

UNDERSTANDING YOUR DEGREE AUDIT

Last revision: June 30, 2007

The Degree Audit is an advising tool designed to assist students in planning for graduation. It matches the courses the student has previously taken, or is currently taking, or is registered for, to W&L degree requirements. It can be customized with specific waivers or substitutions by written notification from the appropriate department or program head to the University Registrar's office. The degree audit is *not* an official transcript, but an evolving evaluation of credits appropriate to a student's degree requirements. It remains the student's responsibility to satisfy all degree requirements as outlined in the W&L academic catalogue. *An explanation of codes used in this audit is found at the end of this document.*

The degree audit is divided into 4 (four) parts:

1. [Credit Summary](#)
2. [General Education Audit](#) (requirements 1-7)
3. [Requirements for the Major\(s\) and any Program\(s\)](#)
4. [Other Courses](#)

CREDIT SUMMARY

This is an area of summary information about the student's cumulative totals. The two lines for INSTITUTIONAL credits and gpa refer to the residency requirement and the minimum number of credits and the minimum gpa that is required *at W&L* regardless of other course requirements. The next two lines for COMBINED credits and gpa refer to the minimum degree requirements required (includes external and institutional credit).

Credit Summary Example:

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Program Status:	In Progress	See status codes on the last page			
		Current.....		Anticipated(*)	
	Required	Earned	Remaining	Additional	Remaining
Institutional Credits:	58.00	58.00	0.00	12.00	0.00
Institutional GPA....:	1.900	3.297	Met		
Combined Credits:	121.00	67.00	54.00	12.00	42.00
Combined GPA:	1.900	3.297	Met		
		min. # credits remaining to satisfy graduation requirements		# registered credits for current terms (plus sometimes WebReg'd terms)	min. # credits remaining to be completed after current registration is successfully completed

(*) Anticipates completion of in-progress and registered courses

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Caution: Even though the degree audit may show 0.00 credits remaining, this does not mean that all degree course requirements are fulfilled; only that the minimum credit requirement has been met.

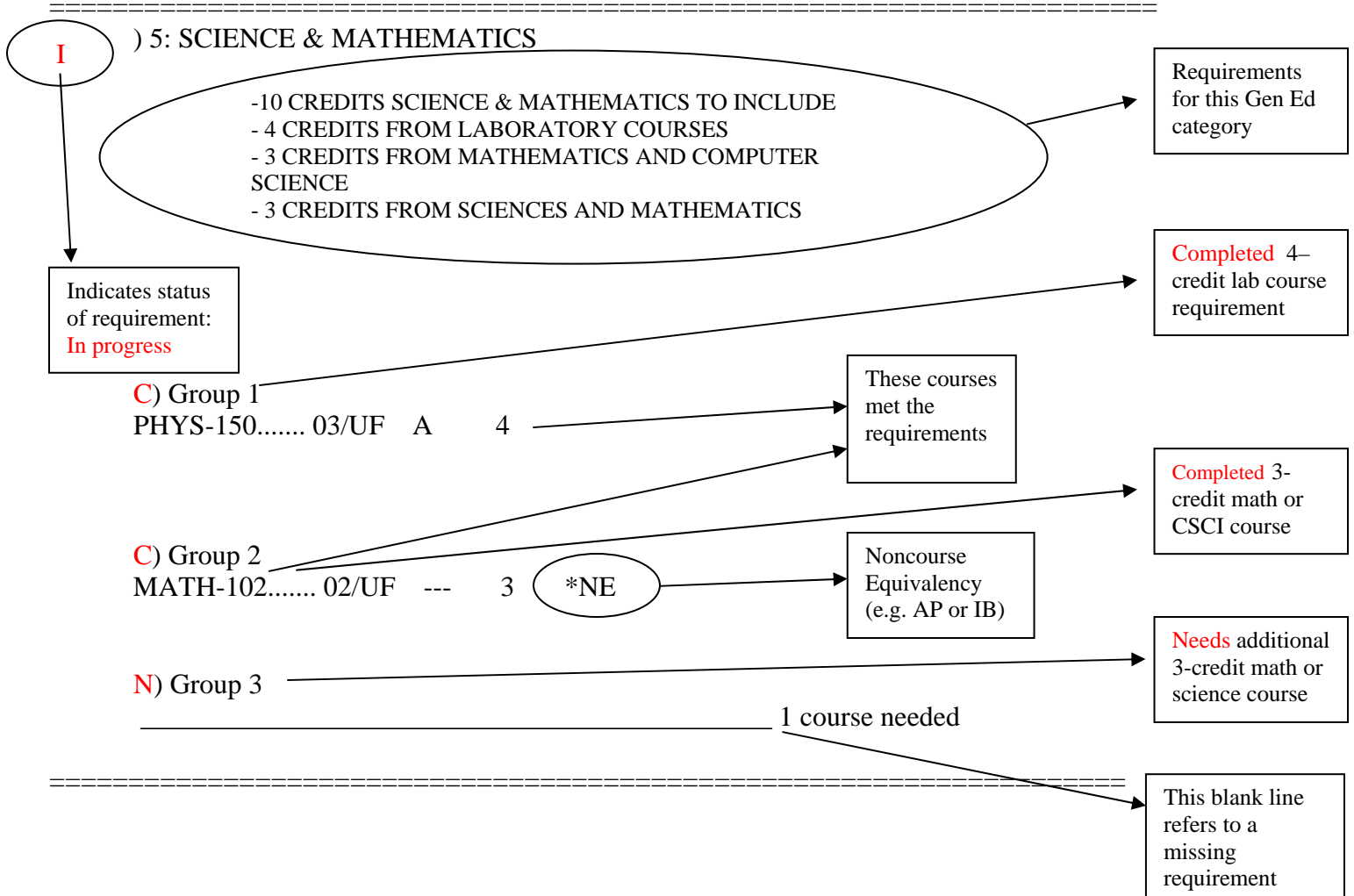
GENERAL EDUCATION REQUIREMENTS

Each general education requirement is arranged by groups, which contain the credits or courses needed to fulfill the requirement. There are 7 (seven) general education requirements being tracked:

- 1: COMPOSITION
- 2: FOREIGN LANGUAGE
- 3: LITERATURE
4. ARTS, HISTORY, PHILOSOPHY, RELIGION
5. SCIENCE & MATHEMATICS
6. SOCIAL SCIENCE
7. PHYSICAL EDUCATION

On the last page of this document is a list of statuses that the audit uses in tracking completion and, for this example, the student is In-Progress (I) with this total requirement but has completed (C) the first two "groups" and has not started (N) the third "group" or sub-requirement. The TE to the far right of the MATH 102 course indicates that these are Transfer Equivalency credits.

Example:



REQUIREMENTS FOR THE MAJOR

The first line lists the major gpa earned to date compared to the required 2.000 gpa in the major. **Please note:** the major gpa in this calculation is **NOT** an official W&L grade-point average but represents the audit-calculated gpa of the courses selected by the software to fulfill the major group requirements. *Please note that the University Registrar's office will not move courses around in the audit in order to increase this unofficial major gpa calculation.* An explanation of how to calculate a major gpa is found at <http://registrar.wlu.edu/policies/gpa.htm> . Often in reporting a major gpa on a job application or resume students include in the calculation all courses completed in the major field of study.

The major will be broken into groups of subrequirements, each containing the credits or courses needed to fulfill the subrequirement. These separate groups will use status codes to indicate if the subrequirement has been completed.

Example:

C) 8: REQUIRED COURSES MATHEMATICS MAJOR

GPA Achieved/Needed: 3.401 / 2.000

As noted above, this unofficial major gpa is calculated by the computer from the courses used to meet each requirement. A 2.000 in the major is required.

- > A major in mathematics leading to a
- > Bachelor of Arts degree requires completion
- > of at least 33 credits as follows:
- > 1. MATH 221, 222, 311, 312, 321, 311
- > 2. One course from CSCI 211, 313, ECON 320,
- > MATH 218, 310, 333, 353, PHYS 112.
- > 3. 12 additional credits selected from
- > mathematics courses numbered above 300.

Credits: 33

GPA Achieved/Needed: 3.401 / 2.000

C) Group 1

MATH-221A.....	00/UF	B	3
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C) Group 2

Credits: 15

MATH-222.....	01/UW	A	3
MATH-312.....	02/UW	A-	3
MATH-321.....	02/UF	B	3
MATH-322.....	03/UW	A-	3
MATH-311.....	04/UW	B-	3

C) Group 3

PHYS-112.....	02/UW	A	3
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P) Group 4

Credits: 12

MATH-309.....	01/UF	B	3
MATH-303.....	03/UW	A	3
MATH-332.....	03/UF	B+	3

MATH-30M.....

--- 3 *F *TE

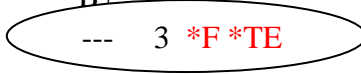
Group 1

Group 2
Addl required
courses from
1 above

Group 3

Group 4
Addl 15 math
credits to
reach the
required 33
total in 3.

Transfer course manually
added (Forced) to this group.
See below for explanation of
course numbering scheme.



OTHER COURSES

This section contains all coursework and notations that have not been applied toward any of the student's degree requirements listed above. Be sure to check this area because it also contains all courses that have been graded "I" and "WIP." (Once the incomplete or work-in-progress grade is changed to a passing grade, the course will move to fulfill its specific requirement.) Non-graded courses (NGR) such as laboratories and tutorials are listed here. Also listed are repeated courses and failed courses.

Example:

OTHER COURSES:						Registered Credits	Earned Credits	
FREN-261.....	00/UF	B+	3.00	3.00				
ENGL-11N.....	00/UF		3.00	3.00	NE			
MATH-101.....	00/UF		3.00	3.00	NE			
BIOL-111L.....	00/UF	NGR	0.00	0.00				
BIOL-112L.....	01/UW		3.00	0.00				
CHEM-111.....	01/UF	A	4.00	4.00				
CHEM-111L.....	01/UF	NGR	0.00	0.00				
HIST 103.....	04/UF		3.00	(3.00)	*IP			
CLAS 201.....	04/UF		3.00	(3.00)	*IP			
ECON 101.....	04/UF		3.00	(2.00)	*IP			
POL 103.....	04/UF		3.00	(3.00)	*IP			

(Credits in parenthesis are anticipated to be earned.)

NGR is the grade code on non-credit courses such as co-requisite laboratories and tutorials

IP (In Progress) and credits in parenthesis are anticipated to be earned – this shows a current or future registered course

CODES USED IN THE AUDIT

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 Statuses: C=Complete, I=In progress, N=Not started
 P=Pending completion of current registration, W=waived
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You want to see **C (Complete)** on each section of the audit!

Codes after specific courses

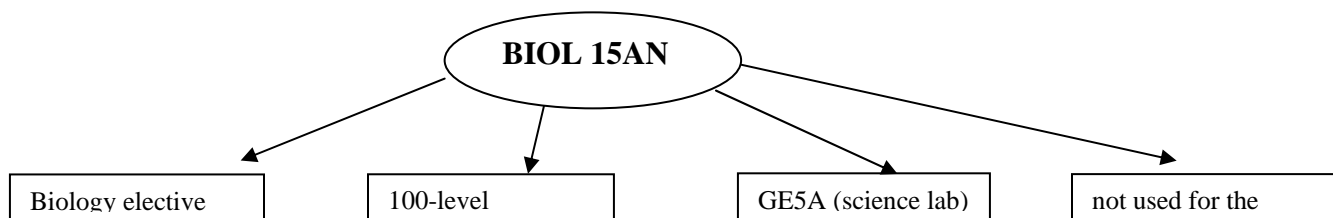
- IP = In Progress (currently registered for this course)
- TE = Transfer Equivalency (this is external credit that applies to the audit)
- F = Forced (this course was manually entered to meet a specific requirement)
- R = Replaced (this course is used as substitution for another course)
- NE = Noncourse Equivalency (credit from AP or IB tests)

Transfer Course Numbering Scheme

Transfer courses can receive the equivalent W&L course number or be assigned a generic number that represents the course subject and if the course counts toward the major and/or meets a general education requirement.

Examples of elective course designations with General Education or major information:

GEN 10N	General elective, 100-level, non-GE, non-major
ENGL 11N	English elective, 100-level, GE1 (composition), non-major
SPAN 23M	Spanish elective, 200-level, GE3 (literature), may be used for the major



ADDITIONAL QUESTIONS?

If you have questions about your degree audit, please don't hesitate to contact the University Registrar's office or your adviser.

Stop by the University Registrar's office in Early-Fielding or e-mail registrar@wlu.edu . You can also directly contact Ms. Deborah Hattersely, Assistant University Registrar at dhattersely@wlu.edu or 540.458.8453