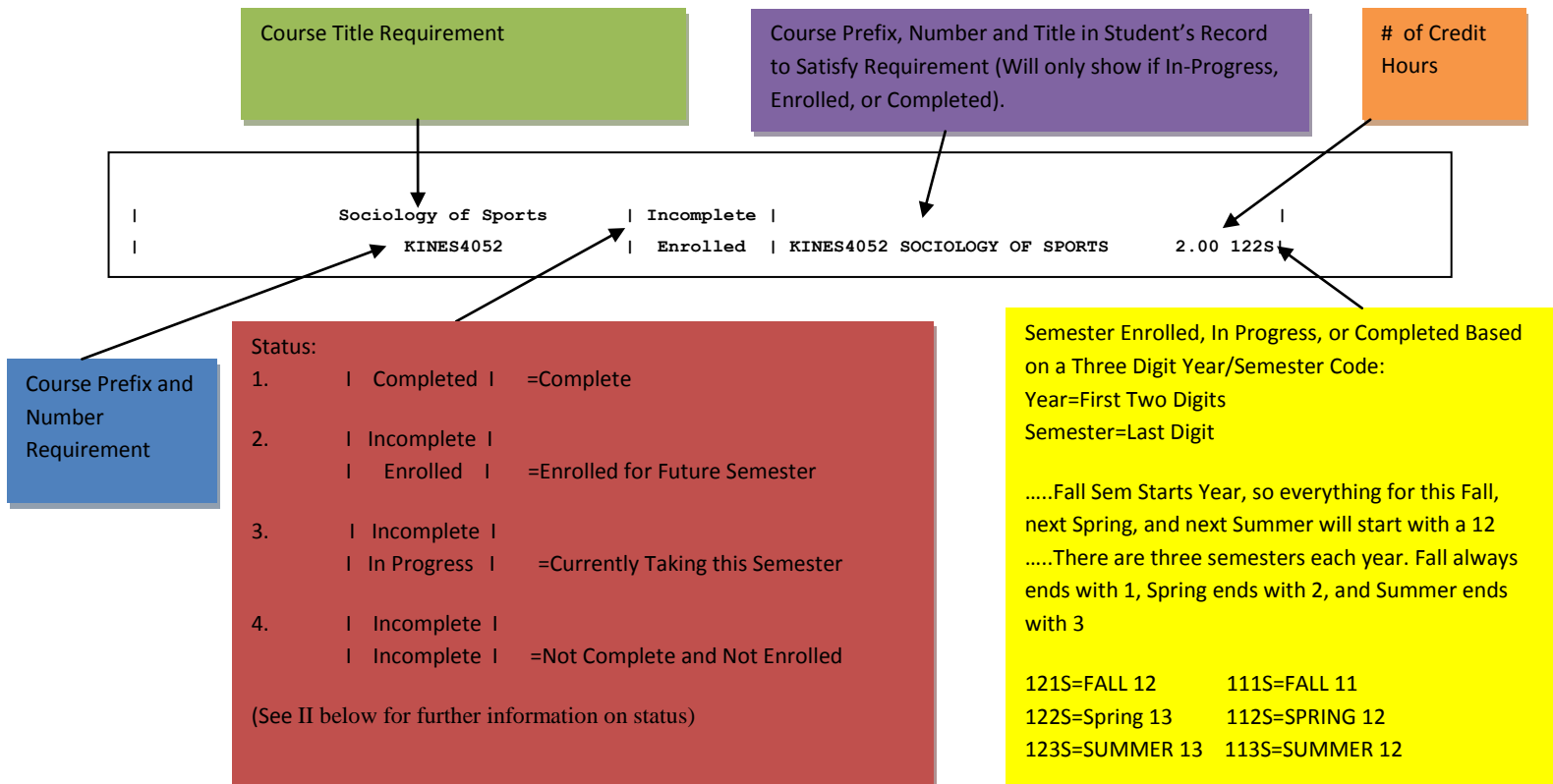**Please make sure to VIEW the Degree Audit on a computer to see all of the highlights, requirement area notes, and notations regarding hours needed to graduate.**

If you view the Degree Audit on a phone or tablet, you may not be able to see the highlights, requirement area notes, and notations regarding hours needed to graduate.

It is important to see all of the highlights, requirement area notes, and notations regarding hours needed to graduate to fully understand the Degree Audit and specifically see remaining requirements.

I. **Definition of Course Lay-Out in Degree Audit:**

Course Title Requirement

Course Prefix, Number and Title in Student's Record to Satisfy Requirement (Will only show if In-Progress, Enrolled, or Completed).

# of Credit Hours

```
|         Sociology of Sports     | Incomplete |                                    |
|                KINES4052        |  Enrolled  | KINES4052 SOCIOLOGY OF SPORTS   2.00 122S|
```

Course Prefix and Number Requirement

Status:
1. | Completed | =Complete

2. | Incomplete |
      | Enrolled | =Enrolled for Future Semester

3. | Incomplete |
      | In Progress | =Currently Taking this Semester

4. | Incomplete |
      | Incomplete | =Not Complete and Not Enrolled

(See II below for further information on status)

Semester Enrolled, In Progress, or Completed Based on a Three Digit Year/Semester Code:
Year=First Two Digits
Semester=Last Digit

…..Fall Sem Starts Year, so everything for this Fall, next Spring, and next Summer will start with a 12
…..There are three semesters each year. Fall always ends with 1, Spring ends with 2, and Summer ends with 3

121S=FALL 12   111S=FALL 11
122S=Spring 13   112S=SPRING 12
123S=SUMMER 13   113S=SUMMER 12

II. **Course Requirement Status: A Course Requirement is either Complete or Incomplete**

A. **If a course requirement is complete, there will be one status statement. It will simply read Complete one time next to the course title. When this is the case, the student has successfully completed the course requirement and the semester in which they took the course is also complete.**

```
|         First Aid              | Completed |                                    |
|              KINES2212         |           | KINES2212 FIRST AID        A  2.00 111S|
```

1. **Because a specific course in the student's record was used to complete the requirement, the course information used to satisfy requirement, the grade earned in the course used to satisfy the requirement, the hours earned in the course used to satisfy the requirement, and the semester in which the course used to compete the requirement was taken appears to the right side of the course status.**

B. **A course requirement is not complete until the student completes the course with a satisfactory grade _and_ the semester in which they took the course is complete.**

There are always two status statements for a course when a course is incomplete:
One will be next to the course title (Top)
One will be next to the prefix and number (Bottom)

1. **Incomplete (Top) _and_ Incomplete (Bottom):**

```
|              Recreation Management   | Incomplete |                                  |
|                  PRM3663             | Incomplete |                                  |
```

- ❖ **When it says _Incomplete_ next to the course title (Top) and _Incomplete_ next to the prefix and number (Bottom), the student is not currently taking this course, is not enrolled in the course for a future semester, and has not previously completed it with the required satisfactory grade.**

- ❖ **Also notice that the area next to the right side of the status statements is blank because there is no In-Progress, Enrolled, or Completed Courses in the student's record that will go towards meeting this requirement.**

2. **Incomplete (Top) _and_ Enrolled (Bottom):**

```
|              Sociology of Sports     | Incomplete |                                  |
|                  KINES4052           |  Enrolled  | KINES4052 SOCIOLOGY OF SPORTS    2.00 122S|
```

- ❖ **When it says _Incomplete_ next to the title (Top) and _Enrolled_ next to the course prefix and number (Bottom), the student is enrolled in the course for a future semester.**

- ❖ **The student also now has this course in their record and because the Enrolled Course is being used towards meeting this requirement (will not be completed until after successful completion), the course information for the course being used to meet the requirement, the course hours for the course being used to meet the requirement, and semester in which the student is taking the course to meet the requirement appears to the right side of the status statement.**

3. **Incomplete (Top) _and_ In-Progress (Bottom):**

```
|              Legal Aspects in PE, Rec, |            |                                  |
|                  & Athletics           | Incomplete |                                  |
|                  KINES4063           |In Progress | KINES4063 LEGAL ASPECT HPER/AT    3.00 121S|
```

- ❖ **When it says _Incomplete_ next to the title (Top) and _In Progress_ next to the course prefix and number (Bottom), the student is taking the course during the current semester.**

- ❖ **Because the In Progress Course is in the student's record and is being used towards meeting the requirement (will not be completed until after successful completion), the course information for the course being used to meet the**

requirement, the course hours for the course being used to meet the requirement, and semester in which the student is taking the course to meet the requirement appears to the right side of the status statement.

III. **If You are Looking for Courses that the Student Will Need and the Number of Hours Needed to Graduate:**

A. Look for the <mark>yellow highlights</mark> to see areas that the student will need. We will use **red notes** with arrows to show the number of hours needed to complete the requirement.

```
|     ****************************   |             |
|     MATH                           |             |
|     ****************************   |             |                              |
|     COMPLETE 3 HOURS FROM BELOW ◄—| Incomplete |                              |
|         College Algebra or Higher |             |                              |
|           Level Math               | Incomplete |                              |
|              MATH1513              | Incomplete |                              |
|         Math Concepts              | Incomplete |                              |
|              MATH1143              | Incomplete |                              |
```

NEED 3 HOURS

1. If the requirement provides a list of courses to choose from to complete a specific requirement, it will read "COMPLETE X HOURS FROM BELOW":

```
|     ****************************   |             |
|     ECONOMIC &                     |             |
|     INTERNATIONAL STUDIES          |             |
|     ****************************   |             |                                        |
|     COMPLETE 6 HOURS FROM BELOW ◄—| Incomplete | Computed Hours        =   3.00          |
|         World History              | Incomplete |                                        |
|              HIST1033              | Incomplete |                                        |
|         World Cultural Geography   | Completed  |                                        |
|              GEOG1103             |            | GEOG1103  WORLD CULTURAL GEOG  B  3.00 112S|
|         Macroeconomics or          |            |                                        |
|           Microeconomics           | Incomplete |                                        |
|              ECONO2263             | Incomplete |                                        |
|                or                  |            |                                        |
|              ECONO2363             | Incomplete |                                        |
```

NEED 3 HOURS

❖ The text above reads "COMPLETE 6 HOURS FROM BELOW":

❖ A student must complete 6 hours from the list to complete this requirement.

❖ In this situation, the student has completed three hours and will need three additional hours to complete the requirement, so we will highlight the general requirement statement and use the red notation to specifically note the number of hours needed to complete the requirement.

2. **If the requirement indicates that the student must complete a specific list of courses to fulfill a specific requirement, it will read "COMPLETE X HOURS BELOW":**

```
|    ***************************    |            |                                      |
|    FINANCE REQUIREMENTS           |            |          NEED 6 HOURS                |
|    ***************************    |            |                                      |
|    COMPLETE 15 HOURS BELOW        | Incomplete | Computed Hours          =    9.00     |
|      Risk Management              | Completed  |                                      |
|          FINAN3213                |            | FINAN3213 RISK MANAGEMENT      A  3.00 101S|
|      Investments                  | Completed  |                                      |
|          FINAN3663                |            | FINAN3663 INVESTMENTS          B  3.00 092S|
|      Financial Institutions &     |            |                                      |
|        Markets                    | Completed  |                                      |
|          FINAN4063                |            | FINAN4063 FINANCIAL INST & MKT C  3.00 112S|
|      Financial Management         | Incomplete |                                      |
|        FINAN4263                  | Incomplete |                                      |
|      Global Acctg Fin &           |            |                                      |
|        Investments                | Incomplete |                                      |
|          ACCTG4643                | Incomplete |                                      |
```

- ❖ The text above reads "COMPLETE 15 HOURS BELOW"

- ❖ A student must complete all 15 hours listed below the statement to complete this requirement.

- ❖ In this situation, the student has completed 9 hours and will need the additional 6 required hours to complete the requirement.

3. **If In-Progress and/or Enrolled Course(s) will complete the requirement upon successful completion of the In-Progress and/or Enrolled Course(s), we will <u>not</u> highlight anything because it is assumed that this will be complete after the student finishes the course(s):**

```
|    ***************************    |            |                                      |
|    ECONOMICS & INTERNATIONAL      |            |                                      |
|    STUDIES                        |            |                                      |
|    ***************************    |            |                                      |
|    COMPLETE 6 HOURS FROM BELOW    | Incomplete | Computed  Hours          =    6.00    |
|      World History                | Incomplete |                                      |
|          HIST1033                 | Incomplete |                                      |
|      World Cultural Geography     | Incomplete |                                      |
|          GEOG1103                 |  Enrolled  | GEOG1103   WORLD CULTURAL GEOG    3.00 122S|
|      Macroeconomics or            |            |                                      |
|        Microeconomics             | Completed  |                                      |
|          ECONO2263                |            | ECONO2263 INTRO TO MACROECONOM D  3.00 102S|
```

B. Hours Needed to Graduate:

    1. The hours needed to graduate (hours that are <u>not</u> in Completed Status, In Progress Status, or Enrolled Status) will be organized and noted according to the following:

```
        TOTAL GEN ED HRS NEEDED: _____

        TOTAL MAJOR HRS NEEDED: _____

         MINOR (If applicable): _____

TOTAL FREE ELECT HRS NEEDED: _____

TOTAL HRS NEEDED TO GRADUATE: _____
```

(Please see next page for more information regarding hours)

2. **When we add up all of the hours, we will use the formula below (see the last one or two pages of the degree audit):**

```
|-----------------------------------------|-----------|------------------------------------------|
|  Summary of Course Work                 |           |                                          |
|                     Ret/Grad*      Cum  |           |  1.  Start with this                     |
|       Credit Earned:   87.00    53.00   |           |      number...............................53 |
|       G.P.A. Divisor:  53.00    53.00   |           |                                          |
|             Points:   200.00   200.00   |           |                                          |
|       Point Average:    3.77     3.77   |           |                                          |
|-----------------------------------------------------------                                       |
```

FALL CREDITLOAD: 15.00 **

SPRING CREDITLOAD: 19.00 **

SUMMER CREDITLOAD: .00

TOTAL GEN ED HRS NEEDED: [0]

TOTAL MAJOR HRS NEEDED: [20]

MINOR (If applicable): [6]

TOTAL FREE ELECT HRS NEEDED: [7***]

TOTAL HRS NEEDED TO GRADUATE: [33]

2. **ADD THE CREDITLOAD NUMBER...34 THIS IS NOT YET COMPLETE (In Progress & Enrolled Courses) (15+19)=34**

3. **ADD THE TOTAL HRS NEEDED TO GRADUATE...33 (0+20+6+7)=33 THESE ARE COURSES THAT WILL BE COMPLETED IN THE FUTURE (Not In-Progress, Enrolled, or Completed)**

4. **WHEN YOU ADD 53+34+33 =120 HOURS**

   THE SUM OF 1, 2, & 3 WILL ALWAYS BE AT LEAST 120.

*This column was created by ESP, our software vendor, to use as a quick reference to add up all hours. It adds up the enrolled courses with completed, but it is not always reliable because it does add remedial work and repeat work that the student is currently taking. ESP cannot adjust it any if we show both enrolled work and previous work, so we utilize the other column and add the enrolled hours (CREDITLOAD). We still have to watch the CREDITLOAD as well, but looking at hours each semester will put us in a position to look more at individual semester courses and ultimately address remedial work and repeats. We will always allude to the Retention GPA that is on the transcript when determining graduation requirements though, unless the program specifically states that we are required to use the Cumulative GPA.

**The CREDITLOAD may not always be accurate in instances when a student is taking remedial work or repeating a course when they previously passed the course. For instance, if a student took HIST1063 and previously passed the course with a "D" and is retaking it to get a better grade, they can't use the same course twice towards the 120 total. The hours, even if it is a repeat or remedial, will appear in CREDITLOAD. This is only a temporary issue though. After the course is completed and the semester work calculates into the Cum Hours, it will not count twice, but the system won't know it is the same class until after the course has been graded and calculated a second time.

***To see how many free elective hours are needed, you can do the following:

a. Add the Following:
    Cum Hours.......................................53
    + FALL CREDITLOAD......................15
    + SPRING CREDITLOAD..................19
    +TOTAL GEN ED HRS NEEDED.......0
    +TOTAL MAJOR HRS NEEDED........20
    + MINOR (If applicable)..................6
                        Total =113

b. Take Total from (a) and Subtract it from 120 (Total Number of Hours Needed):
                        120-113=7
                   7 Elective Hours Needed

(Note: Some Degrees Will Not Have Free Electives and Some Degrees Require More Than 120 Hours)

IV. **If You Wish to Print a Degree Audit with the Highlights, Requirement Area Notes, and Notations Regarding Hours Needed to Graduate:**

    A. Instructions

        1. Go to File (Like Normal).

        2. Go to Print (Like Normal).

        3. On the Print Menu, make sure to look under "Comments & Forms" (It must be set to "Document and Markups"). If it is set to the "Document" Option, it will not print the highlights, requirement area notes, and notations regarding hours needed to graduate.

        4. Click Print (Like Normal).