How to Read a Student Degree Works Audit?

NOTE: All information in Degree Works is pulled from the students Banner Record. If information is inaccurate in Degree Works you must correct information in Banner INB.

Multiple Audits

Degree

| BSBA |

Degree

| BSBA |
| MS |

Degree

BSBA

BS

GENERAL STUDENT INFORMATION

The top part of the student’s record will contain basic information about the student including:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Name linked with student email</td>
<td>Level</td>
<td>Level of student; undergraduate, graduate,</td>
</tr>
<tr>
<td>ID</td>
<td>Banner ID</td>
<td>Degree</td>
<td>Degree Type; BS, BSBA, Certificate</td>
</tr>
<tr>
<td>Classification</td>
<td></td>
<td>College</td>
<td>College Name of Program</td>
</tr>
<tr>
<td>Advisors</td>
<td>Major</td>
<td>Name of Major(s). Multiple can be listed if degree type is the same</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
<td>---------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Overall GPA</td>
<td>Minor</td>
<td>Name of Minor(s)</td>
<td></td>
</tr>
<tr>
<td>Test Scores</td>
<td>Concentration</td>
<td>Name of Concentration(s)</td>
<td></td>
</tr>
<tr>
<td>Academic Standing</td>
<td>Applied for Graduation Term</td>
<td>Degree and term applied for graduation. Will say No if has not applied or if already graduated.</td>
<td></td>
</tr>
<tr>
<td>Catalog Year</td>
<td>Overall Credits</td>
<td>Completed hours – number should be used for registration window</td>
<td></td>
</tr>
<tr>
<td>Previous Degree</td>
<td>Tuition Surcharge</td>
<td>will say Assessed if student is being charged</td>
<td></td>
</tr>
</tbody>
</table>

### Warning Block

<table>
<thead>
<tr>
<th>Tuition Surcharge Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on your total credit hours you are approaching the tuition surcharge threshold. Once you exceed the maximum allowed hours you will be assessed a 50% tuition surcharge for each term enrolled (excluding summer) until degree completion.</td>
</tr>
</tbody>
</table>

If a student has enrolled in more than 104 s.h. a Tuition surcharge warning will appear. This warning will remain on the audit until the Tuition Surcharge is accessed. Once tuition surcharge is assessed, the warning will disappear and Assessed will be displayed in the Tuition Surcharge field of the Student View box.

If you have questions regarding tuition surcharge please contact regis@ecu.edu.

### Degree Progress Bar

The Degree Progress Bar shows a student an estimation of the student’s progress toward degree completion. This estimation is based on the number of requirements that have been checked completed. For students who are undeclared (GC), this calculation will be based on the Degree and Foundations/General Education requirements only.

### Block Headers – the purple bar

The block header includes; block title, catalog year, credits required, credits applied, and GPA (on certain blocks)

#### Degree in Bachelor of Science

| Catalog Year: 2017-2018 | Credits Required: 124 | Credits Applied: 32 |

#### Major in Public Health Studies - Intended, BS

| Catalog Year: 2017-2018 | Credits Required: 66 | GPA: 0.000 | Credits Applied: 0 |
*Students who are undeclared will have a General College block.

This section indicates what is required for a selected degree for a specific catalog year at ECU, including:

- Credits required
- In Residence Requirement
- Senior College Credit requirement
- Minimum GPA
- Diversity requirements (checked complete when course is passed)

- A list of any blocks required by the degree program including General Education, Foreign Language (if applicable), Major, Concentration, and Minor
- Specialty block requirements (if applicable) such as Honor, ROTC, Leadership, Licensure, Declaration, Electives to meet Degree will also be displayed.

Additional items listed in degree block (displayed as a red check box) may include:

- The existence of an Incomplete or Not Recorded grades.
- Apply to graduate
- Additional ECU Admission requirements
- Dual Degree notification
- Enrolled in courses after graduation term
- Do not graduate hold
- Diploma Hold
- Financial Aid Exit Interview
Foundations/General Education Curriculum Requirements

The next part of a worksheet shows the student’s foundation curriculum. Requirements that are completed are checked off in the boxes on the left.

When a requirement has not been met, a list of acceptable courses appears. These courses are hyperlinked to a box that will display course information, any prerequisites, and real-time data on offerings in the current schedule of classes.

**Note:** Requirements that are looking for a course attributes, such as Science Lab, 1 Humanities and 1 Fine Art course, will be marked complete once the course has been passed.

Unmet conditions for the block will be listed in red under the block header.

Catalog Requirements: A link to the specific catalog year being used is available under the Foundations/General Education Block. Click the link to review catalog requirements for your major.

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Major Requirements

This section checks a student’s Major requirements.

Concentration Requirements

This section checks a student’s Concentration requirements. Concentration’s are requirements of some majors. Hours and grades as associated with the major.

Minor Requirements

This section checks a student’s Minor requirements. Courses in the Minor block may share with major or concentration, Foundations/General Education and/or Degree block unless stated in the catalog that they may not share or may only share a specific number of hours. Please check catalog requirements if you have questions regarding a minor sharing hours.

Other Requirements

- Honors
- ECU Leads
- Electives to Degree
- ROTC
- Licensure
- Declaration

Additional blocks may be listed depending on the student’s curriculum and academic involvements. Additional blocks may include; Honors, ROTC, Leadership, Licensure, Declaration blocks, Electives to meet degree requirement

Electives Courses

This block lists courses which are not counted or needed towards the requirements of the degree.

These courses are counted toward total hours, but are not needed to fulfill specific core or major requirements.

Insufficient Courses

Courses that have been failed, repeated, withdrawn or audited will be listed in the insufficient section.

This block lists courses which the student has received a grade of Fail (F), Withdrawal (W), Audited (AU) and/or Repeated Courses.

Courses listed with and * next to them in the insufficient block indicate courses that have been forgiven and are not included in the Students GPA.

Repeated / Replaced Grades - When a course is in process of being repeated the 1st attempt will be displayed in the insufficient block until the 2nd attempt is complete. At that time, if the course is to be grade replaced the first attempt will remain in the insufficient but will not count toward the GPA. Courses that are not allowed to be repeated

These courses are not counted toward the degree requirements however they are counted in the GPA based on the grade.

Remedial or Not Counted

Courses that may not count towards a degree will be listed in this section. Courses listed in this section do not count toward a student’s applicable degree hours listed in the degree block of the audit. Course counts in Banner overall hours listed in the student demographics block at the top of the audit. Courses that may not count toward degree hours include

- Previous degree courses
- Remedial Courses
- Courses that are not applicable to a degree based on accreditation
Courses In-Progress

Currently enrolled students will also have an In-Progress area that lists courses in which they are currently enrolled, pre-registered for a future term or have received and Incomplete grade in. *Incomplete grades will remain in-progress until a change of grade is processed or the time limit is up in which case the grade will change to an F and be moved to the insufficient block.

Exceptions

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Date</th>
<th>Who</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Complete</td>
<td>Force complete the rule</td>
<td>11/30/2011</td>
<td>Biasetti, Amy H</td>
<td>RA4000005</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Any exceptions that have been entered will be summarized at the end of the audit.

Advising Notes

The last block of the student audit contains any advising notes attached to a student’s record.

Legend

- **= Requirement Completed
- □ = Not Completed
- ‼️ = Complete except for courses in progress
- ₋️ = Nearly complete – see advisor
- 🌱 = Transfer class
- 👍 = Any Course Number
- ⚔️ = Prerequisites Required