HOW TO PROCESS DEGREE AUDITS

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REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	Final

INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to generate and view a degree audit for a student.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. All curriculum (Majors, concentrations, minors, etc.) requirements listed in degree audits have been entered as approved by the Academic Senate, Riverside Division.
2. Degree Audits must "clear" at time of graduation for a degree to be conferred.
3. Catalog Rights for Undergraduate and Graduate Degrees are as follows:
   R6.12 *To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. (En 5 November 87)*
4. In a meeting with the colleges it was agreed that the interpretation of R6.12 is students earning a BS and a BA can have different catalog years but students with one bachelor's degree and more than one major have the same catalog year. Minors should have the same catalog year as the curriculum/major they are associated with in SGASTDN.
5. Graduate students have the choice of using the catalog in effect the year they enter the program, or the catalog in effect when they advance to candidacy.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu//) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

SEARCH FOR AN AUDIT

STEPS

1. To view an audit for an individual or group of students, click on the **Find button**
   a. You can also type the student ID directly into the **Student ID field**
2. Click **Enter**.

Back to Self-Service	Portal
Find Student ID	⏮ ◀ Name ▶ ⏭

3. Search for students using their name, Student ID, or by specifying the desired criteria from the options below, and then click the **Search** button.
   a. In the **First Name** and **Last Name** field you can enter partial characters in either but not both to bring up a group of students with that criteria.
      i. For example Chris would bring up all iterations, Chris, Christina, Christopher, etc. To further narrow down the search select from the other fields in the search window.
   b. The *Bachelor of Arts* degree and *Asian Studies* major was selected as an example.

4. The list of students satisfying your criteria will display in the bottom portion of the window along with the count.
5. You have the option of selecting which student audits to view by checking and unchecking the boxes to the left of the student ID.

6. Click **OK** to load the list of students. (The students available to query is updated nightly from the Banner Student Information System)

7. The maximum number of records returned in the search is 600.
    a. If more than 600 records exists, the warning window below will appear.
    b. The records returned will be random, i.e., not in alpha nor numeric ID order.
    c. Narrow the search by adding additional criteria such as the student's class level or catalog year.
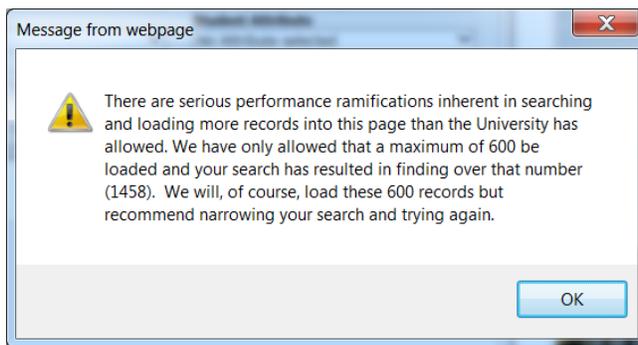
CHECK YOUR UNDERSTANDING

1. The students available to query is updated nightly from the Banner Student Information System.
    a. TRUE
2. If your query identifies more than 600 students, Degree Works will not give you any students in the results.
    a. FALSE, it will give you 600 random students that meet the criteria; therefore, you will want to add additional criteria to your search to decrease the number of results.
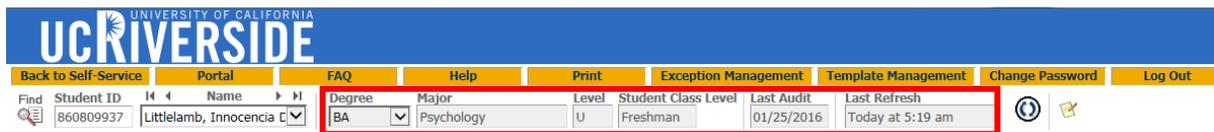
VIEW AN AUDIT

STEPS

1. Degree audits are viewed using the **Worksheets tab**. The default format is the **Student View**.

2. The student context information will be displayed in the fields at the top of the window.

a. This includes current degree, major, college, student level and the date the last audit was processed.

b. The nightly batch process checks for data changes on the student's curriculum record in Banner and runs a new audit for those students with changed data. Therefore, the audit displayed when the student is loaded reflects their most recent academic data from Banner.
c. An additional refresh of data from Banner can be completed in one of two ways. A final decision will be made based on the impact each has on system performance. Either option will refresh the record with any updates that might have occurred after the nightly batch process.
    1. System Auto Refresh: If turned on, a refresh of the audit will occur immediately upon an audit being viewed; or
    2. Refresh on Demand: An advisor can click on the Banner refresh button to initiate a new pull of student data from Banner for that student. After the system notifies you that the refresh was successful click Process New to see the new student data reflected in the audit.
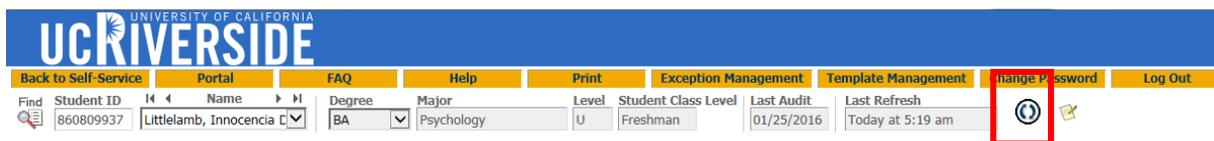
d. A new audit may be processed at any time to reflect changes such as new notes or exceptions. To process a new audit for a student select the **Process New button**. Check or uncheck the box next to the **Include In-progress classes** (current term classes) or **Include pre-registered classes** (future term classes) to include or exclude them from the audit before clicking **Process New**.
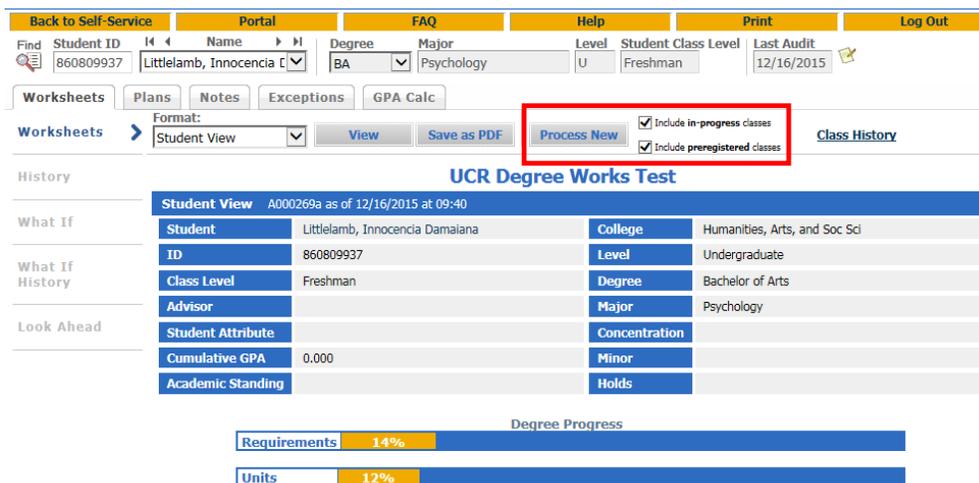
3. To navigate through audits for other students loaded from the search, click the right or left arrows above the name field or use the drop down arrow to view a list of students to select from.
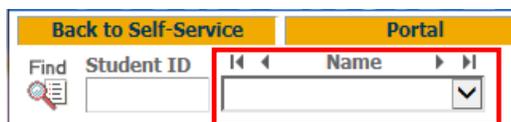
CHECK YOUR UNDERSTANDING

1. The nightly batch process checks for data changes on the student's curriculum record in Banner and runs a new audit for those students with changed data.
    a. TRUE
2. A new audit may be processed at any time to reflect changes such as new notes or exceptions by pressing Process New.
    a. TRUE

READING AN AUDIT

Graduate and Undergraduate program requirements have different structures. An undergraduate audit is used below to explain the different sections of an audit.

STEPS – BANNER STUDENT DATA

1. The degree audit provides a snap shot of key student record information from Banner that might be useful when reviewing a student's degree audit.
2. Students can find more details about holds and how to resolve them in R'Web. Staff and faculty can view additional information in Banner (SOAHOLD) and the Student Profile.

Student View	A0002iXR as of 02/19/2016 at 09:42		
Student		College	Humanities, Arts, and Soc Sci
ID		Level	Undergraduate
Class Level	Senior	Degree	Bachelor of Arts
Advisor		Major	Psychology
Student Attribute		Concentration	
Cumulative GPA	3.160	Minor	
Academic Standing		Holds	Perkins Loan Exit Required

STEPS – DEGREE PROGRESS BARS AND DEGREE BLOCK (REQUIREMENTS)

1. **Degree Progress Bars** show progress based on Requirements and Units.
    a. Please note that one bar can show 100% complete while the other is not, i.e., a student can have 100% of their units completed but still have outstanding requirements as shown in the example below.
    b. Most graduate student audits will have only one progress bar Requirements.

Degree Progress

Requirements	75%
Units	100%
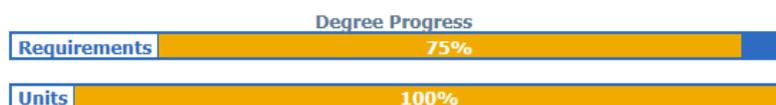
2. Requirements are outlined in a series of blocks identified in a blue band. The **Degree Block** includes requirements the student needs to complete in order to graduate.
    a. It consists of general University, College, and Major requirements.
    b. All requirements must be satisfied with a green box with a check mark for the degree audit to be considered "cleared" and a student eligible for their degree to be conferred.

c. **General University Requirements** for Undergraduate Students consist of the following requirement.
   1. Unit Requirement: 180 earned units; not to exceed 216 units
   2. Residency:
      1. Minimum of 36 units must be completed at UCR
      2. 35 out of the final 45 units completed at UCR
   3. Minimum 36 upper-division units completed at UCR
   4. Scholarship Requirement: 2.0 Cumulative grade point average
   5. University of California Entry-Level Writing Requirement
   6. American History and Institutions
d. For the College and Major Requirements you will note that the text to the right of **Still Needed** includes a hyperlink that will take you to that designated block so you can review the more detailed requirements.

STEPS – COLLEGE AND MAJOR REQUIREMENTS FOR UNDERGRADUATE STUDENTS

1. The **Graduation Application** block requirement displays based on College rules.
   a. BCOE and CNAS - students with senior class standing will see this requirement.
   b. CHASS and SOBA - students will see the requirement at all times.
   c. This requirement is cleared by entering the appropriate code and value for the student in Banner (**SHANCRS**); for instructions on marking this complete, see *Graduation Process* procedures.

2. The College **Breadth** block requirement(s) have website links to course lists maintained by each College.

Breadth for College of Humanities, Arts, & Soc Sci			Catalog Year:	2013-2014	Units Required:	56
			GPA:	0.000	Units Applied:	0

Unmet conditions for this set of requirements: A minimum of 56 units are required. You currently have 0, you still need 56 more units.

☐ **HUMANITIES**
- ☐ World History — Still Needed: **1 Class in HIST** 010 or 010H or 010W or 015 or 015H or 020 or 020H or 020W
- ☐ One Fine Arts — Still Needed: Click here to see classes which meet this requirement
- ☐ Two Literature, Philosophy, Religious Studies — Still Needed: Click here to see classes which meet this requirement
- ☐ One Additional Humanities — Still Needed: Click here to see classes which meet this requirement

☐ **SOCIAL SCIENCES**
- ☐ One Economics or Political Science — Still Needed: Click here to see classes which meet this requirement
- ☐ One Anthropology, Psychology or Sociology — Still Needed: Click here to see classes which meet this requirement
- ☐ Two Additional Social Sciences — Still Needed: Click here to see classes which meet this requirement

☐ **ETHNICITY** — Still Needed: Click here to see classes which meet this requirement

☑ **FOREIGN LANGUAGE LEVEL 4 COURSE OR EQUIVALENT**

☑ Foreign Language Level 4 Course	**LATN 004**	INTERMEDIATE LATIN		TP	0	Fall 2010
	Satisfied by	RLST100 - LATIN 001 - Csu Fullerton				

☐ **NATURAL SCIENCES & MATHEMATICS**

☑ One Mathematics, Statistics, or Computer Science	**MATH 005**	PRECALCULUS		TP	0	Fall 2010
	Satisfied by	MATH125 - PRECALCULUS - Csu Fullerton				

- ☐ One Biological Sciences — Still Needed: Click here to see classes which meet this requirement
  - ☐ Biological Sciences
  - ☐ Introduction to Cell & Molecular Biology with Lab
- ☐ One Physical Sciences — Still Needed: Click here to see classes which meet this requirement
- ☐ Two Additional Natural Sciences/Mathematics — Still Needed: Click here to see classes which meet this requirement

3. Additional requirements that could show include **CHASS 100 units outside the major** or **BCOE's ABET Depth** requirement.
4. Major requirements for undergraduate students is divided into three different blocks.
   a. **Lower-division** – this block contains all degree requirements for the major that are course numbers 001 to 099 and are designated lower- division.
   b. **Upper-division** – this block contains all degree requirements for the major that are course numbers 100 to 199 and are designated upper-division.
   c. **Upper-division major GPA** – this block contains coursework that calculates into the upper-division GPA and ensures the students has a 2.0 GPA.
   d. Below is an example of the Lower-division Bioengineering block.

Lower-division Bioengineering			Catalog Year:	2014-2015	Units Required:	72
			GPA:	3.513	Units Applied:	67

Unmet conditions for this set of requirements: 72 units are required. You currently have 67, you still need 5 more units.

☐ Overview of Bioengineering	Still Needed:	**1 Class in BIEN** 010				
☑ Intro to Cell and Molecular Biology with Lab	**BIOL 005A**	INTRO: CELL&MOLECULAR BIOLOGY	TA	4	Fall 2010	
	Satisfied by	BIOL50 - CORE BIOLOGY - Chaffey College				
	BIOL 05LA	INTRO TO CELL&MOLECULR BIO LAB	TA	2	Fall 2010	
	Satisfied by	BIOL50 - CORE BIOLOGY - Chaffey College				
☑ Introduction to Organismal Biology	**BIOL 005B**	INTRO: ORGANISMAL BIOLOGY	TA	4.5	Spring 2012	
	Satisfied by	BIOL62 - BIOLOGY OF ORGANISMS - Chaffey College				
☐ General Chemistry Courses with Laboratory	**CHEM 001A**	GENERAL CHEMISTRY	TA+	4.5	Spring 2011	
	Satisfied by	CHEM21 - GENERAL CHEMISTRY - Chaffey College				
	CHEM 001C	GENERAL CHEMISTRY	TA	5	Fall 2011	
	Satisfied by	CHEM22 - GENERAL CHEMISTRY - Chaffey College				
	Still Needed:	**4 Classes in CHEM** 001B and 01LA and 01LB and 01LC				
☑ Intro to Computer Science for Science, Math and Engineering	**CS 010**	INTRO: CS FOR SCI,MATH&ENGR I	B+	4	Winter 2013	
☑ Engineering Circuit Analysis I with Laboratory	**EE 001A**	ENGINEERING CIRCUIT ANALYSIS I	B+	3	Fall 2013	
	EE 01LA	ENGINEERNG CIRCUIT ANALY I LAB	A	1	Fall 2013	
☑ First Year Calculus	**MATH 009A**	FIRST-YEAR CALCULUS	TA	4	Fall 2011	
	Satisfied by	MATH65A - CALCULUS I - Chaffey College				
	MATH 009B	FIRST-YEAR CALCULUS	TA	4	Fall 2011	
	Satisfied by	MATH65A - CALCULUS I - Chaffey College				
	MATH 009C	FIRST-YEAR CALCULUS	TA	4	Fall 2011	
	Satisfied by	MATH65A - CALCULUS I - Chaffey College				
☑ Calculus of Several Variables	**MATH 010A**	CALCULUS:SEVERAL VARIABLES	A	4	Winter 2013	
	MATH 010B	CALCULUS:SEVERAL VARIABLES	A-	4	Spring 2013	
☑ Intro to Ordinary Differential Equations	**MATH 046**	ORDINARY DIFF EQUATIONS	A+	4	Fall 2012	
☑ GENERAL PHYSICS						
☑ General Physics	**PHYS 040A**	GENERAL PHYSICS	TA	5	Spring 2012	
	Satisfied by	PHYS45 - PHYSICS FOR SCI/ENGR I - Chaffey College				
	PHYS 040B	GENERAL PHYSICS	B	5	Winter 2013	
	PHYS 040C	GENERAL PHYSICS	B+	5	Spring 2013	

5. Informational Course Listings provide additional guidance to students and staff but are not required for graduation.
   a. **Math and Science GPA** – This block is used to monitor the GPA of a pre-determined set of math and science courses needed to change majors or for those pursuing graduate studies.
   b. **Course List** - Listing of all the courses that have been taken or attempted at UCR or transferred in.
      1. Note: Adding the course list to the degree audit has some impacts, so we are working on a course list in the Student Profile to provide the requested alphabetical list of courses. This would then allow us to remove the course list from Degree Works.

STEPS – ADDITIONAL BLOCKS

1. **Additional Units Completed** – Courses that have a passing grade and are counting towards the total units required for the degree but are not being used to meet a general university, college, or major requirements.

Additional Units Completed		Units: 12		Classes: 3	
CS 005	INTRO TO COMPUTER PROGRAMMING		A-	4	Winter 2015
THEA 066	SCREENWRITING: HOW MOVIES WORK		B	4	Spring 2014
UCRV ELEC	UCR ACCEPTED TRANSFER ELECTIVE		TP	4	Fall 2010
Satisfied by:	AP3603 - ENGLISH LANG/COMP - Educational Testing Service:AP				

2. **Insufficient** – Courses that did not receive a passing grade or were repeated will appear here. All repeated courses even those beyond the 16 allowable repeated units will appear in this section. Repeated units beyond the 16 will calculate into each block GPA where the course could have satisfied a course rule, e.g., major GPA.

Insufficient		Units: 0		Classes: 3	
ME 002	INTRO MECHANICAL ENGINEERING		F	0	Winter 2011
ME 100A	THERMODYNAMICS		W	0	Fall 2012
ME 118	MECHNCL ENGR MODELNG & ANALYS		F	0	Winter 2013

3. **In-progress** – Registered and in progress courses.

In-progress		Units Applied: 12	Classes Applied: 3	
ANTH 122	ECONOMIC ANTHROPOLOGY	REG	4	Fall 2015
ANTH 139	CHANGE AND DEVELOPMENT	REG	4	Fall 2015
ANTH 180A	INTRO TO ANTHRO METHDS&TECHNQS	REG	4	Fall 2015

4. **Not Counted** – Courses that are not eligible to complete degree requirements or (e.g. 300 or 400 level) or have exceeded the maximum allowed units or classes will appear here, e.g., PE and 198I classes. All units displayed are not approved towards meeting requirements therefore, not counted towards the degree.

Not Counted			Units: 3	Classes: 1
UCRV RVW		TA	3	Fall 2012
Satisfied by:	BIOL62 - BIOLOGY OF ORGANISMS - Chaffey College			

STEPS – LEGEND

1. The **Legend** provides an explanation of the icons and symbols used throughout the worksheet.

Legend			
✅ Complete	▨ Complete except for classes in-progress	(T) Transfer Class	: Range of Courses
☐ Not Complete	▨ Nearly complete - see advisor	@ Any course number	

2. **Nearly complete icon** – The double squiggly box indicates that all classes in that requirement block are complete except for a qualifier. An example of a qualifier is a minimum GPA that must be met to fulfill a requirement.
3. **Transfer Class** – transfer courses are identified in the **Graduation Checklist** worksheet view with a letter T in parenthesis such as ENGL 001A (T).

✅ Systemwide ELWR Requirement	ENGL 001A (T)

   a. In other areas the transfer work is clearly identified by the institution and final grade starting with the letter T as shown below. TP is the equivalent of an S for an S/NC graded course. Standard letter grades apply to all others, i.e., TA, TA-, TB+, etc.

ENGL 001A	BEGINNING COMPOSITION	TP	4	Fall 2010
Satisfied by	AP3603 - ENGLISH LANG/COMP - Educational Testing Service:AP			

   b. Courses graded as TM indicates that there are multiple courses articulated to one UCR course. Users will need to review transfer work in Banner to see the grades of each transfer course being articulated.
4. **Any course number** – The @ symbol is a wild card character. An example would be BUS 1@. Meaning any course in the BUS discipline within 100 to 199. BUS @ would mean any course within the BUS discipline.
5. **Range of courses** – The colon between two sets of numbers indicates a range of options, e.g., BIOL 100:198.

STEPS – ADDITIONAL HELP

1. **FAQs and Help** – Please refer to the FAQ and Help links at the top of the Degree Works window for assistance. The Help information is specific to the page you are viewing.
2. **Test scores from SOATEST and Non-course requirements from SHANCRS** in Banner - Are used to clear students from some requirements, but do not always catalog what satisfied the requirement.
3. **Course Redemption** – When two courses are taken that fulfill the same requirement, the following values determine the tiebreak and therefore which course is used by the audit.
   a. First course taken
   b. If taken in the same term use the highest grade
   c. If taken in the same term and got the same grade use the higher unit value

FINAL QUIZ

1. An undergraduate student can have a degree progress bar that shows he/she has completed 100% of the units required without completing all requirements.
   a. TRUE
2. Most of the requirements in the Degree Block must be satisfied with a green box with a check mark for the degree audit to be considered "cleared" and a student eligible for their degree to be conferred.
   a. FALSE, ALL requirements must be satisfied with a green box.
3. The list of courses that satisfy the breadth requirements is located:
   a. A) In Degree Works and is visible in the audit.
   b. B) On each College website.
   c. C) Hyperlinked from the Breadth Block in Degree Works.
   d. D) Both B and C

      e.   E) None of the Above

      f.   Answer: D

4. Transfer courses with a TM grade means that there were multiple courses articulated to a single UCR course and so, to see the grades from each of the courses you must go into Banner.

      a.   TRUE

5. Courses that are not eligible to complete degree requirements or have exceeded the maximum allowed units or classes will appear in the area called Not Counted.

      a.   TRUE

6. Courses that have a passing grade and are counting towards the total units required for the degree but are not being used to meet a general university, college, or major requirement are located under Insufficient.

      a.   FALSE, they are located under Additional Units Completed.