DEGREE AUDIT

OVERVIEW

The online degree audit provides a quick and easy way for you to see your degree requirements.

The top portion contains basic information regarding your major, minor, and catalog year. There are also several pieces of additional information you can view:

Academic History: displays a list of courses you have taken, as well as in-progress courses

PDF: generates a PDF with all your degree requirements, and your academic history

Duplicate Courses: displays a list of potential duplicate courses appearing in your degree audit (see the FAQ section for more information)

Courses Excluded: displays the number of courses that have had their credit hours excluded, due to being a duplicate course (see the FAQ section for more information)

Repeats Used: displays the number of courses that have had an option to repeat applied (see the FAQ section for more information)

Your degree audit also contains your up-to-date Overall GPA, as well as your Major and Minor GPAs.

Overall GPA	Management Major GPA	Business Administration Minor GPA
3.740	3.744	3.630
0 Minimum 2.0 G.P.A. 4	0 Minimum 2.0 G.P.A. 4	0 Minimum 2.0 G.P.A. 4
	• Marketing Major GPA - 3.653	

Your degree audit shows the requirements you must complete for graduation. The requirements shown are:
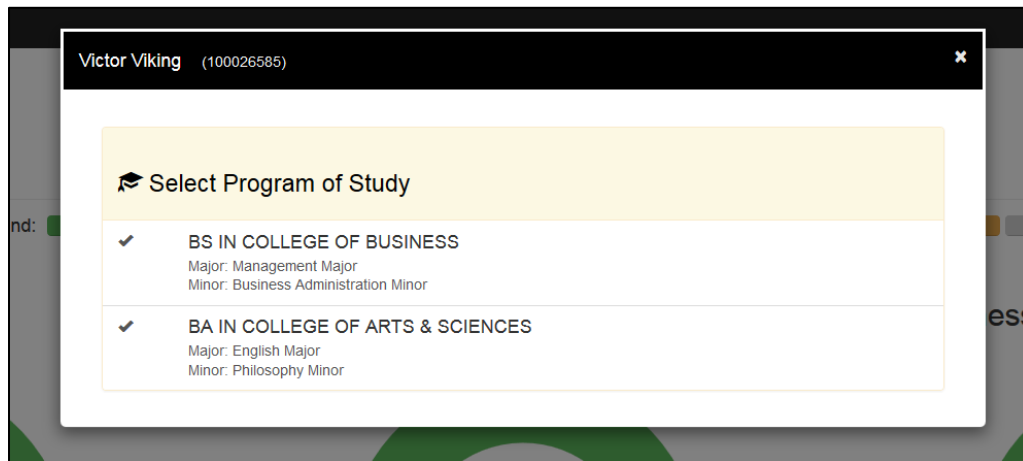
- **General University Requirements**
  - o Items related to the number of hours completed at NKU
- **General Education Requirements**
  - o Courses needed to fulfill the General Education requirement
- **Major Requirements**
  - o Specific courses needed for your major
- **Minor Requirements**
  - o Specific courses needed for your minor

Each requirement will show a progress bar detailing the number of courses that are completed, in-progress, and incomplete. Clicking on a requirement will allow you drill down and see the specific courses (completed and in-progress) that count toward that requirement.
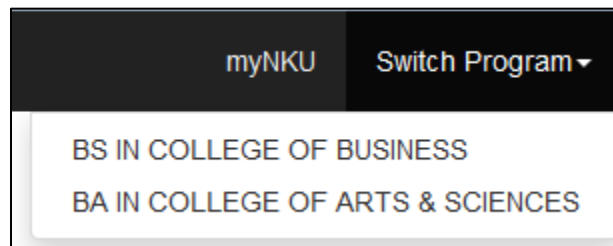
The example below shows the completed and in-progress courses that count toward the student's Marketing Major. There is also a tab called "Qualifying", which shows all courses that are eligible to count toward the requirement shown.

Marketing Major Requirements

Major 2 Requirements

Marketing Algebra Requirement

Marketing Major Requirements

Completed & In-Progress

Qualifying

Course ▼	Title	Semester	Credit Hours	Grade
BUS 330	Ethics: Managerial Decision Making	Spring 2011-2012	3	A
ECO 305	International Context for Business	Fall 2015-2016	3	A
ENG 340	Business Writing	Spring 2011-2012	3	A-
MAT 114	Finite Mathematics	Fall 2011-2012	3	B
MGT 300	Behav in Orgs: Undstdng Org Life	Fall 2010-2011	3	A
MGT 490	Business Policy	Fall 2016-2017	3	In-Progress
MKT 320	Consumer Behavior	Spring 2014-2015	3	A

If you are pursuing a dual degree, you will receive a pop-up when first accessing your Degree Audit. Select the program of study you would like to view.

You can switch which program you would like to view at any time by using the menu in the upper right corner.

FREQUENTLY ASKED QUESTIONS

My degree audit is telling me that I have duplicate courses. What does that mean?

A review of your academic record has identified course work that *might* be duplicated. A duplicate course shows when you have taken a non-repeatable course more than once, or have taken a repeatable course more than the maximum times allowed. The course work in question is shown within the red "Duplicate Courses" button at the top of the page.

It is recommended that you meet with your college/department advisor to review this work for accuracy, as it could affect your degree completion timing. More information about repeating courses can be found in NKU's undergraduate catalog.

What is an excluded course? What does repeats used mean?

An excluded course is a course that was duplicated (see above). In order to keep an accurate credit hour count, duplicate courses must be removed from the student's overall credit hours. Although the student does not receive credit for an excluded course, the grade they received still counts towards their GPA.

Repeats used is a count of the options to repeat a student has filed. A student would want to file an option to repeat when they are re-taking a course for a better grade.

Why do I see the grade of "S" with 0 credit hours in my degree audit?

A course that has been waived for completion within a major, minor or track with show with a grade of "S" and 0 credit hours earned. Even though a course has been waived, it still does not change the general university credit hour requirements. Historically, waivers can be seen in the degree audit as DAW-XXXX.

Why can't I see my degree audit?

Currently, only degree seeking undergraduate students have a degree audit. If you are a graduate, law, or non-degree seeking student you do not yet have a degree audit to view.

Can I simulate what my degree audit would look like if I were to change my major?

This functionality has not yet been developed, but is planned to be added in a later phase of the Degree Audit project.

Can I see where my transfer work/ AP credit will count in my degree audit prior to my first semester at NKU?

This functionality has not yet been developed, but is planned to be added in a later phase of the Degree Audit project.

I have been approved by my advisor and department chair to take a course in place of one of my program-required courses. What is the process to get this course to count in Degree Audit, and toward my graduation?

Please have your advisor initiate a substitution request through your degree audit. There are detailed instructions available for the course substitution process.

Which browsers support Degree Audit?

The following browsers and operating systems support the Degree Audit tool:

Windows 7, 10
Mozilla Firefox 42 and up
Microsoft Internet Explorer 11
Google Chrome*

Mac OS 10.10, 10.11, 10.12
Apple Safari 7, 8
Mozilla Firefox 42 and up*
Google Chrome*

*limited support for most current version

QUESTIONS?

Having trouble following the instructions in this PDF?

Contact the IT Help Desk at http://oit.nku.edu/help.html or by phone at (859) 572-6911.

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Information Technology

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