Degree Audit & Transfer Credit

(DATC)

Student Help
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1.0 What is Degree Audit?

The Degree Audit and Transfer Articulation System is used to articulate transfer courses, track academic progress towards graduation, and evaluate the specific applicability of both CU and transfer courses in a given academic program.

The system allows you to:

- Run degree audits for your current program
- Run a “what if” audit to see how your coursework would apply if you changed majors, minors, or colleges.
- View how your transfer credit was articulated to your specific CU campus

Supporting student and advisor collaboration in the process of planning an academic career, Degree Audit ensures that students have accurate, complete, and personalized information for achieving their educational goals.

2.0 Advising

The audit report you create in Degree Audit self-service for planning courses does not eliminate the need for advising.

Degree Audit self-service should serve to enhance advising and encourage student contact with an advisor for further academic and career counseling. By using your academic advisor and Degree Audit’s capabilities, you can successfully plan out every path for your future degree program(s).

3.0 Audits

Each degree audit is a progress report in current time of your status in your degree program(s), or in a program you wish to switch to or add. All of the degree requirements are listed with sufficient detail in the audit to help make understanding clear for you.

Audits are a reflection of your current status based on your completed and in progress courses, your degree program, and the catalog year of that program. You must always run and open a new audit to see the most current and updated course information.

After log in, you will be taken to the “Request and Audit” page. Here your Degree Program will be automatically inserted to request a new audit on your default program.
If you have any specific questions regarding your audit, please contact your advisor!

Header Information

The top of the degree audit contains header information specific to you and the audit you opened.

The audit header will include the date the audit was prepared, your name, degree program code and description, your ID (ID has been whited out for security purposes), and catalog year of the audit requested. See Figure 1 below for more details.

Figure 1: Audit header information

Graphs

The next portion of the audit may display a pie chart and bar graph depicting your overall hours and GPA as well as hours and GPA in specific requirements. You can click on the “Hours” bar graph in order to drill into the details of the specific requirement. See Figure 2.

***This functionality is currently only available for CU Denver/AMC students***

Figure 2: Graphs
FERPA statement and information pulled directly from SIS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

This section of the audit includes the official FERPA statement and some additional information pulled directly from CU-SIS. Depending on your audit configuration, the information from CU-SIS may include: majors, minors and catalog years stored in CU-SIS at the time of the request; primary and secondary advisors; CU-SIS summary of credits earned; ACT or SAT scores; and some transcript text including CU Study Abroad text and degrees posted.

See Figure 3 for more details.

Figure 3: FERPA statement and information from CU-SIS.

- Open All Sections
- Close All Sections
- ?

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974 SET FORTH REQUIREMENTS REGARDING THE PRIVACY OF STUDENT RECORDS. THESE REQUIREMENTS GOVERN WHO THESE RECORDS MAY BE RELEASED TO, WHO CAN ACCESS THESE RECORDS, AS WELL AS THE ACCURACY OF THE DATA IN THESE RECORDS. ALL FACULTY, STAFF AND STUDENTS SHOULD GUARD THE PROTECTION AND PRIVACY OF THIS DOCUMENT.

THIS EVALUATION IS PROVIDED FOR ADVICE; IT IS NOT AN OFFICIAL RECORD. PLEASE REPORT ANY ADDITIONS OR CORRECTIONS TO YOUR ACADEMIC ADVISOR.

THIS ANALYSIS ASSUMES SUCCESSFUL COMPLETION OF ALL COURSE WORK CURRENTLY IN PROGRESS.

Program: CUDEV, EDUCU, EDHD-BA

The top section under ‘Header Information’ also includes the Open All Sections, Close All Sections, and Printer Friendly options. By default, the program requirements are displayed in a summary view and you can click on each individual requirement to see the detail. Alternatively, you can click on Open All Sections to expand all requirements. The Printer Friendly option will open a new window with all audit requirements expanded.

***Graphs are not included in the printer-friendly window***
Degree Audit Requirements

The main body of your audit includes a statement about the overall status of the audit as well as each requirement with details. The overall status in the example below is “AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED.” There are two other possible statements. One indicates all requirements are completed and the other indicates that all requirements will be completed once in-progress courses are completed successfully.

Below the overall status statement, each requirement is displayed with its completion status indicated by both color and symbol. You can put your mouse on any of these symbols to see a text description of its meaning. If no symbol is to the left of the requirement, the requirement is either optional or informational. You can click on any one of the symbols or requirements to drill into the details for that area of the audit.

![Red X – This requirement is NOT complete.](image)

![Green check mark – This requirement is complete.](image)

![Green Ellipses – This requirement is currently in progress. If courses are completed with a satisfactory grade, the requirement will be complete.](image)

How to expand individual requirements

Figure 4 displays a summary of requirements for a particular degree program. Clicking on the arrow for any of the requirements will expand the view and display the details of the selected requirement.

Figure 4: Summary of requirements
The details of each requirement are called “sub-requirements”. Figure 5 is the result of clicking on the X Overall Semester Credit Hour and GPA Requirement....

Figure 5: Expanded requirement displaying sub-requirements
The completion status of each sub-requirement is indicated by either a green check (✔) or a red X (❌). The red X indicates the sub-requirement is incomplete. The green check indicates that the sub-requirement is complete.

In Figure 5, sub-requirement #1, 2, 4, 5 are complete and sub-requirement #3 is incomplete.

Some sub-requirements may contain specific information for completion. The example in figure 6 shows a sub-requirement that needs 6 hours completed from the courses listed.

Figure 6 and 7 shows details from an incomplete sub-requirement.

Figure 6: Sub-requirement course selection
Currently this example shows a class satisfying 3 of the 6 hours required for this sub requirement.

Clicking on courses underlined in the SELECT FROM lines will open a new window. Depending on the campus, this may either result in a PDF file of course descriptions or a web-based search tool displaying the course description for the course you clicked on.

Figure 7: Course description

Courses

<table>
<thead>
<tr>
<th>Search by College, Department &amp; Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>College/School</td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Search by Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Number</td>
</tr>
<tr>
<td>ARTH 4329</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

**ARTH-4329 (3) Modern Art 1**

Provides an in-depth study of the fin de siecle, stressing postimpressionism, art nouveau, and symbolism. Concludes with fauvism in France and the expressionist movement in Germany. Same as ARTH 5329. Approved for arts and sciences core curriculum: literature and the arts. Requisites: Requires prerequisite of one 3000-level ARTH course (minimum grade D-).

Some requirements may not have any markers tied to them. These are typically more general requirements for a degree program, and may or may not have any specific marker/symbol tied to them. Figure 8 is an example of this.

Figure 8: Requirements with No Markers
**Degree Requirement Text**

Requirements and sub-requirements are not so black and white. Some can be relatively straight-forward, but others can show a more complex level of specificity.

Below is a list of terms you might encounter when looking at your degree requirements:

Term abbreviations

- **Date/Term Formatting:** You will see many dates throughout your audit that will be formatted in an unfamiliar way. These abbreviations reflect the point in time that something was approved/completed on your audit. They can represent the beginning date of your degree program as well as the specific term you took a course.

  - Normally you will see a date/term that looks like ‘FA15’, ‘SU10’, or ‘SP12’. It is made up of a two letter term character as well as a two characters that represent the last two digits of that year.
    - The term character codes are:
      - FA: Fall
      - SP: Spring
• SU: Summer
  
  o Another way you may see the dates/terms above would look something like ‘20157’, ‘20104’, and ‘20121’. This format is made up of the year and a one digit term code.
    • The term digit codes are:
      • 7: Fall
      • 1: Spring
      • 4: Summer

• EARNED: Reports the calculated number of requirements (sub-groups), hours, number of courses and/or grade point average (GPA) applying toward the requirement.
• NEEDS: Reports the number of requirements (sub-groups), hours, number of courses and/or GPA still needed to complete the requirement and sub-requirement.
• NOT FROM and SELECT FROM: Is text identifying the course list that will be rejected from or accepted by the requirement.

***Note when using the Audit Request-Run Page feature to view a “what if” audit you must select a “Catalog Year”. The option selected will determine the year and term used for the Catalog and Matriculation Year used for requirements in the “what if” audit ***

Legend

The legend provides a description of various symbols you may see throughout the degree audit. The legend can be found in the audit text towards the bottom. See Figure 8 to view the legend.

Figure 8: Audit legend

~~~~~~~~~~~~~~ Legend ~~~~~~~~~~~~~~~
Explanation of Symbols and Grades used on Audit:

*** = Registered
>M = Metro course, not in GPA
>N = Repeated, no credit
>R = Repeated
>S = Hours split
>V = Composite Grade
>X = Course Repetition, not in GPA
>Z = Graduate non-degree course
T* = Transfer Grade
Q* = CU to CU Composite Grade

Incompletes (I) are In-Progress until completed, repeated or changed to an F if not completed within one year.
Below are a few examples:

Figure 9: Example of course flag indicating that the credit hours for the course were split. Originally it was 3.0 credits. The final hour may or may not be utilized elsewhere in your degree audit depending on your program needs.

<table>
<thead>
<tr>
<th>SP07</th>
<th>WRTG1150</th>
<th>1.0</th>
<th>A</th>
<th>S</th>
<th>1st Yr Writing/Rhetoric</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CO-UCD : ENGL1020</td>
</tr>
</tbody>
</table>

Figure 10: Example of course flag indicating the course has been taken more than once.

| SU04 | WRTG3020 | 3.0 | B- | R | American Culture       |
|      |          |     |    |   |                        |
| SU04 | WRTG3020 | 3.0 | B- | R | American Culture       |

There is no credit reduction unless there is also a >N flag.

| FA12 | MATH2400 | 4.0 | B+ | R | Calculus 3              |
|      |          |     |    |   | CO-UCD : MATH2421      |
|      |          |     |    |   | Intro to Linear Algebra |
|      |          |     |    |   | CO-UCS : MATH3130      |

Figure 11: Example of course flag indicating the course is a duplicate. The course has been removed from both the credit hour and GPA calculations. There is no credit reduction unless there is also a >N flag.

| FA99 | ANTH1140 | 0.0 | D+ | X | >N                      |
|      |          |     |    |   | Expl/Nonwest Cult/Maya  |
| FA00 | ATOC1050 | 0.0 | F  | X | >N                      |
|      |          |     |    |   | Weather & the Atmosphere |

If you have any questions regarding the audit text or legend please contact your advisor!

**4.0 View Course History**

To View Course History click on the ‘Course History’ tab in the audit header information:

See Figures 12 and 13 for a link to see a summary of courses you have completed.

Figure 12: View Course History link.
Term Summary Information

Term summary information can be located in the “Course History” tab of a student’s audit.

- Use the dropdown box to display a term by term summary of enrollments or registration. Transfer credit can also be viewed in summary form.
- Courses can be further sorted by clicking on column headings.
***The bar chart is currently only available for CU Denver/AMC campus audits***

**GPA** – Cumulative statistics are shown in the GPA section when you first open View Course History. Term-specific statistics will display if a term is selected in the Course or Term Summary. GPA for each term is reflected by the line graph below “Course History”.

**TERM SUMMARY** – Term-by-term GPA and hour’s statistics are shown in the bar graph below the “Course History” section. GPA is reflected by the line graph. Hours are reflected using the bar graph. Hovering over either the line or bar graph will display the exact GPA and hours for that term. Clicking on the bar graph will display the term details in both the GPA and Course Summary sections.

**COURSE SUMMARY** – A listing of all courses including transfer courses is displayed in the Course Summary section. A term can be selected by using the dropdown box and clicking the button. You can also sort the courses by term, course, hours, grade or title by clicking on the corresponding headings.