

DEGREE AUDIT

Guide for Students

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The University of Denver Office of the Registrar


University Hall, G008
2197 S. University Blvd.
Denver, CO 80208
Main: 303.871.4095
registrar@du.edu
www.du.edu/registrar

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 Student Resources, then to the Records and Requests page. Under the Academic Records 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: Student View

- When you open the Degree Audit, you will be taken directly to your Audit Worksheet.
- In the header card, you will find your:
 - Student ID
 - Name
 - Degree(s)
 - Level
 - Classification
 - Major(s)
 - Minor(s)
 - Program
 - Concentration (If applicable)
 - College
 - Specialization (If applicable)
 - Academic Standing
 - Advisor/Mentor
 - Degree Status

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Student ID
.....6853 ×

Name
Saunders, Chad Everett

Degree
Doctor of Philosophy

[Advanced search](#)

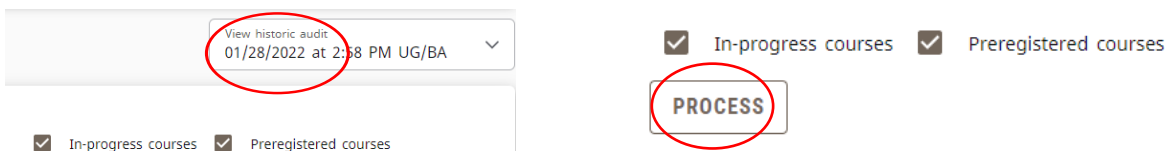
Level Graduate **Classification** Graduate **Major** Research Methods & Statistics **Minor** (no minor) **Program** Doctor of Philosophy-Education

Concentration Institutional Research **College** Education **Specialization** (no specialization) **Academic Standing** Good Standing

Advisor Chris GauthierDickey - Graduate Program Advisor **Degree Status** none

Generating a new audit

- Information is extracted nightly by the Degree Audit system. The historic date listed tells you the last time that an Audit Worksheet was generated against the system information. To ensure that you have the most accurate Audit Worksheet, it is recommended that you process a new audit each time you view the Audit Worksheet. Press the "Process" button to generate a new Audit Worksheet.



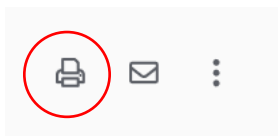
Multiple degrees or certificates

- If you are seeking more than one degree or a certificate, you will have an Audit Worksheet for each degree or certificate that you have listed on your student record.
- 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 your audit, there may be several reason behind the missing information. Please contact your advisor or academic department for assistance if there is any missing information.



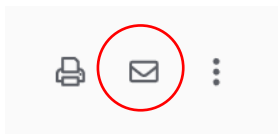
Create PDF/Printing

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



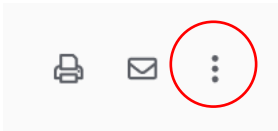
Email

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










Class History

- Class History is a simple listing of all completed coursework on your academic record. Please note that this is not an official transcript. If you need an official transcript, you can order one at:
<https://www.du.edu/registrar/records/transcripts.html>
- You can find 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)	 Nearly complete - see advisor
 Prerequisite	 Any course number
 Repeated course	

- **Complete:** Course successfully completed and the requirement(s) have been met.
- **Not Complete:** You have not yet successfully completed the requirement(s) or have not yet registered for the course.
- **Complete (with courses in progress):** Used at the course level and means that you are 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 advisor or major department in order to validate the completion the requirement(s).
- **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 you may take any subject or number course, depending on where the symbol is used.
 - PHYS @ = any course number beginning with prefix PHYS
 - @ 2000:3000 = any course subject with a number in the 2000 to 3000 range
 - @ @ = 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 “cards” 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 you have completed all requirements for your degree.
- **The Major card:** Details the specific courses you must complete for your chosen major.

Degree in Bachelor of Arts INCOMPLETE

Credits required: 183 Credits applied: 138 GPA: 3.98

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> Minimum Credits Earned from University of Denver		
<input checked="" type="checkbox"/> Last 45 Credits from University of Denver		
<input checked="" type="checkbox"/> Minimum Credits in Upper-Division Coursework		
<input checked="" type="checkbox"/> Minimum 2.0 Cumulative GPA met		
<input type="checkbox"/> Common Curriculum	Still needed:	See Common Curriculum section
<input type="checkbox"/> Major Requirements	Still needed:	See Major in Psychology section
<input type="checkbox"/> 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 the 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, are system generated cards, that appear if you have 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: Gbl 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 you are 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.

Exceptions					
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 required 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.

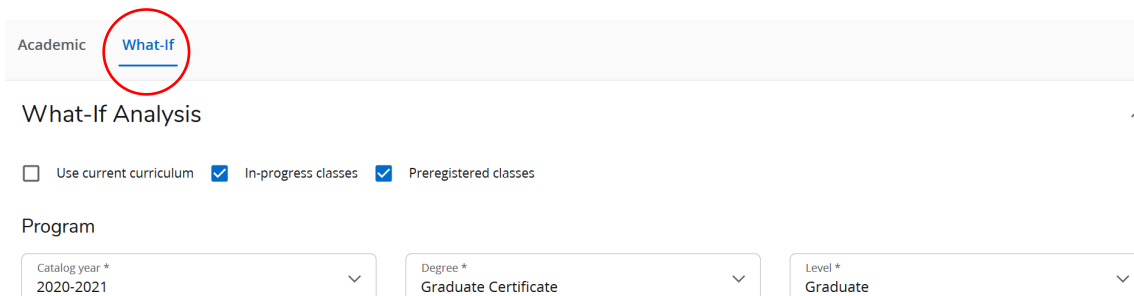
Prerequisites:

(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, you **cannot register through the Degree Audit** and must access Self-Service Banner (SSB) through Pioneerweb in order to register.

What -If

- What-If shows you what your Audit Worksheet would look like with possible adjustments to your program or courses for which you plan on registering.



Academic **What-If**

What-If Analysis ^

Use current curriculum In-progress classes Preregistered classes

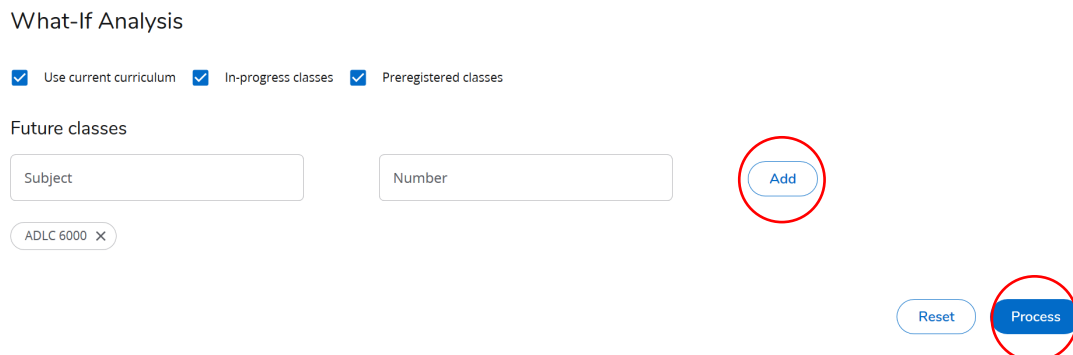
Program

Catalog year *
2020-2021

Degree *
Graduate Certificate

Level *
Graduate

- Change the criteria to see what your audit would look like if you switched programs.
- Check the “Use Current Curriculum” to use the 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”.



What-If Analysis ^

Use current curriculum In-progress classes Preregistered classes



Future classes

Subject Number **Add**


ADLC 6000 x

Reset **Process**

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

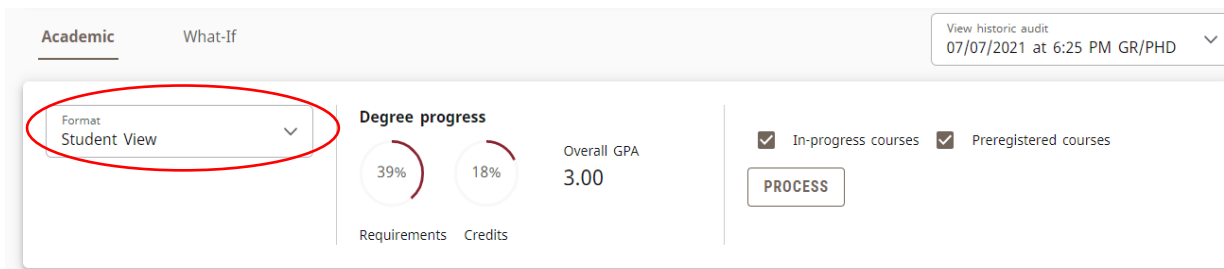
	Course	Title	Grade	Credits	Term	Repeated
	Minimum Certificate Credits Required	Still needed:	You currently have 3; you still need 9 more credit(s).			
	Management Information Systems	MGMT 6030 Management Information Systems	PLAN	(3)	PLANNED	

- You cannot save What-If audits within the Degree Audit. You can turn them into PDFs through the print as PDF function.
- See “Student Education Planner” materials for information on the enhanced planning tools available within the Degree Audit.

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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.

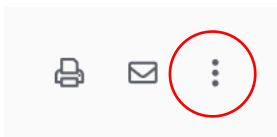


The screenshot shows the 'Academic' tab selected. In the top right, there is a 'View historic audit' dropdown set to '07/07/2021 at 6:25 PM GR/PHD'. The main area features a 'Format' dropdown menu with 'Student View' selected, circled in red. To the right, 'Degree progress' is shown with two circular gauges: 'Requirements' at 39% and 'Credits' at 18%. The 'Overall GPA' is 3.00. There are checkboxes for 'In-progress courses' and 'Preregistered courses', both checked, and a 'PROCESS' 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 the student's 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 and 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 *
0.00

Credits earned *
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.)