Reading Degree Audits

Degree Audit is an analytical tool for tracking progress toward a degree.

The audit lists each requirement for the degree, declared major, minors, general education core, college, department, or approved study plan.

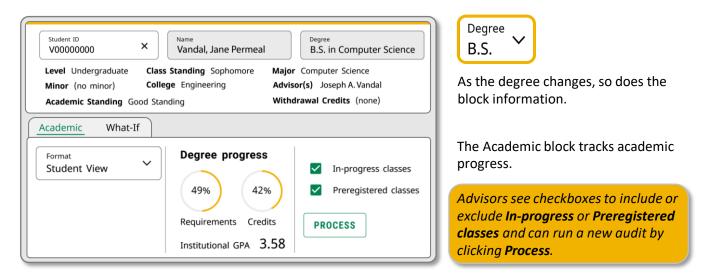Degree Audit also contains tools to explore other degrees and a grade point average (GPA) calculator.

Degree Audit Blocks

A student's academic program may contain many different requirement areas. These are broken into blocks on the degree audit. Every audit includes student information, degree, and major. Where applicable, students may also see blocks for general education core, minors, and more.

Student Information & Academic Blocks

Each degree audit begins with a **Student Information** block followed by the **Academic** block.

If a drop-down arrow appears next to the degree, use it to switch between multiple degrees.

As the degree changes, so does the block information.

The Academic block tracks academic progress.

*Advisors see checkboxes to include or exclude **In-progress** or **Preregistered** classes and can run a new audit by clicking **Process**.*

The **Degree progress** dials are based on the percentage of the **Requirements** and **Credits** that have been completed. When both dials are at 100% all degree requirements have been met. Students are encouraged to apply for graduation *before* the dials reach 100%, normally the semester before they intend to graduate.

By default, Degree Audit's second block opens in Student View. There are two additional, checklist views available under the Format drop-down.

- **Student View:** Standard view of what requirements are complete and what must still be completed.
- **Graduation Checklist:** List view of courses fulfilling major requirements. *Does not show course requirements. Only includes completed courses.*
- **Registration Checklist:** View of the classes that still need to be completed

Degree & Major Blocks

Degree information shows required and applied credits, as well as the catalog year.

Bachelor of Science Computer Sci (BSCS) [INCOMPLETE]
Credits required: 120   Credits applied: 50   Catalog year: Academic Year 2021-2022

Expand the block to see details about each requirement and whether it has been met. Links at the bottom show which blocks (major, etc.) are included. Additional degree requirements may show in a separate block, as well.

Major in Computer Science [INCOMPLETE]
Catalog year: Academic Year 2021-2022

Each audit has a **Major** block. Minors and additional majors will be in separate blocks. Expand to see the status of courses required for the major or minor.
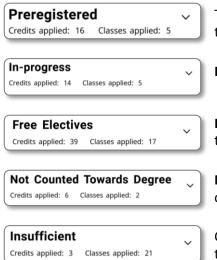
General Education & Study Plan Blocks

UI General Education and **Idaho State Board Core** only apply to certain students. Unlike other blocks, these may disappear from the page once the requirements are met. Expand to check the status of required courses.

Idaho State Board Core (2020) [INCOMPLETE]

UI General Education (2020) [INCOMPLETE]

Graduate students will see the **Study Plan** block. Once a plan has been approved the **Plan Detail** block will also be displayed. The status will update to **Complete** when the requirements are met, but the blocks stay visible.

Study Plan [INCOMPLETE]

Plan Detail [COMPLETE]

Course-related Blocks

Five blocks may appear at the bottom of the audit and refer to courses, whether **Preregistered**, currently **In-progress**, or already taken. These display only when in use and show the number of credits & classes applied to the block.

Preregistered
Credits applied: 16   Classes applied: 5

The **Preregistered** course block shows classes already added to an upcoming term's schedule. In April both Summer and Fall classes may show in this section.

In-progress
Credits applied: 14   Classes applied: 5

In-progress classes change each term to reflect classes for the current semester.

Free Electives
Credits applied: 39   Classes applied: 17

Free Electives are courses already taken or in-progress that are not required by the current major/minor but count toward total credits for graduation.

Not Counted Towards Degree
Credits applied: 6   Classes applied: 2

Not Counted Towards Degree contains courses already taken or in-progress that cannot be applied to the current degree.

Insufficient
Credits applied: 3   Classes applied: 21

Courses that do not meet requirements (for example, a final grade of F) are tracked in the **Insufficient** block.

Informational Blocks

Exceptions ∨

Notes ∨

Two informational blocks show only when active. **Exceptions** lists changes to a degree plan, like course substitutions or requirement waivers. Those changes are also noted in the block where they are applied. *Substitutions/waivers will not carry over if a student changes majors or catalogs.* **Notes** tracks comments by advisors and other staff.

Each block uses the symbols in the legend to show course status and other information.

Legend
- ⊘ Complete
- ◑ Complete (with classes in-progress)
- 📋 Prerequisite
- (R) Repeated class
- ○ Not complete
- ⓘ Nearly complete - see advisor
- @ Any course number

Major in Computer Science   INCOMPLETE   ∧

Catalog year: Academic Year 2021-2022

A minimum grade of C is required in CS 120, CS 121, CS 150, CS 210, CS 240, CS 270, MATH 170, MATH 175, MATH 176

		Course	Title	Grade	Credits	Term	Repeated
◑	Analytic Geometry & Calculus II	MATH 175	Calculus II	NA	(4)	Spring 2022	
⊘	Discrete Mathematics	MATH 176	Discrete Math	B	3	Fall 2021	
○	Linear Algebra	**Still needed:**	**1** Class in **MATH 330** 📋				

In this sample block, MATH 175 is in-progress and MATH 176 was completed the previous term. MATH 330, Linear Algebra, is neither complete nor in progress. The clipboard icon beside MATH 330 indicates it has a prerequisite course. The prerequisite and other course information can be seen by clicking the course name (MATH 330). If either of the classes had been taken before, **(R)** would show in the **Repeated** column.

Navigation

AUDITS   PLANS   ADMIN

The upper-left menu allows switching from the **Audit** to the **Plans** view. *These options are also under the hamburger menu on the right.* ☰

Audits summarize all work and progress towards the selected degree. Plans is where four-year plans and graduate study plans are created. Once approved, plans are also available in Schedule Planner for registration. *Only persons with access to sub/waiver approvals see the **Admin** option.*

Use the profile menu to **Sign out** of Degree Audit. This is especially important for users who are both students and advisors.

Joe Vandal
- Profile
- About
- Sign out

Above the top block is a **printer icon** for creating PDFs of the visible audit. The **envelope icon** displays contact information for the student and advisor(s). The **3-dot menu** contains the GPA Calculator. *Faculty/advisors may see other options.*

🖨 ✉ ⋮
- GPA Calculator
- Sub/Waivers
- Notes

Use the **Collapse all/Expand all** toggle to close/open every audit block at once. Individual blocks can be expanded/collapsed using the arrow on its right.

Collapse all ∧

Expand all ∨

Both **Degree Audit** & **Student Profile** open in new tabs, for easier navigation between them.

Faculty & Advisors Menu ✕ | Student Profile ✕ | Ellucian Degree Works Dashboar ✕ +

ADVISOR TIP
To switch to another student's audit:
- Click back to the VandalWeb **Faculty & Advisor** tab.
- Select **Student Profile** to be prompted for the next ID#
- Verify the new student
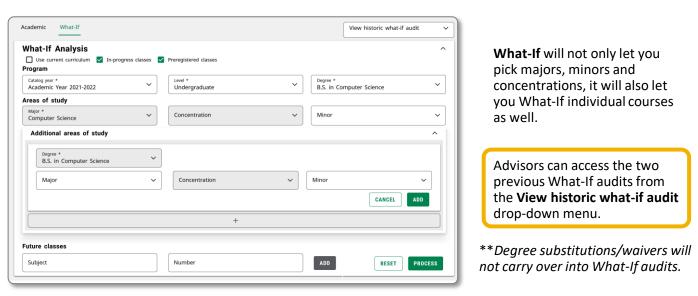- Select **Degree Audit** from the side menu.

Degree Audit Tools

The Degree Audit has several tools to aid students in planning their academic progress, including **What-If Analysis** and **GPA Calculator**.

What-If Analysis

Select **What-If** in the Academic block to explore how existing and proposed courses may apply. Here you can change catalog year, degree, major or add additional areas of study. Add future classes or change whether in-progress or preregistered classes are included. Click **Process** to view changes in your audit.

To look ahead using What-If, check the **Current Curriculum** checkbox to open the **Future Classes** window. Click **Process** to view how those choices change your audit.

What-If will not only let you pick majors, minors and concentrations, it will also let you What-If individual courses as well.

Advisors can access the two previous What-If audits from the **View historic what-if audit** drop-down menu.

** *Degree substitutions/waivers will not carry over into What-If audits.*

GPA Calculator

Three **GPA Calculator** tabs are available. These are advisory tools only. They are not an official grade point average.

The **Graduation Calculator** helps determine the average GPA needed to graduate with a desired GPA.

The **Term Calculator** uses expected grades to calculate the GPA expected at the end of that term.

The **Advice Calculator** shows steps to take to reach a desired GPA.