What is Degree Audit?

Degree Audit is a system used to automatically check a student's progress in their chosen degree program(s). The system produces point in time reports called degree audits. These reports allow students and advisors to see a how their courses apply to requirements and what requirements they have remaining to graduate. Below is a break-down of each section of the audit and the information that students can expect to receive in the audit.

Header Information:

Header information, contained at the top of the degree audit, displays student information for that specific degree audit. Information includes: date on which the audit was requested; student name, degree program code and description; student ID number; and catalog year of the degree audit requested. The catalog year in this section will be listed with the term and calendar year.
See Figure A.

Figure A: Audit header information.

Prepared On	02/13/2016 11:19 AM	Program Code	ESBS---MEEN	Catalog Year	Fall 2013
Student ID		Graduation Date		Job ID	

Requirements:

The main body of the audit includes a statement about the overall status of the audit and as well as each requirement with details. The overall status in the example below is "AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED." There are two other possible statements. One indicates all requirements are completed and the other indicates that all requirements will be completed once in-progress courses are completed successfully.

Below the overall status statement, each requirement is displayed with its completion status indicated by both color and symbol. You can put your mouse on any of these symbols to see a text description of its meaning. If no symbol is to the left of the requirement, the requirement is either optional or informational. You can click on any one of the symbols or requirements to drill into the details for that area of the audit.

> ❯ ✖   Red X – This requirement is NOT complete.

> ❯ ✅ Green check mark – This requirement is complete.

> ❯ ▬   Green ellipses – This requirement is currently in progress. If courses are completed with a satisfactory grade, the requirement will be complete.

How to expand individual requirements:

Figure D displays a summary of requirements. Clicking on any of the requirements will expand the view and display the details of the selected requirement. Figure E is the result of clicking on the *Letters, Arts & Sciences – Communication – General Comm Studies Required Courses* requirement.

Figure D: Summary of requirements.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> ☒   **Letters, Arts & Sciences - General Information**

> ☒   **Compass Curriculum**

> ☒   **Letters, Arts & Sciences Residency**

> ☒   **Letters, Arts & Sciences - Restrictions and Limitations**

> ☒   **Communication - General Communication Studies Hours/GPA**

> ▬   **Letters, Arts & Sciences - Communication Restrictions**

>   **Communication - Required Annual Advising**

> ☒   **Communication - General Comm Studies Required**

Figure E: Expanded requirement displaying sub-requirements.

☑☒   **Communication - General Comm Studies Required**

1) GENERAL COMMUNICATION STUDIES REQUIRED COURSES
   Complete all courses and requirements listed below.

☒ 2) FOUNDATION COURSES
   Complete 3 foundation courses from those listed below.

                                2 COURSES TAKEN

| SP14 | COMM1440 | 3.0 | A | Foundations of Leadership |
| SP14 | COMM2100 | 3.0 | A | Honors |

    NEEDS: 1 COURSE

    SELECT FROM: COMM1000, 1020, 2250, 3150, 3240, 3280

☒ 3) COMM 2030 Introduction to Communication Theory

☒ 4) COMM 2500 Research Methods
   Prerequisite: ID 1050 or MATH 1040

▬ 5) COMM 3440 Organizational Leadership

| SP16 | COMM3440 | 3.0 | *** | Organizational Leadership |

☒ 6) COMM 3650 Mass Media and Society

☒ 7) COMM 4000 Rhetorical Dimensions in Communication

☒ 8) COMM 4200 Persuasion

☒ 9) GENERAL COMMUNICATION ELECTIVES
   Complete 9 additional hours from the courses listed
   below to fulfill total and upper-division hour
   requirements for the major.

    NEEDS: 9.0 HOURS

    SELECT FROM: COMM1000, 1020, 1440, 2100, 2150, 2240, 2250, 2270, 2440, 2900, 3100, 3150, 3200, 3230, 3240,
   COMM3250, 3280, 3300, 3330, 3400, 3450, 3500, 3650, 3800, 3850, 4050, 4090, 4100, 4140, 4150,
   COMM4160, 4170, 4200, 4220, 4250, 4270, 4280, 4290, 4440, 4510, 4690, 4750, 4770, 4800, 4900,
   COMM9400

☒ 10) REQUIRED SENIOR EXAM
   After you have completed the Senior Audit, the
   Communication department will contact you with
   the location, days, and times to take the required
   Senior Exam.

The details of a requirement are called sub-requirements. The completion status of each sub-requirement is indicated by the same symbols as those used at the requirement level. In Figure E, you can clearly see which sub-requirements are in-progress and which is in-progress.

Depending on the campus, this may either result in a PDF file of course descriptions or a web-based search tool displaying the course description for the course you clicked on.
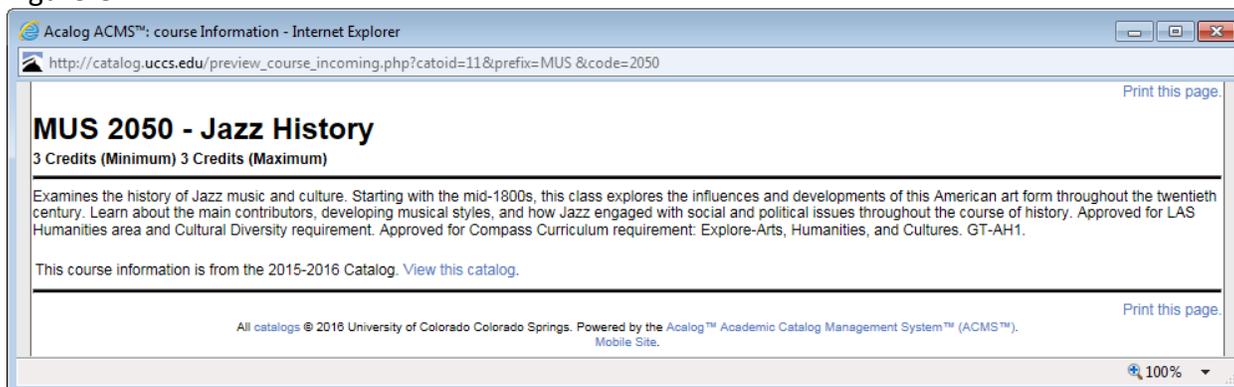
Requirement and Sub-requirement Course Lists:

Course lists within the degree audit can be presented as links to the course catalog. Clicking on courses underlined in the SELECT FROM lines will open a new window. In Figures F and G, MUS 2050's link brought up a web page containing the course's description.

Figure F: Sub-requirements.


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☒   1) CULTURAL DIVERSITY
         > Students are required to take a course that increases
         their awareness of cultural diversity.
         > The cultural diversity course may be within your
         major, an elective, or part of an Area Requirement
         (Humanities, Natural Science, or Social Science).

         SELECT FROM:        ART HISTORY: AH 3430
                             ANTHROPOLOGY: ANTH3250,3420
                             COMMUNICATION: COMM3280
                             ENGLISH: ENGL3320,4060
                             GEOGRAPHY: GES 4680
                             HISTORY: HIST3520,3580
                             LANG/CULTURES: ASL 4000 FCS 3360,4210
                             MUSIC: MUS 2050
                             PHILOSOPHY: PHIL3180,3230,4550
                             SOCIOLOGY: SOC 2200,2250,3220,3250,3290,4240,4290,4390,4680
                             SPANISH: SPAN4210,4420
                             THEATRE: THTR3240
                             WOMENS/ETHN ST: WEST1010,2020,3090,3130,3150,3250,3290,3360,3420,3520,3580,
                             WEST4120,4280,4550,4680
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Figure G

Requirement and Sub-Requirement Text:

EARNED: Reports the calculated number of sub-requirements (sub-groups), hours, number of courses and/or grade point average (GPA) applying toward the requirement and sub-requirement.

NEEDS: Reports the number of sub-requirements (sub-groups), hours, number of courses and/or GPA still needed to complete the requirement and sub-requirement.

TEXT: Each requirement and sub-requirement can display descriptive or instructive text.

NOT FROM and SELECT FROM: Is text identifying the course list that will be rejected from or accepted by the sub-requirement.

CATALOG YEAR*: Is the academic year of the catalog associated with the student record or requirements and is typically listed as a five digit format in the audit. The first four digits represent the year and the last digit represents the term. The term digit codes are:

7=fall   1=spring   4=summer

*NOTE: When using the *What-If* feature to view a "what if" audit you must select a Catalog Year. The option selected will determine the year and term used for the *Catalog and Matriculation Year* used for requirements in the "what if" audit.

Status Indicators and Legend:

Status Indicators are used in the audit and are seen at the left of some sub-groups within requirements. The following status indicators may be in an audit:

> ☒   The sub-group is complete - the number of courses and/or hours taken, and the courses used are listed; the SELECT FROM typically displays until the entire requirement is completed.

> ☑   The sub-group is not complete.

OR: Only one of two or more sub-groups needs to be completed.

+R or -R: This sub-group is required to be completed.

The legend provides a description of various symbols you may see throughout the audit. The grade of *** indicates the student is registered for the course. The other items in the legend shown below are called course flags. When relevant, each shows to the right of the course grade and is preceded with a >. The meaning of each is in the legend. See examples in Figures G-J for the most commonly seen flags.

Figure H: Audit legend.

> ****** Legend ******
Explanation of Symbols and Grades used on Audit:

*** = Registered
>R = Repeated >N = Repeated, no credit
>S = Hours split >M = Metro course, not in GPA
>V = Composite Grade from a many-to-one transfer equivalency
>X = Course Forgiveness (UCB only), not in GPA
>Z = Course taken as a Graduate Non-Degree Seeking student

Figure I: Example of course flag indicating that the credit hours for the course were split. The course was a 3-credit course.

| FA96 | PHIL102 | 2.0 | A | >S | Introduction to Ethics |
| | | | | | PROCESSED AS: PHIL1020 |

Figure J: Example of course flag indicating the course has been taken more than once. There is no credit reduction unless there is also a >N flag.

FA15	HIST3000	3.0	A	>R	Russian Avant Garde Cinema
SP16	HIST3000	3.0	***	>R	Emergence of Infinity
SP16	HIST3000	3.0	***	>R	Silk Road: Nature/Goods/Ideas

Figure K: Example of course flag indicating the course has been taken for Course Repetition. The course has been removed from both the credit hour calculations.

| SP01 | ENGL1410 | 0.0 | F | >N | >R |
| | | | | | Rhetoric & Writing I |