USING DEGREE AUDIT

The Office of the Registrar has introduced the computerized Degree Audit as a tool for helping students and advisors determine a student's progress toward degree completion and making sure students are compliant in meeting graduation requirements as stipulated in the college catalogue. The computerized Degree Audit ***does not*** replace actual advisement. Students are still required to meet with their advisors frequently to discuss their course selection, obtain schedule approval, explore various educational opportunities, and to raise any concerns about academic progress.

Advisors can view a students degree audit by logging onto **WEBADVISOR**, clicking on the "my advisee" option and the **PROGRAM EVALUATION** link.

Students may view their Degree online by logging onto their **WEBADVISOR** account and clicking the **PROGRAM EVALUATION** link. The information contained here should be used as a resource to help you understand how to read and interpret the Degree Audit document.

WHAT DOES DEGREE AUDIT DO?

The computerized Degree Audit system uses the requirements from the Le Moyne College catalog to keep track of each student's degree requirements and their progress toward completion. In doing so, Degree Audit keeps track of the following graduation requirements:

1. **Courses and requirements** - students must complete all of the courses and requirements as stipulated in the catalog for the Liberal Arts Core, declared majors, minors, concentrations and specializations.

2. **Grades** - students must earn a minimum cumulative grade point average of 2.0 as well as a 2.0 in their major(s) and any declared minor(s).

3. **Credits** - students must earn a minimum of 120 credits to meet degree requirements. Some degree programs require more than 120 credits. Degree Audit keeps track of the number of credits each program requires and how many credits a student has earned toward that requirement. Students must also earn a minimum of 30 credits here at Le Moyne. These are known as residency or institutional credits.

4. **Residency requirements** - There are certain courses/requirements which must be completed at Le Moyne (may not be transferred in). They include the following:

   a. 30 credits completed at Le Moyne
   b. half the major must be completed at Le Moyne
   c. half the minor must be completed at Le Moyne
   d. at least one Core course in each of the four main core areas (English, History, Philosophy and Religion) must be completed at Le Moyne.

Having been programmed to "read" the catalogue and all the above requirements, Degree Audit shows the student and advisor those courses, requirements and credits that have been completed and where they fit within the student's curriculum. It also shows those courses which are in progress and those which have left to be fulfilled.

How To Read Degree Audit

This is your header information. It contains your name, your degree and major, your anticipated degree date, your required and current credit totals.

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                                                  Le Moyne College
                          Academic Evaluation - For Ms. Jane Doe
                    ------------------------------------------
                 Program: Bachelor of Arts in English (BA.ENGLIT)
                      Catalog: 2000   Ant Completion Date: 05/04
 ------------------------------------------------------------------
Current Advisor: Dr. Julie J. Grossman
Program Status: In Progress
                          Current.........   Anticipated(*).......
          Required        Earned  Remaining  Additional  Remaining
  INSTITUTIONAL

Credits:    30.00     90.00       0.00        15.00       0.00
GPA....:    2.000     2.823        Met
  COMBINED
Credits:   120.00     90.00      30.00        15.00      15.00
GPA....:    2.000     2.823        Met

(*) Anticipates completion of in-progress and registered courses
==================================================================
Statuses: W=waived, C=Complete, I=In progress, N=Not started
P=Pending completion of unfinished activity
==================================================================
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Institutional credits/gpa required: refer to the number of credits/gpa you must earn in Le Moyne courses: 30 credits & a 2.0 gpa total. The **current earned** column shows you how many LMC credits/gpa you've actually earned to date. Remaining credits show how many more LMC credits you need to meet the required 30.

Combined credits required: refer to the total number of credits you are required to earn to in order to graduate. The **current earned** column shows your overall number of credits earned toward that total (LMC credits + transfer credit) and your Le Moyne cumulative GPA to date.

Remaining credits: refer to the total number of credits you have left to to graduate. The word "Met" on the GPA line means your current gpa has met the minimum cum gpa required.

Anticipated Additional (*) credits: refer to the number of credits for which you are currently registered but have not completed. **Anticipated Additional-Remaining** credits refers to the number of credits you will need after successful completion of your current enrolled courses.

The body of you degree audit outlines your Degree Requirements. They include your Core, Major, Minor (if one has been declared) and electives. Your audit will indicate the courses that you've taken to fulfill each requirement, the grade earned in each course and the semester the course has been completed. It will also show you which courses/requirements you have remaining. Special notes and waivers that pertain to you personally will also appear on

Each requirement is labeled with the **name** of the requirement.
--You will see how many **credits** you've completed in the particular requirement area.
--In the area of your major and your minor the audit will always show the **GPA** in the major and minor since a minimum GPA of 2.0 in the major and minor is required for graduation.

Statuses: The degree audit also shows the status of a requirement. It will indicate by a letter code whether a not a requirement is complete or even close to completion. Statuses are as follows:
N) = Not started: You have even begun this requirement.
I) = In Progress: You have started this requirement, but you still have one or more courses left that you haven't yet registered for.
P) = Pending: You are currently taking the last course(s) that will complete this requirement.
C) = This requirement is complete
W) = This requirement has been waived.

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I) 2: BA Psychology Major Requirements
   Credits: 24
   GPA Achieved/Needed: 3.334 / 2
   Complete all 3 subrequirements:
   C) A: Required Courses
         Credits: 6
          PSY-101........ 01/FA    A         3
          PSY-201........ 02/FA    B-        3

   I) B: Psychology Electives
      Credits: 21
      P) COMPLETE 15 CREDITS OF PSYCHOLOGY CLASSROOM COURSES
         Credits: 15
          PSY-301........ 02/FA    A         3
          PSY-280........ 03/SP    B         3
          PSY-330........ 03/SP    B         3
          PSY-215........ 99/SP    T         3  *TE
          PSY-302........ 03/FA    ___ (     3) *PR
      N) COMPLETE 3 CREDITS FROM PSY 401-449, 499
         ____________________________________ 3 credits needed

      C) COMPLETE AN ADDITIONAL 6 CREDITS OF PSY ELECTIVES
         Credits: 6
          PSY-490........ 03/SP    P         3
          PSY-230        99/SP    T         3  *TE
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The individual courses are listed in the specific area they fulfill. Each course is listed by number.

The **semester** you completed the course is listed.

The **grade** you earned and **special notes (*)** are listed. Explanations of special notes are at the very end of the audit. A "T'" grade denotes transfer credit.

If you have any questions about reading the Degree Audit, please contact the Registrar's Office at 445-4456.

IMPORTANT THINGS TO KNOW ABOUT THE "WHAT IF..." SCENARIO

Students and advisors may perform a "What if?" scenario with Degree Audit. This means that a student may see how the courses that they've taken would apply if they were to change major programs. For example, a student who is pursuing the B.A. degree program in Psychology (BA.PSY) may wonder how she would be affected if she changed to the B.S. degree program in Psychology (BS.PSY) or maybe the BA degree program in Sociology (BA.SOC). Before performing a 'What If...?" scenario, students should be aware of two important factors:

1. You have to know the difference between a Degree Program and a Major (see table at end of handout) because Degree Audit runs by Degree Program not by Major.

2. "What If...?" scenarios can only be performed one program at a time (no double majors) and may not be performed on minors.

Degree Program vs. Major - Student 'A' is a Psychology major. Student 'B' is a Psychology major. Student 'C' is also a Psychology major. While all three of these students are Psych majors, they are pursuing three different degree programs (BA.PSY, BS.PSY, and BS.PSYEDU, respectively). Le Moyne College offers three different Psychology programs and the requirements for each are different, therefore the Degree Audits will look very different from each other. It is important when performing the "What if ...?" to know which program to use to make sure you are getting the best possible picture of your probable requirements. Please refer to the table at the end of the handout to help you pick the proper program for your "what if...?"

IMPORTANT ISSUE ABOUT CUMULATIVE GPA CALCULATION IN DEGREE AUDIT

Each semester a small percentage of students repeat courses for which they earned a low or failing grade. When this happens Degree Audit marks the cumulative GPA with 2 asterisks (**) and appends a note that reads ***"GPA does not include credits with pending repeats."*** (Note: the cumulative GPA always appears at the top, header area of the audit.)When this appears, this means that the program performing the audit is no longer calculating the old grade while the student is in the process of repeating the course. This results in an artificially inflated cumulative GPA since the student has not finished completing the repeated course. The cumulative GPA, in this case, should be disregarded. In cases such as these when the 2 asterisks appear next to a cumulative GPA, the student and/or advisor should refer to the GPA listed on the student's transcript viewable through WebAdvisor or ECHO. When there are no asterisks present, the GPA is correct.

Please be aware that Le Moyne College's repeat policy allows for a repeated grade to be discounted in the calculation of the GPA only when the previous grade earned was F, WF or PF/F and only when a course has been repeated one time. The recalculation only takes effect when a second grade has officially been recorded. If a student repeats a course for which a grade of 'D' or higher was earned, BOTH grades calculate in the GPA although credit is only awarded once. All grades, even those no longer calculating in the GPA, appear on the student's Le Moyne transcript and Degree Audit.

DEGREE AUDIT DESCRIPTIONS BACHELOR OF ARTS DEGREES/ BACHELOR OF SCIENCE DEGREES			
If you wish to pursue this degree	***With this major***	***And complete this specialization/concentration***	***Choose this program***
Bachelor of Arts	*Biology*	*No specialization*	*BA.BIO*
		Adolescent (grd 7-12)	*BA.BIOADL*
		Dual Adol./Spec.Ed (grd 7-12)	*BA.BIOASE*
		Dual Child/Spec.Ed (grd 1-6)	*BA.BIOCSE*
		Pre-Engineering: Bioengineering	*BA.BIOPE*
	Communications	*Advertising*	*BA.CMMAD*
		Public Relations	*BA.CMMPR*
		TV/Radio	*BA.CMMTR*
		Filmmaking	*BA.CMMFM*
		Media Studies	*BA.CMMMS*
		Journalism	*BA.CMMJN*
		Music: Music Industry	*BA.CMMMU*
		Music: Music Journalism	*BA.CMMMJ*
		Music: Music and Culture	*BA.CMMMC*
	Computer Science	*No specialization*	*BA. CSC*
		Pre-Engineering: Computer Science	*BA.CSCPE*
		Pre-Engineering: Computer Engineering	*BA.CSCPECE*
	Criminology	*No specialization*	*BA.CCJ*
		Human Services	*BA.CCJHS*
		International Affairs	*BA.CCJIA*
		Law Enforcement	*BA.CCJLE*
		Research	*BA.CCJRS*
	Economics	*No specialization*	*BA.ECO*
		Adolescent (grd 7-12)	*BA.ECOADL*
		Dual Adol./Spec.Ed (grd 7-12)	*BA.ECOASE*
		Dual Child/Spec.Ed (grd 1-6)	*BA.ECOCSE*
	English	*Literature with Dual Child/Spec. Ed. (grd 1-6)*	*BA.ENGLITCSE*
		Literature with Adolescent (grd 7-12)	*BA.ENGLITADL*
		Literature with Dual Adol./Spec. Ed (grd 7-12)	*BA.ENGLITASE*
		Literature with TESOL	*BA.ENGLITTSL*
		Literature	*BA.ENGLIT*
		Creative Writing	*BA.ENGCRW*
		ENGLIT/THR Double major	*BA.THRENG*
		ENGCRW/THR Double major	*BA.THRENGCRW*

DEGREE AUDIT DESCRIPTIONS BACHELOR OF ARTS DEGREES/ BACHELOR OF SCIENCE DEGREES			
Bachelor of Arts	*English: 5 Year BA/MST Program*	*Literature with Adolescent (grd 7-12)*	*BAMST.ENGADL*
		Literature with Dual Adol./Spec. Ed (grd 7-12)	*BAMST.ENGASE*
	French	*No specialization*	*BA.FRN*
		Adolescent (grd 7-12)	*BA.FRNADL*
		Dual Adol./Spec.Ed (grd 7-12)	*BA.FRNASE*
		Dual Child/Spec.Ed (grd 1-6)	*BA.FRNSCE*
	General Science	*No specialization*	*BA.GSC*
	History	*Adolescent (grd 7-12)*	*BA.HSTADL*
		Dual Adol./Spec.Ed (grd 7-12)	*BA.HSTASE*
		Dual Child/Spec.Ed (grd 1-6)	*BA.HSTCSE*
		HST/PSC Double major	*BA.HSTPSC*
		TESOL	*BA.HSTTSL*
		THR/HST Double major	*BA.THRHST*
		No specialization	*BA.HST*
	History: 5 Year BA/MST Program	*Adolescent (grd 7-12)*	*BAMST.HSTADL*
	Mathematics	*Actuarial Science*	*BA.MTHACT*
		Adolescent (grd 7-12)	*BA.MTHADL*
		Dual Child/Spec.Ed (grd 1-6)	*BA.MTHCSE*
		Dual Adol./Spec.Ed (grd 7-12)	*BA.MTHASE*
		Pure Mathematics	*BA.MTHPURE*
		Statistics	*BA.MTHSTA*
	Peace and Global Studies	*No specialization*	*BA.PGS*
		PGS/PSC Double major	*BA.PGSPSC*
	Philosophy	*No specialization*	*BA.PHL*
		Dual Child/Spec. Ed (grd1-6)	*BA.PHLCSE*
	Physics	*No specialization*	*BA.PHY*
		Adolescent (grd 7-12)	*BA.PHYADL*
		Pre-Engineering, Civil with Structural Focus	*BA.PHYCIVL*
		Pre-Engineering, Civil with Geotechnical Focus	*BA PHYCIVG*
		Pre-Engineering, Electrical	*BA.PHYELEC*
		Pre-Engineering, Environmental	*BA.PHYENVE*
		Pre-Engineering, Mechanical & Aerospace	*BA.PHYMECA*
	Political Science	*No specialization*	*BA.PSC*
		Dual Child/Spec.Ed (grd 1-6)	*BA. PSCCSE*
		HST/PSC Double major	*BA.HSTPSC*
		Adolescent (grd 7-12)	*BA. PSCADL*
		PSC/PGS Double major	*BA.PGSPSC*

DEGREE AUDIT DESCRIPTIONS BACHELOR OF ARTS DEGREES/ BACHELOR OF SCIENCE DEGREES			
Bachelor of Arts	*Psychology*	*No specialization*	*BA. PSY*
	Religious Studies	*No specialization*	*BA. REL*
		Dual Child/Spec. Ed (grd 1-6)	*BA.RELCSE*
	Sociology	*Anthropology*	*BA.SOCANT*
		Criminology	*BA.SOCCCJ*
		Dual Child/Spec.Ed (grd 1-6)	*BA.SOCCSE*
		Human Services	*BA.SOCHS*
		Research & Theory	*BA.SOCRT*
	Spanish	*No specialization*	*BA.SPN*
		Adolescent (grd 7-12)	*BA.SPNADL*
		Dual Adol./Spec. Ed (grd 7-12)	*BA.SPNASE*
		Dual Child/Spec. Ed (grd 1-6)	*BA.SPNCSE*
	Theatre Arts	*No specialization*	*BA.THR*
		ENGLIT/THR Double major	*BA.THRENG*
		ENGCRW/THR Double major	*BA.THRENGCRW*
		THR/HST Double major	*BA.THRHST*
Bachelor of Science	*Biochemistry*	*No specialization*	*BS.BIOCHEM*
	Biology	*No Specialization*	*BS. BIO*
		Health Professions	*BS. BIOHP*
		Molecular Biology	*BS. BIOMB*
		Neurobiology	*BS. BIONB*
	Business Administration: Accounting		*BS.BUSACT05*
	Business Administration: Accounting/MBA (150 hour Accounting)		*BSMBA.ACT*
	Business Administration: Applied Management Analysis		*BS.BUSAMA05**
	Business Administration: Business Analytics (formerly AMA)		*BS.BUSANL***
	Business Administration: Applied Management Analysis/IS Dual Major		*BS.BUSAMAIS**
	Business Administration: Business Analytics/IS Dual Major		*BS.BUSANLIS***
	Business Administration: Finance		*BS.BUSFIN05*
	Business Administration: Finance/AMA Dual Major		*BS.BUSFINAMA**
All AMA* no longer available Fall 2012 or later All ANL** available Fall 2012 (formerly AMA)			

DEGREE AUDIT DESCRIPTIONS BACHELOR OF ARTS DEGREES/ BACHELOR OF SCIENCE DEGREES			
	Business Administration: Finance/ANL Dual Major		*BS.BUSFINANL***
	Business Administration: Finance/IS Dual Major		*BS.BUSFINIS*
	Business Administration: Information Systems		*BS.BUSIS05*
	Business Administration: Management and Leadership		*BS.BUSMGTLEAD05*
	Business Administration: Management Leadership/IS Dual Major		*BS.BUSMGTIS*
	Business Administration: Marketing		*BS.BUSMKT05*
	Business Administration: Marketing/ANL Dual Major		*BS.BUSMKTANL***
	Business Administration: Marketing/IS Dual Major		*BS.BUSMKTIS*
	Business Administration: Undeclared (For students who have not decided on a major)		*BS.BUSUND*
Bachelor of Science	*Chemistry*	*No specialization*	*BS.CHM*
		Adolescent (grd 7-12)	*BS.CHMADL*
		Dual Adol./Spec. Ed (grd 7-12)	*BS.CHMASE*
		Dual Child/Spec. Ed (grd 1-6)	*BS.CHMCSE*
		Pre-Engineering: Chemical Engineering	*BS.CHMPE*
	Economics	*No specialization*	*BS.ECO*
	Environmental Studies	*No specialization*	*BS.ENS*
	Environmental Science Systems (formerly Natural Systems Science)	*No specialization*	*BS.ESS*
		Pre-Engineering: Environmental Engineering Science	*BS.ESSPE*
	Nursing	*RN to BSN*	*BS.NUR*
		Dual Degree	*BS.NURDD*
	Physics	*No specialization*	*BS.PHY*
		Dual Child/Spec. Ed (grd 1-6)	*BS.PHYCSE*
		Adolescent (grd 7-12)	*BS.PHYADL*
		Pre-Engineering (for students who have not declared an engineering concentration)	*BS.PHYPE*
		Pre-Engineering, Civil with Structural Focus	*BS.PHYCIVL*
		Pre-Engineering, Civil with Geotechnical Focus	*BS PHYCIVG*
		Pre-Engineering, Electrical	*BS.PHYELEC*
		Pre-Engineering, Environmental	*BS.PHYENVE*
		Pre-Engineering, Mechanical & Aerospace	*BS.PHYMECA*

	Psychology	*No specialization*	*BS.PSY*
		Dual Child/Spec.Ed (grd 1-6)	*BS.PSYEDU*

All AMA* no longer available Fall 2012 or later
All ANL** available Fall 2012 (formerly AMA)