DEGREE AUDIT
Guide for Faculty/Staff

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Why a Degree Audit?

A Degree Audit is a web-based tool that provides an unbiased detailed evaluation of a students progress toward degree completion. The Degree Audit outlines program requirements and compares them against a students academic history. The audit is not an official certification of the student's academic record, such as a transcript, but is a planning tool. Loaded with special features, the degree audit can be used as a mechanism by faculty/staff advisors to supplement advising meetings with students, and by students to plan and monitor their academic journey. The Degree Audit becomes a vital tool for academic planning, course selection, and scheduling and should be used in conjunction with regular advising practices.

DU Bulletin

- The DU Bulletin is used as the primary source document for building out the cards. Maintaining an accurate bulletin is important for accuracy on the Audit Worksheet.
- The templates in the Student Educational Planner (SEP) are also built with the DU Bulletin as the source document for the information.
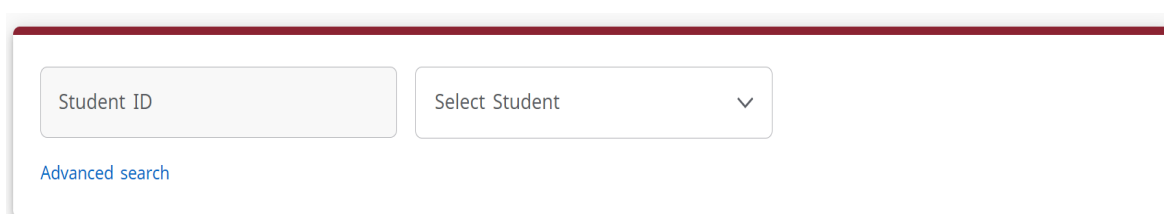
Degree Audit Specialist

- The Degree Audit Specialist will be your main contact for functional issues. This person is housed in the Office of the Registrar and serves as the functional Subject Matter Expert (SME) for the Degree Audit system.
- The Audit Worksheet is highly customizable. If you would like to make any adjustments to how the information is displayed, please contact the Degree Audit Specialist. This person will be able to assist you with the functional details needed to achieve an Audit Worksheet that is tailored to your students needs.
- The Degree Audit Specialist will also be your main functional contact for the Student Educational Planner (SEP) and the Transfer Equivalency Self Service (TESS) system.
- Additional trainings, support documentation and special topic collaboration may be requested from the Degree Audit Specialist.

Getting Started

- **What** is a Degree Audit?
  A Degree Audit is a Web-based tool for students and their advisors/mentors to monitor academic progress toward degree completion.

- **Where** do I access my Degree Audit?
  Log into my.du.edu and navigate to Advising Resources, then to the Advising Tools and Resources page. Under the Daily Advising Tools section, you will find the degree audit tool. You can also search directly for the degree audit using the search bar at the top of the page.

- **Who** currently has an audit available?
  Any University of Denver student who matriculated beginning Fall 2014 will have a degree audit available.

Degree Audit Worksheets: Faculty View

- When you open the Degree Audit, you will be taken directly to the search feature.
- Students assigned to you as an advisee will auto-populate in your search. If you need to look up additional students, you can use the advanced search feature.
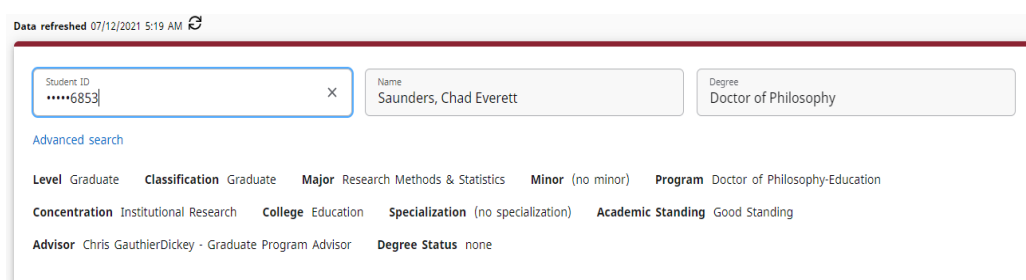

- Select the student you would like to review and you will be taken to their Audit Worksheet
- In the header card, you will find:
  - Student ID (Masked)
  - Name
  - Degree(s)
  - Level
  - Classification
  - Major(s)
  - Minor(s)
  - Program
  - Concentration (If applicable)
  - College
  - Specialization (If applicable)
  - Academic Standing
  - Advisor/Mentor
  - Degree Status
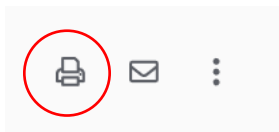
Multiple degrees or certificates

- If the student is seeking more than one degree or a certificate, there will be an Audit Worksheet for each degree or certificate that the student has listed on their student record.

- You can view the other available audits by using the down arrow in the Degree field.

- If you do not see a specific degree or certificate listed on the audit, there may be several reason behind the missing information. Please contact the Degree Audit Specialist in the Office of the Registrar for assistance if there is missing information.
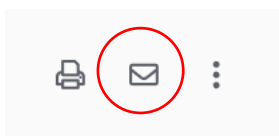
Degree
Graduate Certificate ∨

Create PDF/Printing

- You have the ability to generate a .pdf of an Audit Worksheet, which can then be saved, shared with your advisee via email, or be printed.
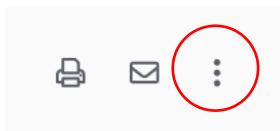- Click the printer icon and select "Microsoft print to PDF." Then select "Print."

🖨 ✉ ⋮

Email

- You can email your advisee by clicking on the envelope icon and clicking the link.

🖨 ✉ ⋮

Class History

- Class History is a simple listing of all completed coursework on the student's academic record. Please note that this is not an official transcript. If an official transcript is needed, the student can order one at: https://www.du.edu/registrar/records/transcripts.html
- You can find the class history by clicking on the three dots at the top of the audit.

Reading the Audit: Legend

- The legend is located at the bottom of the each Audit Worksheet.

Legend		
⊘ Complete	○	Not complete
◑ Complete (with courses in-progress)	①	Nearly complete - see advisor
☑ Prerequisite	@	Any course number
(R) Repeated course		

- **Complete:** Course successfully completed and the requirement(s) have been met.

- **Not Complete:** Student has not yet successfully completed the requirement(s) or has not yet registered for the course.

- **Complete (with courses in progress):** Used at the course level and means that the student is currently registered for, or taking a course.

- **Nearly complete:** Used for a set of requirements that will be complete after all in progress and/or registered studies are completed. You may need to see your advisee to discuss any missing requirements.

- **Prerequisite:** This symbol indicates that there is an existing prerequisite for this course. Clicking on the course will display the prerequisite information for the course.

- **Wildcard**: The @ symbol indicates that the student may take any subject or number course, depending on where the symbol is used.
    - o   PHYS @ = any course number beginning with prefix PHYS
    - o   @ 2000:3000 = any course subject with a number in the 2000 to 3000 range
    - o   @ @ = may be satisfied by any course (no restriction on subject or number)

Reading the Audit: Degree, Major, and Other Requirements

- Each section on the audit represents a new "card," which is a set of requirements.
- **The Degree card**: Summarizes all the components of a degree that must be completed, such as overall credits, minimum GPA, major requirements, general education requirements, etc. When each of these have a green check mark, it means the student has completed all requirements for the degree.
- **The Major card**: Details the specific courses a student must complete for their chosen major.

Degree in Bachelor of Arts [INCOMPLETE]

Credits required: 183   Credits applied: 138   GPA: 3.98

○	Minimum Total Credits Required	**Still needed:**	You currently have 138 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 45 additional credits and all graduation requirements.
⊘	Minimum Credits Earned from University of Denver		
⊘	Last 45 Credits from University of Denver		
⊘	Minimum Credits in Upper-Division Coursework		
⊘	Minimum 2.0 Cumulative GPA met		
○	Common Curriculum	**Still needed:**	See Common Curriculum section
○	Major Requirements	**Still needed:**	See Major in Psychology section
○	Minor Requirements	**Still needed:**	MINOR requirements are required but were not found

Blocks included in this block

Common Curriculum
Major in Psychology

- Undergraduate students will have more cards that detail additional requirements that undergraduates need to meet, such as common core, minor, second major, or additional requirements for students who major in Biological Sciences.

Reading the Audit: Electives, Courses Not Used, In-Progress and Preregistered, Exceptions

- Electives, Courses Not Used, In-Progress and Preregistered, and Exceptions cards, are system generated cards, that appear if the student has courses falling into these categories.
- **Electives:** Courses that were successfully completed, but do not count toward major requirements. The credits can count toward overall degree requirements.

Electives
Credits applied: 58   Courses applied: 16

Course	Title	Grade	Credits	Term	Repeated
ABRD 9022	Study Abroad-Europe	P	0	Autumn Quarter 2019	
COMN 2210	Gender, Communication, Culture	A	4	Summer Quarter 2018	
INTZ 2501	Exploring Global Citizenship	A	2	Spring Quarter 2019	
MFJS 2290	Innovations in Media	A	4	Winter Quarter 2019	
MFJS 2400	Strategic Comm Planning	A	4	Winter Quarter 2019	

- **Courses Not Used:** Courses that did not earn a grade sufficient to count toward the degree (withdrawal, failing, D-grades when not allowed in the major, etc.)

Courses Not Used
Credits applied: 46.5   Courses applied: 9

Course	Title	Grade	Credits	Term	Repeated
ABRE 2988	Med Lon: Pubs Plaguepit & Cath	A*	5.625	Autumn Quarter 2019	
ABRE 2988	Black Death: Glbl Cata & Trans	A-*	5.625	Autumn Quarter 2019	
ABRE 3988	British Horror: Film TV & Lit	A*	5.625	Autumn Quarter 2019	
ABRE 3988	Lon on Film: Brit & Amer Cinem	A*	5.625	Autumn Quarter 2019	

- **In-Progress and Preregistered:** Coursework for which the student is currently registered or enrolled but has not yet been completed.

In-progress and Preregistered
Credits applied: 8   Courses applied: 2

Course	Title	Grade	Credits	Term	Repeated
INFO 4140	Business Databases	IP	(4)	Spring Quarter 2021	
RMS 4910	Introductory Statistics	IP	(4)	Autumn Quarter 2021	

- **Exceptions:** Requirements in the audit that needed adjustment.

Type	Description	Created on	Created by	Block	Enforced
Force Complete	Admissions Decision	06/04/2020	Hemming, Amy M	Major in Business Management, MBA	Yes

Reading the Audit: Information About Courses/Courselink

- Courselink is a Degree Audit feature that allows you to view information about a course.
- If you see a hyperlink, you can click on the subject and course number to view the course description, and other information, of a required course.

○ Writing and Research   **Still needed:**   1 Course in **WRIT** 1133 ☑

- If the term guide for an upcoming semester is available, you will also see information about specific sections being offered.

Course Information   ✕

WRIT 1133 - 4 Credits - Writing and Research

This course builds on the writing and rhetorical skills learned in WRIT 1122 by shifting attention from general rhetorical strategies to specific rhetorical strategies that shape different kinds of academic inquiry. Through introduction to quantitative, qualitative, and textual research traditions, students identify how written reasoning varies in terms of the questions posed, the kind of evidence used to answer them, and the nature of the audience or forum for the result. In addition, the course teaches how to shape research into substantive academic arguments, with attention to the ethical consequences of their rhetorical choices. Students are asked to develop further their linguistic, design, and reasoning competencies, with added consideration of citation conventions. Students complete at least 20 pages of revised and polished writing, in multiple assignments, as well as numerous additional exercises, in projects requiring library-based research as well as other types. Final portfolio. Prerequisite: WRIT 1122.
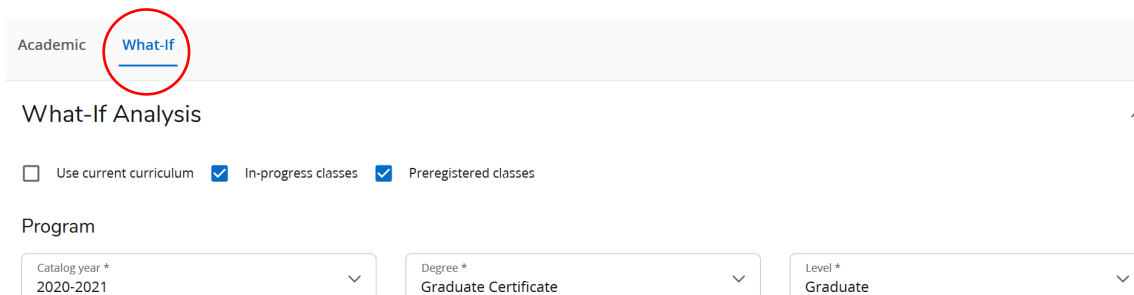
Prerequisites:
(**WRIT 1122** with a minimum grade of D- or **ENGG 1122** with a minimum grade of D-) or (**WRIT 1622** with a minimum grade of D- or **ENGG 1622** with a minimum grade of D-)
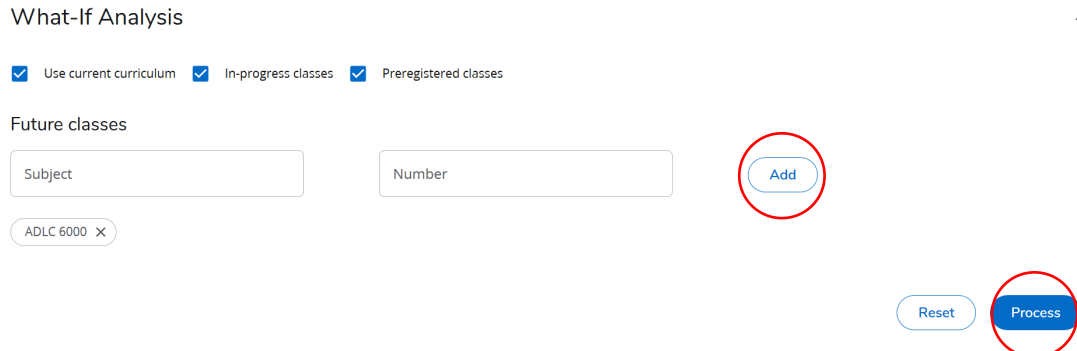
- Note that while the Degree Audit does display information about courses, student's **cannot register through the Degree Audit** and must access Self-Service Banner (SSB) through Pioneerweb in order to register.

What -If

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- What-If shows you what the Audit Worksheet would look like with possible adjustments to the student's program or courses for which the student plans on registering.

- Change the criteria to see what the audit would look like if the student switched programs.
- Check the "Use Current Curriculum" to use the student's current degree/certificate. The program information will disappear. You can add courses to see if they meet the requirements of their current program.
- To add courses and view the audit, put in subject and number of each course and click "Add".

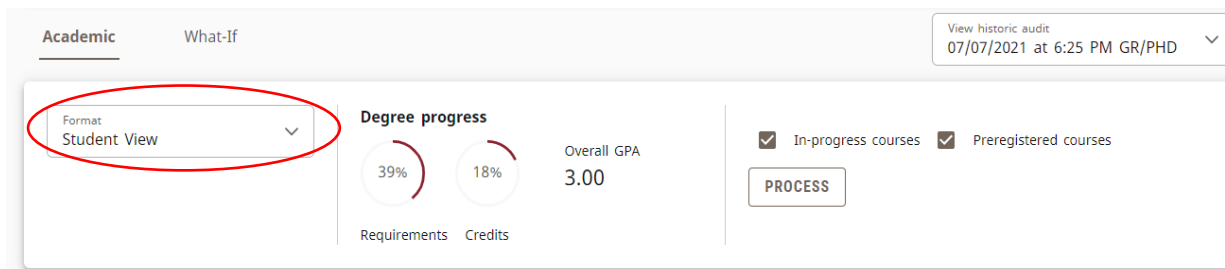- When you have added all courses you want to see, click "Process"

	Course	Title	Grade	Credits	Term	Repeated
○ Minimum Certificate Credits Required	Still needed:	You currently have 3; you still need 9 more credit(s).				
◑ Management Information Systems	MGMT 6030	Management Information Systems	PLAN	(3)	PLANNED	

- You cannot save What-If audits within the Degree Audit. You can turn them into PDFs through the print as PDF function.
- See "Plans" materials for information on the enhanced planning tools available within the Degree Audit.
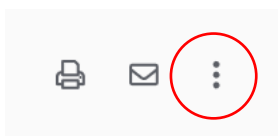
Degree Audit Worksheets: Other Views

- While you will normally work in the "Student View" audit, there are two other formats available: the "Registration Checklist" and "Graduation Checklist".

- To access these other formats, use the drop down arrow in the "Format" box, select the one you want to view, and click the "View" button.

- The Registration Checklist displays all remaining course requirements in a simple list format.
- The Graduation Checklist displays audit information, including all completed and remaining degree requirements, in a condensed and simplified format.

GPA Calculator

- The GPA Calculator can provide advice about grades required in order to maintain and/ or achieve a particular GPA.
- You can find it by clicking the three dots at the top of the worksheet.

Graduation Calculator

- Graduation Calculator gives advice about the GPA needed for your remaining credits in order to achieve a certain overall GPA at the time of graduation.
- Enter the current GPA, credits remaining, and overall credits required.
- Click the "Calculate" button.

GPA Calculator ✕

Graduation Calculator   Term Calculator   Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
0.00

Credits remaining *

Credits required *

Desired GPA *

Calculate

- The Calculator will display the average GPA that would be needed in the remaining coursework.

Term Calculator

- The term calculator allows advisors or students to enter anticipated grades for the current term to see what the impact will be on the overall GPA.
- The calculator will automatically populate with the courses for which the student is currently registered. More classes may be added.
- Click "Calculate"

GPA Calculator ✕

Graduation Calculator | **Term Calculator** | **Advice Calculator**

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *	Credits earned *
0.00	0

Add Course

You do not currently have any courses listed.
Add a course to this term to calculate.

Advice Calculator

- The advise calculator allows advisors and students to enter their desired GPA at graduation time to see the grades needed to achieve that goal.
- The calculator will automatically populate the credits earned and the current GPA based on the student record.
- Click "Calculate"

GPA Calculator ✕

Target GPA Calculator | Term Calculator | **Advice Calculator**

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
3.00

Credits earned *
16

Desired GPA *

CALCULATE

- It is important to note that the GPA Calculators do not take repeats into account (i.e. if a student plans on repeating a course in which they previously received a low or failing grade, that low or failing grade will be calculating in this formula. Once the repeated course is completed, then the original low or failing grade will no longer count toward the overall GPA.)