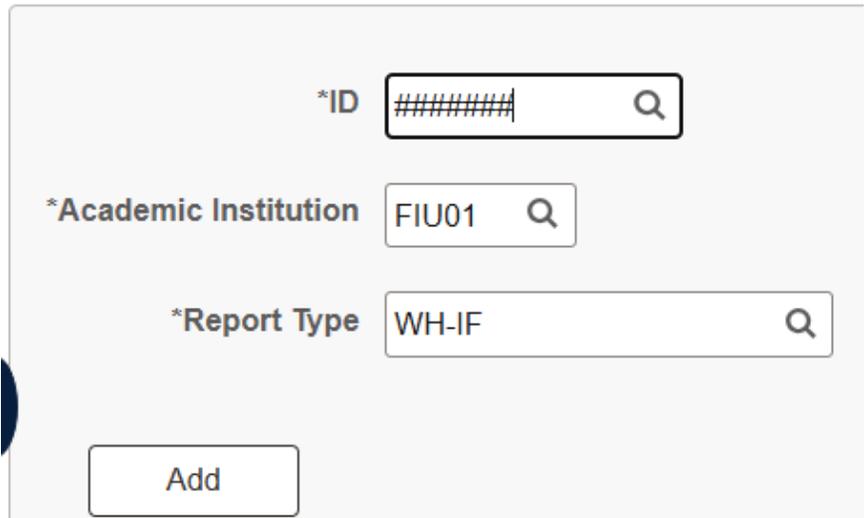


The screenshot shows the 'Request Advisement Report' interface. On the left is a navigation menu with items like 'Request PDA Report', 'My Advisees', 'Academic Summary', etc. The main area is titled 'Request Advisement Report' and contains a 'Find an Existing Value' section. A red box highlights the 'Add a New Value' button in the top right corner. Below this are search criteria fields for ID, Academic Institution (FIU01), Report Type, Report Date, Report Sequence, Report Identifier, and User ID.

2. Enter the Student’s Panther ID.

Request Advisement Report

Add a New Value



This is a close-up of the 'Add a New Value' form. It features three input fields: '*ID' with a masked input (#####) and a search icon; '*Academic Institution' with the value 'FIU01' and a search icon; and '*Report Type' with the value 'WH-IF' and a search icon. Below these fields is a large 'Add' button.

3. Under “Report Type,” enter “WH-IF,” then click  .

4. Check the “Use Career Simulation Box.”

This box only appears when a What-If report type has been selected.

Actions

Process Request

What-If Information

Use Career Simulation
Add a What-If Course

[View/Change the Career Simulation](#)

5. Click on the “View/Change the Career Simulation.”

What-If Information

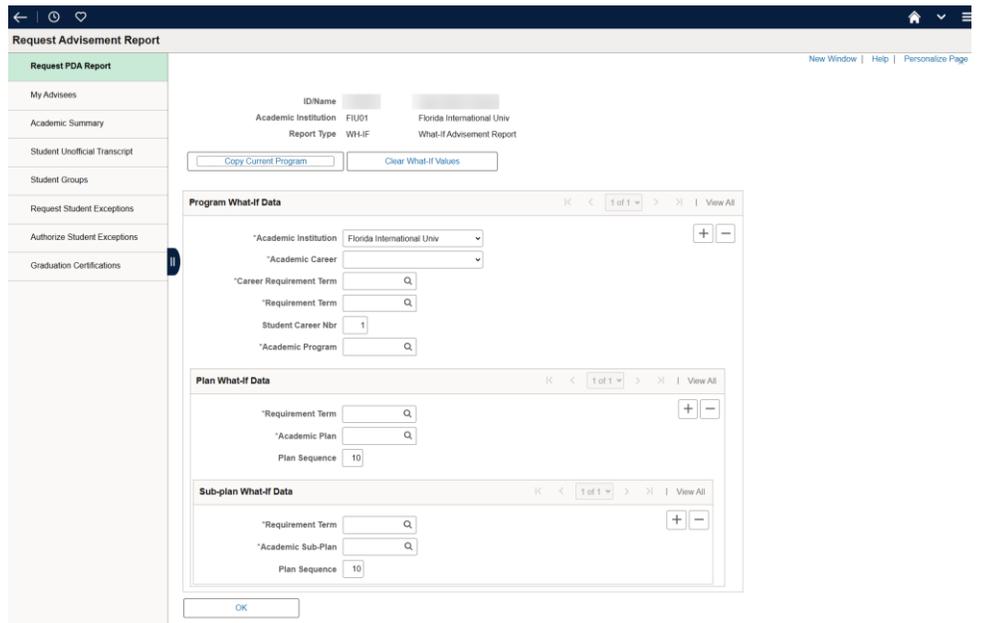
Use Career Simulation
Add a What-If Course

[View/Change the Career Simulation](#)

6. Fill in the information as needed.

If the page is blank, use the  button to populate data from the student’s record and change accordingly.

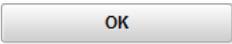
In the example, the student’s record was copied and changed.



The screenshot displays the 'Request Advisement Report' interface. The left sidebar contains navigation options: Request PDA Report, My Advises, Academic Summary, Student Unofficial Transcript, Student Groups, Request Student Exceptions, Authorize Student Exceptions, and Graduation Certifications. The main content area shows the following details:

- ID Name: [Redacted]
- Academic Institution: FIU01 Florida International Univ
- Report Type: WH-IF What-If Advisement Report
- Buttons: Copy Current Program, Clear What-If Values
- Program What-If Data section:
 - *Academic Institution: Florida International Univ
 - *Academic Career: [Redacted]
 - *Career Requirement Term: [Redacted]
 - *Requirement Term: [Redacted]
 - Student Career Nbr: 1
 - *Academic Program: [Redacted]
- Plan What-If Data section:
 - *Requirement Term: [Redacted]
 - *Academic Plan: [Redacted]
 - Plan Sequence: 10
- Sub-plan What-If Data section:
 - *Requirement Term: [Redacted]
 - *Academic Sub-Plan: [Redacted]
 - Plan Sequence: 10
- OK button

7. Click



8. You will return to the previous page. Click

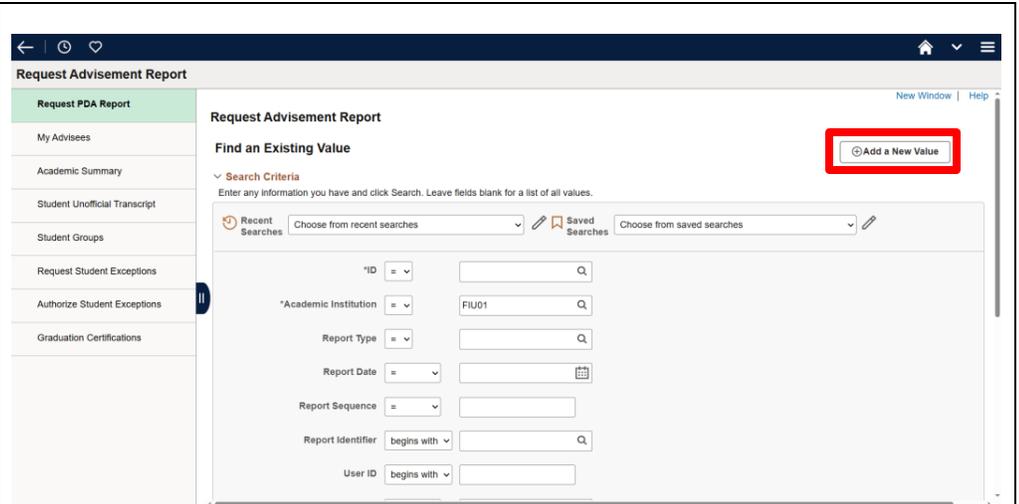


9. The What-If results will appear.

The screenshot displays a web application interface for a 'Request Advisement Report'. The top navigation bar includes a home icon, a user profile icon, and a menu icon. The main header reads 'Request Advisement Report' and shows a student ID. A sidebar on the left contains navigation options: 'Request PDA Report', 'My Advises', 'Academic Summary', 'Student Unofficial Transcript', 'Student Groups', 'Request Student Exceptions', 'Authorize Student Exceptions', and 'Graduation Certifications'. The 'What-if Advisement Report' option is highlighted with a red box. The main content area shows the report was generated on 03/17/2025 at 2:33PM. It includes filters for 'Taken', 'In Progress', 'Planned', and 'What-if'. The report lists requirements for 'GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]' and 'MASTER OF SCIENCE IN DATA SCIENCE [RG5459]'. Under the latter, 'DATA SCIENCE CORE [RG5863]' is marked as 'Not Satisfied' and 'Data Science Courses [RG5863/LN10]' is marked as 'Satisfied'. Each requirement has a dropdown menu for selection.

NACT: Inactive Student Report

1. Click on “Add a New Value.”

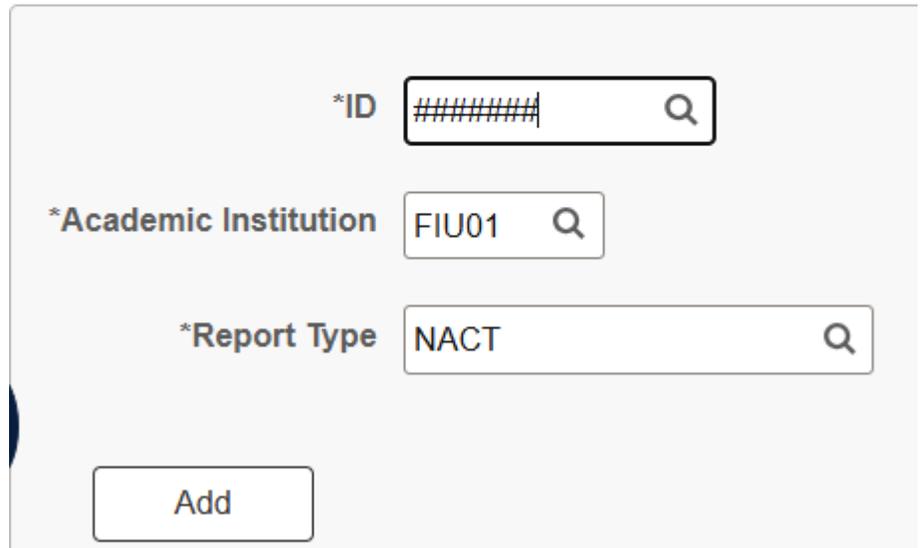


Request Advisement Report

Add a New Value

2. Enter the Student’s Panther ID.

3. Under “Report Type,” enter “NACT,” then click



4. Click

Process Request

5. The Student's "Inactive Student Report" is generated.

Please Note: The dropdown box will only appear if the student did their Undergraduate degree at FIU.

The screenshot shows the 'Request Advisement Report' interface. On the left is a navigation menu with items like 'Request PDA Report', 'My Advises', 'Academic Summary', 'Student Unofficial Transcript', 'Student Groups', 'Request Student Exceptions', 'Authorize Student Exceptions', and 'Graduation Certifications'. The main area displays details for an 'Advisement Report Request'. Fields include ID Name, Academic Institution (FIU01), Report Type (NACT), Date Processed (03/17/2025), *Report Date (03/17/2025), *As of Date (01/01/2000), and *Report Identifier (ADMIN). An 'Actions' section contains a 'Process Request' button highlighted with a red box, along with 'Save', 'Add', and 'Update/Display' buttons.

The screenshot shows the 'Inactive Student Report' interface. At the top, the text 'Inactive Student Report' is highlighted with a red box. Below it, the text 'Florida International Univ | Graduate' is displayed. A message states 'This report last generated on 01/24/2019 3:39PM' with links for 'View Student's Academics', 'Transfer Credit Report', and 'New Window'. There are three buttons: 'Collapse All', 'Expand All', and 'View Report as PDF'. A legend bar shows 'View Status Legend' and three status indicators: 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). Below the legend are two expandable sections: 'GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]' and 'MASTER OF PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION [RG4362]'. The 'Inactive Student Report' link is highlighted with a red box.

USING THE DEGREE AUDIT REPORT

This section will walk you through each component of the online Degree Audit Report (ADV type).

1. STRUCTURE OF PANTHER DEGREE AUDIT

<p>The Panther Degree Audit's structure includes:</p> <ul style="list-style-type: none">• Requirement Group (RG)• Requirement (RQ)• Line (LN) <p>Next to the title of each RG, RQ, and LN, there are numbers enclosed by brackets, i.e. [RG####]. These codes are important for creating or requesting exceptions and troubleshooting.</p> <p>If you do not see these numbers, please e-mail psda@fiu.edu.</p>	<div data-bbox="641 420 1442 478"><p>▾ MASTER OF SCIENCE IN COMPUTER SCIENCE [RG4144]</p></div> <p data-bbox="706 569 1446 667">This degree provides study in state-of-the-art computer applica theoretical foundations of computer science. Status: Not Satisfied</p> <div data-bbox="690 730 1442 789"><p>▾ COMPUTER SCIENCE REQUIRED [RQ4385]</p></div> <p data-bbox="717 802 1446 900">Complete 15 units. Courses must be completed with an avera receive a grade less than 'B-'. Status: Satisfied</p> <ul style="list-style-type: none">▸ Required Courses [RQ4385/LN10]▸ Required Courses [RQ4385/LN15]▸ Required Courses [RQ4385/LN17]
<p>Each milestone in the Student's career is divided into Requirement Groups (RG).</p> <p><u>Please Note:</u> Certificates are not displayed on the degree audit.</p>	<div data-bbox="597 1270 1469 1304"><p>▸ GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]</p></div> <div data-bbox="597 1358 1469 1392"><p>▸ MASTER OF SCIENCE IN COMPUTER SCIENCE [RG4144]</p></div>

Each RG is formed by Requirements (RQ):

- In the example, the “PhD for Public Health [RG4364]” has Requirements (RQ) that need to be satisfied. In this case, those requirements are:
 - Advance to Candidacy [RQ5120]
 - Completion of Dissertation [RQ4956]

PHD IN PUBLIC HEALTH: HEALTH PROMOTION AND DISEASE PREVENTION [RG4364]

This program requires 75 units of graduate level coursework. A minimum 3.00 GPA must be maintained, and all courses needed for graduation must be completed with a grade of 'B' or higher.
Status: **Not Satisfied**

ADVANCE TO CANDIDACY [RQ5120]

Complete the following with a grade of 'B' or higher.
Status: **Not Satisfied**

- ▶ Shared Core Courses [RQ5120/LN10]
- ▶ Method Courses [RQ5122/LN20]
- ▶ Content Courses [RQ5123/LN20]
- ▶ Secondary Field Courses [RQ5124/LN20]
- ▶ 7000 Level Courses [RQ5022/LN20]
- ▶ Qualifying Examination [RQ4955/LN10]

COMPLETION OF DISSERTATION [RQ4956]

Complete the following:
Status: **Not Satisfied**

- ▶ Dissertation [RQ4956/LN20]

Each RQ contains Lines (LN). To view each Line, click ▶ to expand:

- In the example, the “Advance to Candidacy” requirement “[RQ5120]” has six Lines (LN) that need to be satisfied:
 - Shared Core Courses [RQ5120/LN10]
 - Method Courses [RQ5120/LN20]

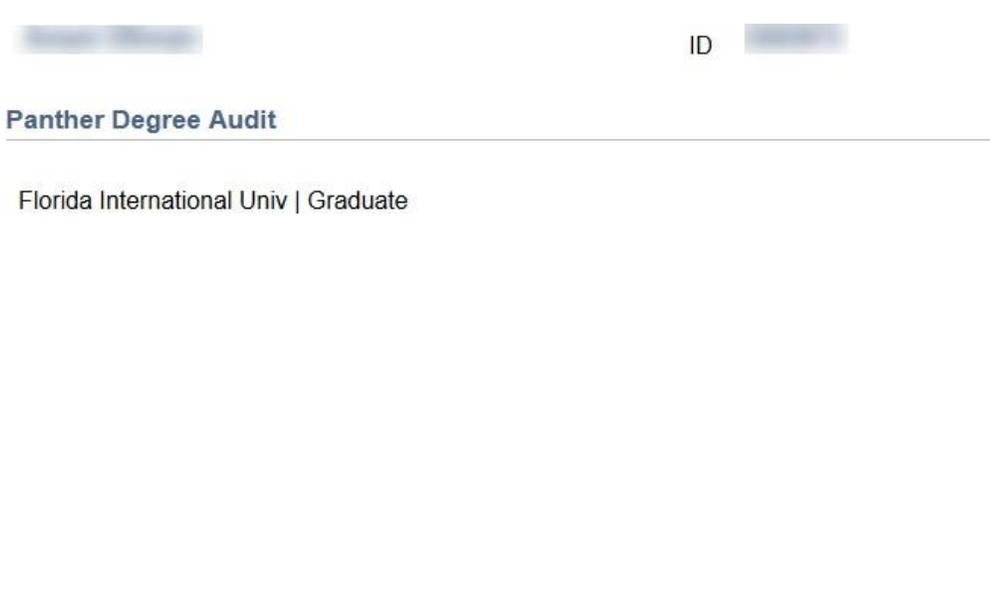
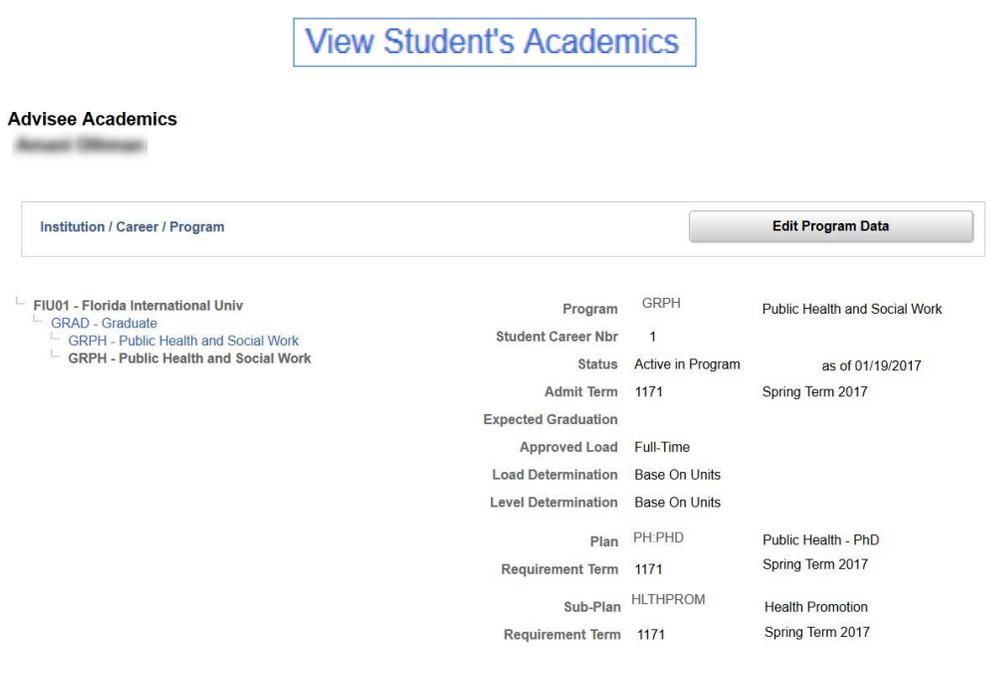
ADVANCE TO CANDIDACY [RQ5120]

Complete the following with a grade of 'B' or higher.
Status: **Not Satisfied**

- ▶ Shared Core Courses [RQ5120/LN10]
- ▶ Method Courses [RQ5122/LN20]
- ▶ Content Courses [RQ5123/LN20]
- ▶ Secondary Field Courses [RQ5124/LN20]
- ▶ 7000 Level Courses [RQ5022/LN20]
- ▶ Qualifying Examination [RQ4955/LN10]

<ul style="list-style-type: none"> ○ Content Courses [RQ5120/LN30] etc. 	
<p>Remember the Panther Degree Audit Report (PDA) is formed by RGs, RQs, and LNs.</p>	 <p>The screenshot shows a hierarchical structure of requirements. At the top is a blue bar labeled 'Requirement Group [RG###]'. Below it is a light blue bar labeled 'REQUIREMENT [RQ###]'. At the bottom is a light blue bar labeled 'LINE [RQ###/LN##]' with a small green triangle icon to its left.</p>

2. IMPORTANT COMPONENTS OF THE PANTHER DEGREE AUDIT (PDA)

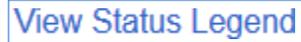
<p>1. The first section displays the Student's name, Panther ID, and any positive or negative indicator ( if applicable).</p> <p>2. Next, it will include the type of report, such as "Panther Degree Audit."</p> <p>3. Lastly, the university's name and Student's career will appear at the end.</p>	 <p>The screenshot shows a header area with a blurred student name and ID. Below this is the title "Panther Degree Audit" and the text "Florida International Univ Graduate".</p>																																				
<p>4. The report will display the date the report was last generated. This should reflect the current date.</p>	<p style="text-align: center;">This report last generated on 01/25/2019 9:31AM</p>																																				
<p>5. Click on View Student's Academics. This will direct you to the Student's "Advisee Academics" page.</p> <p><u>Please Note:</u> Clicking on "View Student's Academics" will open a new tab or window in your internet browser.</p>	 <p>The screenshot shows the "Advisee Academics" page. At the top is a button labeled "View Student's Academics". Below it is a search bar for "Institution / Career / Program" with an "Edit Program Data" button. A breadcrumb trail shows: FIU01 - Florida International Univ > GRAD - Graduate > GRPH - Public Health and Social Work > GRPH - Public Health and Social Work. To the right, a table displays student details:</p> <table border="1"> <tr> <td>Program</td> <td>GRPH</td> <td>Public Health and Social Work</td> </tr> <tr> <td>Student Career Nbr</td> <td>1</td> <td></td> </tr> <tr> <td>Status</td> <td>Active in Program</td> <td>as of 01/19/2017</td> </tr> <tr> <td>Admit Term</td> <td>1171</td> <td>Spring Term 2017</td> </tr> <tr> <td>Expected Graduation</td> <td></td> <td></td> </tr> <tr> <td>Approved Load</td> <td>Full-Time</td> <td></td> </tr> <tr> <td>Load Determination</td> <td>Base On Units</td> <td></td> </tr> <tr> <td>Level Determination</td> <td>Base On Units</td> <td></td> </tr> <tr> <td>Plan</td> <td>PH.PHD</td> <td>Public Health - PhD</td> </tr> <tr> <td>Requirement Term</td> <td>1171</td> <td>Spring Term 2017</td> </tr> <tr> <td>Sub-Plan</td> <td>HLTHPROM</td> <td>Health Promotion</td> </tr> <tr> <td>Requirement Term</td> <td>1171</td> <td>Spring Term 2017</td> </tr> </table>	Program	GRPH	Public Health and Social Work	Student Career Nbr	1		Status	Active in Program	as of 01/19/2017	Admit Term	1171	Spring Term 2017	Expected Graduation			Approved Load	Full-Time		Load Determination	Base On Units		Level Determination	Base On Units		Plan	PH.PHD	Public Health - PhD	Requirement Term	1171	Spring Term 2017	Sub-Plan	HLTHPROM	Health Promotion	Requirement Term	1171	Spring Term 2017
Program	GRPH	Public Health and Social Work																																			
Student Career Nbr	1																																				
Status	Active in Program	as of 01/19/2017																																			
Admit Term	1171	Spring Term 2017																																			
Expected Graduation																																					
Approved Load	Full-Time																																				
Load Determination	Base On Units																																				
Level Determination	Base On Units																																				
Plan	PH.PHD	Public Health - PhD																																			
Requirement Term	1171	Spring Term 2017																																			
Sub-Plan	HLTHPROM	Health Promotion																																			
Requirement Term	1171	Spring Term 2017																																			

6. “View Report as PDF” will allow you to view a PDF version of the PDA.

The PDF version is not interactive.



7. “View Status Legend” will bring you to a new page. Each RG, RQ, and LN has a displayed status.

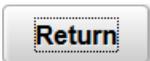


Requirement Status Legend

Satisfied You have successfully completed all the course work needed to satisfy this requirement.

In Progress This requirement will be satisfied upon successful completion of courses in which you are currently enrolled.

Not Satisfied You must complete all outstanding coursework as outlined in your Degree Audit Report in order to satisfy this requirement.



- **Satisfied**: Student has successfully completed all the coursework needed to satisfy this requirement.

COMPUTER SCIENCE REQUIRED [RQ4385]

Complete 15 units. Courses must be completed with an average of 'B' or higher, and only 1 course may receive a grade less than 'B-'.
Status: **Satisfied**

Required Courses [RQ4385/LN10]

Complete the Following:
Status: **Satisfied**

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type
CEN5011	Adv Software Eng	3.00	Fall Term 2017	A	✓	EN
COP5614	Operating Systems	3.00	Fall Term 2018	A	✓	EN
COT5310	Thry Computation I	3.00	Spring Term 2018	A	✓	EN

- **In Progress** : Student will satisfy requirement upon successful completion of currently enrolled courses.

Thesis Option [RQ4386/LN40]

Complete 9 units. A maximum of 3 units of Non-SCIS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: **In Progress**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
CAP5011	Multimedia Systems and Apps	3.00					
CAP5510C	Bioinformatics	3.00					
CAP5602	Intro To Ai	3.00					
CAP5610	Machine Learning	3.00	Fall Term 2018	A	✓	EN	
CAP5627	Affect Intelligent Agent	3.00					

Master's Thesis [RQ4386/LN50]

Complete 6 units. Once enrollment in thesis is initiated, continuous registration for at least 1 unit each semester (including the summer term) is required until the thesis requirement is fulfilled.
Status: **Not Satisfied**

- Units: 6.00 required, 0.00 taken, 6.00 needed
- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
CIS6970	Thesis	1.00 - 10.00					

- **Not Satisfied** : Student must complete all outstanding coursework as outlined on the Student's PDA to satisfy the requirement.

8. Courses have a "Status" and "Type."

-  **Taken** : The courses have already been completed.

There are three different "Types" within "Taken" status:

- **EN: "Enrollment"** - Native FIU courses.
- **TR: "Transfer"** - Transfer courses from another institution.

 **Taken**
 **In Progress**
 **Planned**



Course	Description	Units	When	Grade	Notes	Status	Type	Repeat
MAR4144	Export Marketing	3.00	Fall Term 2017	B+		✓	EN	
TRA4721	Global Logistics	3.00	Spring Term 2018	B		✓	EN	

Course	Description	Units	When	Grade	Status	Type	Repeat
MAR3023	Introduction to Marketing	3.00	Spring Term 2017	B	✓	TR	

- **IT: “Internal Transfer” - Credits that were taken before current Admit Term.**

Course	Description	Units	When	Grade	Status	Type	Repeat
CRW5934	Special Topics Crw	4.00	Fall Term 2009	A	✔	IT	M

-  **In Progress:** The Student is currently enrolled in the course.

Course	Description	Units	When	Grade	Status	Type	Rep
CRW6971	Creative Thesis	3.00	Fall Term 2012		◆	IP	

-  **Planned:** The Student added the courses to his/her planner. (Planned courses only appear in the Planner Report.)

EDH6943	Practicum HEA	3.00	Fall Term 2015			★	PL
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9. The “Repeat” column indicates which courses have been repeated.

There are four different “Repeat” codes:

- **EXC:** Courses do not count towards total hours, but count towards GPA.
- **INCG:** Courses count towards both total hours and GPA.
- **M:** Repeated for credit with advisor approval.

GLY5754	Ap Remote Sensing	3.00	Spring Term 2005	A	✔	EN	EXC
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Course	Description	Units	When	Grade	Status	Type	Repeat
EDH6047	College Stdnt Life	3.00	Spring Term 2012	A	✔	EN	INCG

Course	Description	Units	When	Grade	Status	Type	Repeat
CRW5934	Special Topics Crw	4.00	Fall Term 2009	A	✔	IT	M

Please Note: The codes will always be corresponding to each other, such as “EXC” to “INCG.”

9. Expanded or Collapsed View:

- **Satisfied RGs, RQs, and LNs will collapse. To expand a collapsed section, click on .**

The Requirement will expand and show courses used to satisfy the section.

- **Any requirement that is not satisfied will initially display in expanded view.**

HOSPITALITY ELECTIVES [RQ4329]

Complete the following:
Status: **Satisfied**

▶ 5000/6000 Level Hospitality Electives [RQ4329/LN10]

Shared Core Courses [RQ5120/LN10]

Complete 12 units.
Status: **Satisfied**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
PHC6091	Biostatistics 2	3.00	Spring Term 2017	A	✓	EN	
PHC6601	Emerging Iss in PH	3.00	Fall Term 2017	A	✓	EN	
PHC7705	Meth in Evid Bas PH	3.00	Spring Term 2017	A	✓	EN	
PHC7981	Research Concepts	3.00	Fall Term 2018	A	✓	EN	

Health Systems Research Content [RQ5955/LN30]

Complete the following courses.
Status: **Not Satisfied**

- Units: 15.00 required, 0.00 taken, 15.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
PHC6118	Pop Health Man I	3.00					
PHC6155C	Health Policy Analysis	3.00					
PHC6430C	Public Health Economics	3.00					
PHC7908C	Hlth Sys Readings 1	3.00					
PHC7909C	Hlth Sys Readings 2	3.00					

- **Clicking**



will collapse or expand all sections in the degree audit.

- If you notice a section without courses displaying, this is because, by default, the requirement only displays the first ten courses on the list.

- There are three ways to display the course(s) used to satisfy this section:

- **Sorting:** Click twice on any header titles. The most common header sort is “When.”

- **“View All”:** All courses listed will be displayed.

- **Arrows:**



Allows you to see the other courses listed.

Please Note: The ‘View All’ and arrows can be used in “Not Satisfied” requirements to display

Panther Degree Audit

Florida International Univ | Graduate

This report last generated on 01/25/2019 11:48AM [View Student's Academics](#) [Transfer Credit Report](#) [New Window](#)

[View Status Legend](#) ✔ Taken ◆ In Progress ★ Planned

▶ GENERAL UNIVERSITY GRADUATE REQUIREMENTS [RG4563]

▶ MASTER OF SCIENCE IN HOSPITALITY MANAGEMENT [RG4125]

The Panther Degree Audit is a supplemental report used for planning. This report may not yet contain all current exception requests submitted by your Department. Final confirmation that you have met all degree requirements is subject to the approval of your academic unit. If you have any questions regarding the Panther Degree Audit, please contact your Department.

[Return to Report Request](#) [View Report Request Log](#)

▼ Non-Thesis Option [RQ4386/LN30]

Complete 15 units. A maximum of 3 units of Non-SCIS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: **Not Satisfied**

- Units: 15.00 required, 12.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
CAP5011	Multimedia Systems and Apps	3.00					
CAP5510C	Bioinformatics	3.00					
CAP5602	Intro To Ai	3.00					
CAP5610	Machine Learning	3.00	Fall Term 2018	A	✔	EN	
CAP5627	Affect Intelligent Agent	3.00					
CAP5771	Princip Data Mining	3.00					
CAP6776	Adv Info Retrieval	3.00					
CAP6778	Adv Data Mining	3.00					
CDA6939	Adv Computer Arch	3.00					
CEN5064	Software Design	3.00					

course lists with more than 10 courses.

▼ Thesis Option [RQ4386/LN40]

Complete 9 units. A maximum of 3 units of Non-SCIS courses and a maximum of 3 units of Independent Study/Dissertation may be used.
Status: **In Progress**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type	Repeat
CAP5011	Multimedia Systems and Apps	3.00					
CAP5510C	Bioinformatics	3.00					
CAP5602	Intro To Ai	3.00					
CAP5610	Machine Learning	3.00	Fall Term 2018	A	✓	EN	
CAP5627	Affect Intelligent Agent	3.00					
CAP5771	Princip Data Mining	3.00					
CAP6776	Adv Info Retrieval	3.00					
CAP6778	Adv Data Mining	3.00					
CDA6939	Adv Computer Arch	3.00					
CEN5064	Software Design	3.00					

1-10 of 82 | [View All](#)

10. Students with “Not Satisfied” sections will be able to click on courses and add them to their planner or shopping cart. Students will be able to enroll once they have an enrollment appointment date.

Please see the next section for explanation.

11. “Transfer Credit Report” at the top of the degree audit will open a new tab or window. This will show the Student’s transfer courses, test and other credits.

[Transfer Credit Report](#)

▼ Course Credits

Model Nbr 1 Posted
 Institution Florida International Univ Credit Source Type External
 Career Undergraduate Source Institution Miami Dade College
 Program Undergraduate Education

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Summer Term 2015	STA 2023	3.00	C	Posted	STA 2023	3.000	C	
Summer Term 2015	SPC 1017	3.00	C	Posted	SPC 2608	3.000	C	
Summer Term 2015	SLS 1510	3.00	A	Posted	SLS 1501	0.000	A	Exclude Repeat - No Credit
Summer Term 2015	SLS 1125	3.00	A	Posted	SLS 1501	3.000	A	Include Repeat
Summer Term 2015	PSY 2012	3.00	B	Posted	PSY 2012	3.000	B	
Summer Term 2015	PHI 2010	3.00	D	Posted	PHI 2010	3.000	D	
Summer Term 2015	OCE 1001	3.00	B	Posted	GPS UCC1	3.000	B	
Summer Term 2015	MAT 1033	3.00	C	Posted	MAT 1033	3.000	C	
Summer Term 2015	MAN 2021	3.00	C	Posted	TRF 1000	3.000	C	
Summer Term 2015	MAC 1105	3.00	A	Posted	MAC 1105	3.000	A	
Summer Term 2015	GEB 1011	3.00	A	Posted	GEB 2011	3.000	A	
Summer Term 2015	ENC 1102	3.00	C	Posted	ENC 1102	3.000	C	
Summer Term 2015	ENC 1101	3.00	A	Posted	ENC 1101	3.000	A	
Summer Term 2015	ECO 2013	3.00	C	Posted	ECO 2013	3.000	C	
Summer Term 2015	ECO 2023	3.00	B	Posted	ECO 2023	3.000	B	

REQUESTING STUDENT EXCEPTIONS

Use the “**Request Student Exceptions Form**” to request changes to existing requirements and make exceptions for a specific Student. “**Request Student Exceptions**” enable authorized advisors, faculty advisors and staffs to request an override in any part of a student’s degree requirements. The difference between ‘create’ and ‘request’ exceptions is based on the security role assigned to you by your College/School.

The Request Student Exceptions form can be found on the student’s Panther Degree Audit you wish to submit a request for in the form of a Drop-Down Menu next to the requirement.

There are three types of Student Exceptions:

1. **Course Directive** – A Course Directive is a type of advisement override that mandates (or directs) where specific courses will or will not be used to satisfy requirements. This is the preferred way to create a course substitution.
2. **Requirement Change** - A Requirement Change indicates that the override acts as a change to a specific requirement.
3. **Requirement Waiver** - A Requirement Waiver indicates that the override waives a specific existing requirement.

1. After generating a student’s Panther Degree Audit, you will open the Drop-Down menu next to the Requirement Line you wish to submit an exception request.

MASTER OF SCIENCE IN DATA SCIENCE [RG5459]

Complete the following.
Status: **Not Satisfied**

DATA SCIENCE CORE [RQ5863]

Complete the following.
Status: **Satisfied**

▸ Data Science Courses [RQ5863/LN10]

▸ Data Analysis [RQ5863/LN20]

▸ Introduction to Artificial Intelligence [RQ5863/LN30]

2. After opening the Drop-Down menu, select the type of exception you would like to request.

- a) **Request Change**- change the required units or # of courses in the requirement.
- b) **Request Course Directive**- move a courses/courses to a different requirement line.
- c) **Request Waiver**- waiving the ENTIRE Requirement Line.

3. After selecting a request type, click on the Go button.

MASTER OF SCIENCE IN DATA SCIENCE [RG5459]

Complete the following.
Status: **Not Satisfied**

DATA SCIENCE CORE [RQ5863]

Complete the following.
Status: **Satisfied**

▸ Data Science Courses [RQ5863/LN10]

▸ Data Analysis [RQ5863/LN20]

▸ Introduction to Artificial Intelligence [RQ5863/LN30]

CAPSTONE [RQ5864]

Capstone course involves a large data analysis project that synthesizes the student's learning process from the Master Degree program. The course will be offered as variable credit (1-3) so that a student can complete requirement over two semesters.
Status: **Satisfied**

Request Change
Request Course Directive
Request Waiver

Request Change
Request Course Directive
Request Waiver

REQUEST CHANGE

Indicates that the override acts as a change to a specific requirement.

4. On the Request Student Exception form for **Request Change**, most of the information is already populating by default.

5. Next, input inside the Reason for Exception box the details of your request.

Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.

6. For the Requirement Change Detail:

- Input desired Minimum Units and/or Minimum Courses.
- Leave Max units/courses blank.

Please Note: The PDA displays the RQ or LN in "Units" or "Courses."

FIU Exceptions Entry Form

Request Student Exception Academic Career: GRAD

Student's Name [Redacted]

Direct Exceptions To [Search] [Back] [2 of 2] [View All]

Exception Sequence 2 Entered on: 03/18/2025

Advisor: [Redacted]

*Operation Code: Requirement Change *Processed? N

by

*Req Group: 005459 MS IN DATA SCIENCE

*Acad Requirement: 000005863 DATA SCIENCE CORE 2022

Line Nbr: 0010 Data Science Courses

Reason for Exception [Redacted]

Requirement Change Detail [Search] [Back] [1 of 1] [View All]

Minimum Units: [] Maximum Units Allowed: []

Minimum Courses: [] Maximum Courses Allowed: []

OK Cancel Apply

Professional Studies Group II [RQ4535/LN20]

Complete one course.
Status: **Not Satisfied**

• Units: 3.00 required, 0.00 taken, 3.00 needed

Application Development [RQ4282/LN30]

Choose from the following:
Status: **Not Satisfied**

• Courses: 2 required, 0 taken, 2 needed

7. After inputting requested minimum units and/or courses, click on the Apply button. Form will save but remain on this page.

8. Next, click OK button to submit your request. The page will return you to the student's Panther Degree Audit.

9. After submission, you should receive an email notification of your request.

10. Once the PSDA Office processes the exception and "Processed" field changes from "N" to "Y," you will receive an e-mail confirming completion. You will not be able to make any modifications to the online request.

11. If you need to do any modifications to a "Processed" request, please e-mail psda@fiu.edu.



*Processed?	<input type="checkbox" value="N"/>
by	

REQUEST COURSE DIRECTIVE

Course Directive: A type of advisement override that mandates (or directs) where specific courses will or will not be used to satisfy requirements. This is the preferred way to create a course substitution.

12. On the Request Student Exception form for Request Course Directive, most of the information is already populating by default.

13. Next, input inside the Reason for Exception box the details of your request; i.e. the course(s) to be moved to which requirement.

Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.

14. For the Requirement Change Detail:

- Directive Type:

Substitute: Use this option to include a course into a requirement. This is the most commonly used option.

Exclude: Use this option to prevent courses from being applied to a specific requirement.

For example, removing a

FIU Exceptions Entry Form

Request Student Exception Academic Career: GRAD

Student's Name [REDACTED]

Direct Exceptions To [Search] | [K] | [2 of 2] | [View All]

Exception Sequence 2 Entered on: 03/18/2025

Advisor: [REDACTED]

*Operation Code: Course Directive *Processed? N

by

*Req Group: 005459 MS IN DATA SCIENCE

*Acad Requirement: 000005863 DATA SCIENCE CORE 2022

Line Nbr: 0010 Data Science Courses

Reason for Exception [REDACTED]

Requirement Change Detail [Search] | [1 of 1] | [View All]

Course Sequence: 0001 *Directive Type: Substitute

Source: [REDACTED]

Subject: [REDACTED] Catalog Nbr: [REDACTED]

*Directive Type: Substitute

Exclude

Substitute

course the student has already taken from appearing in that requirement.

- Course Source:

Course Offerings: Courses offered by the institution. It will show active courses currently being offered from the course catalog.

Enrollment: Courses that the student took or enrolled at FIU.

Other Credit: Course Waiver processed by TCPC.

Test credit: Credits from test, such as AP, CLEP, etc.

Transfer Courses: Courses taken at another institution.

- Subject & Catalog Number:

Input or select the Subject & Catalog Number for the course(s).

Source:

Subject:



Catalog Nbr:



15. After inputting course(s), click on the Apply button. Form will save but remain on this page.

16. Next, click OK button to submit your request. The page will return you to the student's Panther Degree Audit.

17. After submission, you should receive an email notification of your request.

18. Once the PSDA Office processes the exception and "Processed" field changes from "N" to "Y," you will receive an e-mail confirming completion. You will not be able to make any modifications to the online request.

19. If you need to do any modifications to a "Processed" request, please e-mail psda@fiu.edu.



*Processed? N

by

REQUEST WAIVER

Indicates that the override waives a specific requirement.

18. On the Request Student Exception form for **Request Waiver**, most of the information is already populating by default.

19. Input the inside the Reason for Exception box the details of your request; i.e. which requirement is being waived and/or the reason for the waiver.

Please Note: This information will be displayed on the Student's PDA. Student will see this note once it has been processed.

Please Note: Waiving RGs is not a common practice. Mainly all waivers can be applied to the RQs and LNs.

20. After inputting requested waiver, click on the **Apply** button. Form will save but remain on this page.

21. Next, click **OK** button to submit your request. The page will return you to the student's Panther Degree Audit.

22. After submission, you should receive an email notification of your

FIU Exceptions Entry Form

Request Student Exception Academic Career: GRAD

Student's Name [REDACTED]

Direct Exceptions To [REDACTED] | [REDACTED] | [REDACTED] | 2 of 2 | View All

Exception Sequence: 2 Entered on: 03/18/2025

Advisor: [REDACTED]

*Operation Code: Requirement Waiver *Processed? N

by

*Req Group: 005459 MS IN DATA SCIENCE

*Acad Requirement: 000005863 DATA SCIENCE CORE 2022

Line Nbr: 0010 Data Science Courses

Reason for Exception [REDACTED]

OK Cancel Apply

OK Cancel Apply

submitted request.

23. Once the PSDA Office processes the exception and “Processed” field changes from “N” to “Y,” you will receive an e-mail confirming completion. You will not be able to make any modifications to the online request.

24. If you need to do any modifications to a “Processed” request, please e-mail psda@fiu.edu.

Please Note: Any exceptions processed can be edited and/or undone.

*Processed?

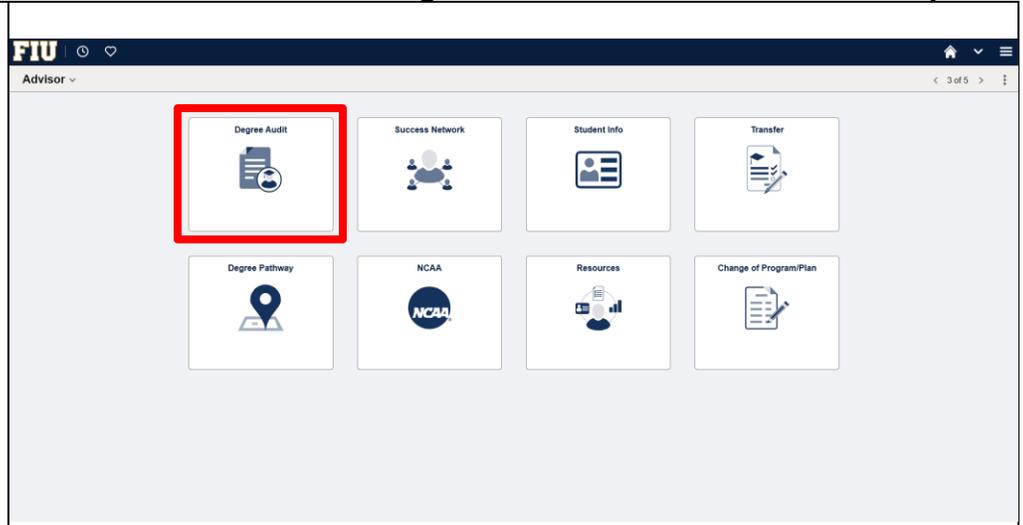
N

by

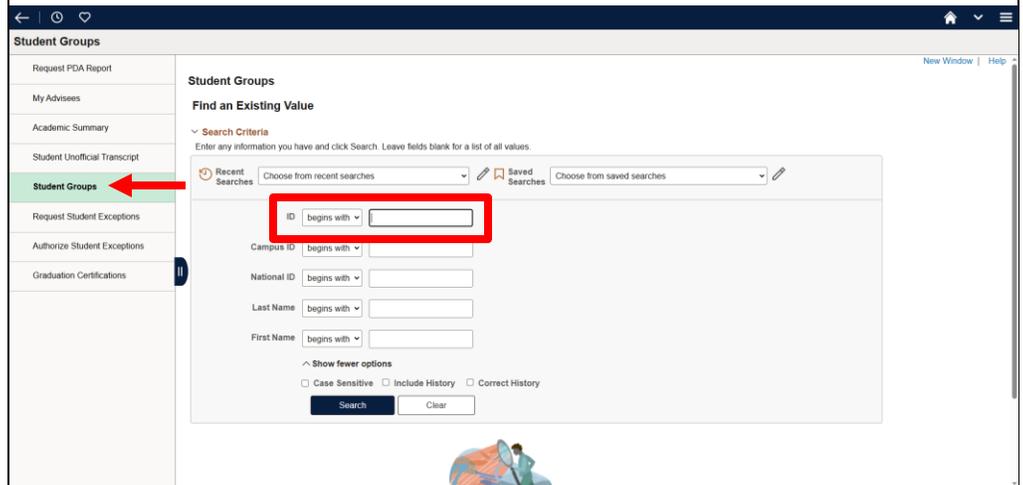
MAINTAINING STUDENT GROUPS

Navigation: Records and Enrollment ⇨ Career and Program Information ⇨ Student Groups

1. Click on the “Degree Audit” tile and select “Student Groups.”



2. Enter Student's Panther ID and then click .



**3. Enter Student Group
“Code” and then click**



Please Note: Not all plans will use “Student Group.”

If the student already has an existing Student Group, Click on the first  to add a new one

Student Groups

Academic Institution Details

*Academic Institution Florida International Univ
*Student Group



Details

*Effective Date *Status

Comments

Last Update Date/Time

by

Type

**4. Run a PDA report to
verify successful set
up.**

PROFESSIONAL DEVELOPMENT SEMINAR [RQ4235]

Complete the following:
Status: **Satisfied**

▼ **Professional Development Seminar I [RQ4235/LN10]**

Complete all seminar requirements.
Status: **Satisfied**

**If you have any questions after reviewing this tutorial, please contact:
Office of Academic Advising Technology
psda@fiu.edu.**