

## **Stephen F. Austin State University Course Discrepancy Reports**

### **Courses With Non-active Faculty Assigned (IR275B)**

- Lists courses assigned to instructors who do not have an active status.

### **Courses With No Faculty Assigned (IR693)**

- Lists courses with no faculty assigned or inappropriately assigned.

### **Reasons for Report Review:**

- To evaluate courses with faculty that cannot be correctly reported to the Texas Higher Education Coordinating Board (THECB).
- To update courses with discrepancies regarding non-active faculty and invalid faculty assignments.

### **Suggested Method for Report Use:**

1. Review each course record on the report and determine if the faculty member assigned to the course is accurate.
2. If the faculty member assigned is accurate, access screen 1F3 in Student Information System (SFAADM, SIP):
  - Type the individual's Social Security number in the Faculty ID field, and hit enter.
  - Change the 'Status' field to an active value and update the 1F4 screen if needed.

**Note: If the active status of the faculty member has already been updated through the review of another record or report, it is not necessary to access the record again for the status change.**
3. If the faculty member assigned to the course is inaccurate, determine the appropriate faculty member (and their Faculty ID) for the course, access screen 129 in the Student Information System (SFAADM, SIP):
  - Type in the course identification (SECTION\_ID) and term; hit enter.
  - Tab to the 'Instructor ID:' field; type the Faculty ID; and hit enter. The faculty member's name should appear in the 'Schedule Names:' field and the 'Date Last Maint:' should reflect the current date to indicate that the record has been effectively updated.
4. If the record does not appear to be updated, then confirm the Faculty ID and re-enter if necessary. If the record is still not updated, then the faculty member has probably not been entered into the 1F3 and 1F4 screens. To add the faculty for appropriate update:
  - Access the 1F3 screen and type the individual's Social Security number (or last name) in the Faculty ID field, and hit enter.
  - Complete the 1F3 and 1F4 screens appropriately.
  - Repeat step number 3 to update the course record.

**For questions concerning these reports, please contact the SFA Office of Institutional Research at extension 3806.**