

Using Degree Audit

What is a degree audit?

Your degree audit worksheet will display the courses you've completed as well as those for which you are registered. The audit will show you any degree, major, minor, or concentration requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.

How is my degree audit different from a transcript?

Your degree audit is an unofficial document and can be viewed as a tool to provide you with academic information related to your degree progress and help you plan your academic schedule.

How is the degree audit organized?

The audit is divided into blocks. The first block provides student information and is displayed at the top of the audit, followed by requirement blocks. These blocks help students to track the progress towards completing their degree.

What are the different blocks after the requirements?

- **Additional Earned Hours** is a list of additional courses that count toward your overall hours and GPA. Open electives may appear here.
- **Withdrawn, Failed, or Repeated** is a list of courses that do not meet academic requirements.
- **In-Progress** lists courses that you are registered for but have not yet received grades. They could be courses in the past, present or future.
- **Not Counted** is a list of courses that don't count toward overall hour or GPA requirements. Many of these are developmental courses.

How does the audit decide where to place courses that I have completed?

The degree audit places each course using a "best fit" scenario. This process will not always be perfect, particularly when multiple possibilities exist. If you have a course that does not appear in the area in which you wanted to use it, your advisor can work with the appropriate office(s) to correct this.

Degree Works placed one of my courses in two different places. Is that okay?

In most cases, yes. Degree Works is programmed to recognize that some courses can fulfill more than one requirement. If you have any concerns, you should contact your advisor.

What does the @ symbol mean?

If the @ sign appears after a course prefix (i.e. PSY @), it means you can take any course with that subject prefix (any course in Psychology). Similarly, 1@, represents anything at the 1000-level. If the @ sign appears with course numbers after it (i.e. @ 1000:4999), this means that you can take a 1000- to 4000- level course from any subject area. A requirement of @ @ is a completely open elective and can be satisfied by any course.

Does Degree Works include my AP credit and transfer work?

Yes, all credit by examination and transfer work that was accepted will be included in Degree Works.

Why isn't my transfer work meeting a requirement?

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, all requirements have been met and this course is simply not needed. Check with your academic advisor to be sure.

Why isn't there a check mark next to a requirement I've already completed?

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, they will contact the Registrar' Office for assistance.

My advisor petitioned to waive/substitute a course. How do I know if my substitution has been approved?

Approved substitutions will appear on your degree audit worksheet. You should contact your advisor to resolve any substitution issues.

If I think my audit is incorrect, who should I contact?

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, they will contact the Registrar's Office for assistance.

How do I determine my bulletin year?

The bulletin year for each set of requirements is listed on the top right of the requirement block.

My major is incorrect; who should I contact?

Check with your academic advisor for assistance.

Where can I see my second major or my minor?

Degree Works is designed to show a listing of your majors and minors in the Student View audit. Additionally, each major and minor is broken out into individual requirement blocks within the audit. Students pursuing simultaneous degrees or a second major in a degree will need to click on the Degree drop-down box at the top of the Student View audit in order to view the additional requirements.

Where can I see my audit for my second degree?

You can access your second degree audit by using the Degree drop down menu at the top of the screen.

If I withdraw from a class, will that be reflected in my audit?

Courses from which you have withdrawn (grade of W) will appear in the Withdrawn, Failed, or Repeated block on your audit.

Are in-progress courses used to satisfy requirements?

Yes. When used, in-progress courses are highlighted in blue and marked with a blue tilde symbol. The grade for in-progress courses shows as "REG".

Why does "Credits Applied" indicate I have more credits than I've actually completed?

Degree Works counts completed and in-progress courses (currently in-progress and future courses you have registered for) in the “Credits Applied” category.

Why are my newly registered courses not appearing in Degree Works?

Degree Works refreshes overnight, so newly registered courses won't appear until the next day.

I'm thinking of changing my major/minor/concentration. Can I see my courses applied to a different major, minor or other plan?

Yes. The What If function will perform an audit based on the hypothetical major/minor/concentration and will show how your completed, current, and planned coursework meets the requirements of the hypothetical major/minor/concentration.

Can I print a degree audit?

Yes, you can use the "Print" option in your web browser, or click “Create PDF” at the top of the audit then open and print the PDF version of the audit.

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