

UNDERSTANDING YOUR DEGREE AUDIT (Program Evaluation)

Your degree audit is an advising tool designed to assist you in planning for graduation. It matches the course that you have taken, or are currently taking or preregistered for, to your degree requirements. It is customized to your specific major(s) and/or minor(s) requirements. It is not an official transcript, but an evolving review of credits appropriate to your degree requirements. It remains your responsibility to satisfy all degree requirements as outlined in the VU catalog.

The degree audit identifies:

1. Requirements for your degree program.
2. Transfer course work and VU equivalencies (if applicable) – graded “TR”
3. AP/CLEP course equivalencies (if applicable) – graded “CR”
4. VU course work, both in progress and pre-registered.
5. Your gpa(s) for courses applied toward your degree.

Summary information is listed at the very top: your name, VU ID number, program description and code, catalog year, anticipated completion date, and e-mail address.

In the undergraduate audit, a reminder of the residence requirement (the number of credits that must be taken at VU), followed by the name of your adviser(s), is next.

Then comes an area of summary information about your cumulative totals. The two lines for INSTITUTIONAL credits and gpa refer to the residence requirement and the minimum number of credits and the minimum gpa that is required at VU regardless of other course requirements. The next two lines for COMBINED credits and gpa refer to the minimum degree requirements required.

The two columns labeled ‘Current’ refer to what you have earned (completed) so far and the number you have left (required minus earned credits). If your gpa is below the minimum requirement, you will see ‘Not Met’ in the ‘Remaining’ column. The two columns labeled ‘Anticipated’ refer to the credits for which you are currently registered or pre-registered (the ‘Additional’ column) and the credits remaining to have the minimum number required for your degree (the ‘Remaining’ column which is Earned minus Additional). **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 is met.** You still need to check the rest of the degree audit for missing requirements.

The rest of your degree audit is organized into ‘blocks’ or ‘modules’ of information, depending on your specific degree plan. These blocks are separated by lines of = = = = = and are organized in outline format. In front of each part of the outline there is a status code to indicate the status of the requirement. These statuses are also listed just after the summary information and include the following (in order of desirability):

- | | |
|---|---|
| C | Complete |
| P | Pending completion of unfinished activity |
| I | In progress |
| N | Not started |

For undergraduate students, there are at a minimum two additional blocks of requirements – one for general education and one for your specific major. The BA degree has a separate block for the natural science/math requirement (it is complicated!). Business Administration, Engineering,

and Nursing have additional blocks for their specific requirements. The general education block(s) always need to be completed (either ‘C’ or ‘P’ status), but the specific major and/or minor blocks may not necessarily be completed. This is because the degree audit needs to take into consideration the additional courses that you have taken beyond the minimum requirements to calculate your major or minor gpa in that field.

The degree audit for graduate and law programs is organized around the specific types of requirements for that degree. Each area is labeled with an explanation of the requirement.

In addition to the cumulative grade point average, your degree audit will calculate the gpa in your major and/or minor in that particular block.

At the end of your degree audit, there is a block called ‘OTHER COURSES’. This contains all coursework that has not been applied toward one of your degree requirements. **Be sure to check this area** because it also contains all courses that have been graded ‘I’, ‘IEX’, or ‘NR’. The degree audit is smart enough to know that these are graded courses and smart enough to know that the grade is not acceptable to meet degree requirements; it is not smart enough to know that these grades will be changed (hopefully). Therefore, it will look like a specific requirement still needs to be met if one of these courses is graded ‘I’. Once the grade is changed to an acceptable grade, the course will move to fulfill its specific requirement.

Note codes that appear after a specific course are explained at the end of the degree audit. Here are some of the common ones:

IP	In progress
PR	Pre-registered
RA	Repeat attempt – this course is a repeat attempt
RP	Replacement pending – course is being repeated
TE	Transfer equivalency
NE	Non-course equivalency (AP, CLEP, IB, or placement credit)
G	Grade – course failed the minimum grade requirement
GPA	Credits now are applied only toward GPA

The degree audit also allows you to project what requirements would be remaining if you changed your major. When you select the ‘Program Evaluation (degree audit)’ button it will ask you to select either your active program or a ‘What if’ program. The question ‘‘What if I changed my program of study?’’ is followed by a drop-down box with the program options for you to select. You will then also need to select a catalog year, which in general, should be the year you entered VU unless there have been changes to requirements that might affect you.

If you have questions about your degree audit, please don’t hesitate to contact:

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If you wish to change either your anticipated completion date or the catalog year that you are using, simply e-mail the appropriate office listed above.