

What is Degree Audit?

Degree Audit is a valuable tool used to track degree requirements. It places courses into the matrix of the student's program of study so you can immediately see how each course fits into the requirements.

Degree Audit is a tool. It is not an official document. Access Degree Audit through COAST.

Course Use

Since many courses may be used to meet more than one requirement, degree audit may not use a course as you use it. If this happens, it is not a degree audit error and it is not something to be changed.

Exception – a course required in the major or concentration is used as a core requirement, an elective or it falls out at the end of the degree audit as an 'Unused Course'. In this case follow 'Solving Problems' steps below.

Solving Problems

If you find that a degree audit is not working properly (other than above mentioned Course Use), please email Alice Falcone (afalcone@endicott.edu) or Anita McFarlane (amcfarla@endicott.edu). In order to solve the problem, please provide the following: (1) Student's name, ID, major and concentration or minor, (2) Explanation of problem – screen shots are great, and (3) Your contact information.

How to Read Degree Audit Requirements

Here are some examples of how to read the information in a degree audit:

SENIOR THESIS I & II						
Required:		2 Courses, 6.0 Hours, 1 seq.				Open
Completed:		1 Courses, 3.0 Hours, 0 seq.				
Senior Thesis I & II					Courses to complete:	1
PSY489	SENIOR THESIS I	PSY489	FA10	3.0	N/A	
PSY490	SENIOR THESIS II					

(1) The left column has information about requirements (PSY489 and PSY490 are required)

(2) The remaining columns have information about courses that have been taken to meet the requirement (PSY489; FA10; 3.0; N/A).

(3) Compare "Required: 2 Courses, 6.0 Hours, 1 seq" to 'Completed: 1 Course, 3.0 Hours, 0 seq". PSY489 and PSY490 are required in the sequence. Only 1 of the 2 is listed in the remaining columns, therefore the sequence is not complete because one course (PSY490) is missing.

CORE ELECTIVES						
Required:		3 Courses, 9.0 Hours, 2 seq.				Complete
Completed:		3 Courses, 9.0 Hours, 2 seq.				
Two of these courses must be above the 100 level.						
2 Core Ele Above 100 Lev					Courses to complete:	0
***3**	ABNORMAL PSYCHOLOGY	PSY310	SP10	3.0	C-	
***2**	PLANT BIOLOGY	BIO205	FA11	3.0	A-	
1 Other Core Elective					Courses to complete:	0

*****	INTRO TO SOCIOLOGY	SOC101	SU09	3.0	A-	
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(1) The left column notes that 3 total Core Electives are required. The **3**', **2**'s indicate that 2 courses must be above the 100 level on the Core Requirements List. The ***** indicates that the 3rd Core Elective will be satisfied with any course on the Core Requirements List regardless of level.

(2) The remaining columns list the 3 courses that have been taken to complete the sequence (ABNORMAL PSYCHOLOGY; PSY 310; SP10; 3.0; C- plus 2 others).

(3) Compare 'Required: 3 Courses, 9.0 Hours, 2 seq.' to "Completed: 3 Courses, 9.0 Hours, 2 seq." The sequence is complete.

Internships	Courses to complete:	1
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Students transferring in 30.0 or more credits do not need to take INT 100. No substitution is necessary and the requirement can remain incomplete. Note that the credit requirement must be fulfilled.

INT100	INTERNSHIP I				
INT200	INTERNSHIP II		INT200	SU10	2.0 A

(1) The left column notes that INT100 and INT200 are required.

(2) Please read the comment: Student transferring.....
This student transferred in 30.0 or more credits so INT100 is not required but the credit requirement must be met.

(3) This requirement will never show as 'complete' under this specific circumstance. It is understood that INT100 will not be taken and no action is needed.

ELECTIVES FOR ENV 08						Open
ELECTIVES						
Required:	5 Courses, 15.0 Hours, 1 seq.					Open
Completed:	5 Courses, 10.0 Hours, 0 seq.					
	5 Electives				Courses to complete:	0
*T	*****	ACCESS EDUCATION	GEN ELC	OTHER	1.0	TR
*T	*****	WEIGHT TRAINING/RACQUETBALL	PE 1XX	OTHER	2.0	TR
*T	*****	LIFE SKILLS/STUDENT ATHLETES	GEN ELC	OTHER	1.0	TR
*T	*****	EXPLORING THE COSMOS	PHY1XX	OTHER	3.0	TR
*T	*****	FINITE MATH	MTH1XX	OTHER	3.0	TR

(1) The left columns note that 5 Free Elective Courses are required. Any passed course not being used to fulfill another requirement (except Writing Designated and Minors – see next example) will count as an elective.

(2) The remaining columns have information about courses being used to meet that requirement (GEN ELC; OTHER; 1.0; TR plus 4 other courses).

(3) Notice that the Electives are still "Open". Even though there are 5 courses listed (Courses to complete: 0), **the Sequence is NOT complete because it is understood that the 5 courses must total at least**

15.0 credits and these 5 courses only total 10.0. This student needs one or more free electives; 5.0 more credits.

WRITING DESIGNATED REQ			Complete
WRITING DESIGNATED REQ			Complete
Required:	3 Courses, 9.0 Hours, 2 seq.		
Completed:	3 Courses, 9.0 Hours, 2 seq.		

Courses that meet the writing designation requirement may also be used to meet a second requirement.

2 Writing Designated Crs						Courses to complete:	0
*****	SPEECH	ENG103	SP09	3.0	A-		
*****	COLLEGE WRITING SEMINAR	ENG101	FA09	3.0	A-		
1 300 Level Writing Des						Courses to complete:	0
***3**	RESEARCH METHODS	PSY302	FA10	3.0	B		

(1) See comment: Courses that meet the writing designation requirement may also be used to meet a second requirement. This is also true of courses used to complete a minor.

The Core Requirements Lists

The list of courses meeting Core Requirements changes each year. All versions of the Core Requirements list are available on the Registrar’s home page: <http://www.endicott.edu/registrar>. To use correctly:

- During registration always use the ‘Current Listing’.
- If questioning course use for a Core Requirement in the Degree Audit, refer to the list associated with the semester in which the course was taken. If the course is not on that list, the degree audit will not use that course to meet a Core Requirement.

Unused Courses

If courses are falling out at the end of the degree audit in the ‘Unused Courses’ area, they are not needed to complete the degree. Failed courses, withdrawn courses, and courses with a grade below the minimum required (AT4, NU4 or LSED majors) are also listed here. Students who transfer to Endicott are likely to have courses in this area. Having Endicott courses fall into this area is fine as long as the student understands it is not counting towards degree requirements. **Advisors should discuss ‘Unused Courses’ with their advisee if this is unexpected.**

Test ‘What If’ I Change My Major?

When you want to determine if it is wise to change your major, make sure you connect the correct major and concentration. The easiest way to connect the correct major code with the correct concentration code is to refer to the Change of Major/Concentration form on the Registrar’s home page: <http://www.endicott.edu/registrar>. Replace the current major and concentration codes with the new major/concentration using the drop-down box lists.

Test ‘What If’ I Add a Minor or a second Minor?

When you want to determine if it is wise to add a minor or a second minor, make sure you enter the correct minor code(s). The easiest way to connect the correct minor code is to refer to the Change of

Minor form on the Registrar's home page: <http://www.endicott.edu/registrar>. Also refer to the catalog for rules surrounding minors: <http://catalog.endicott.edu>.

Degree Audit Terms

- **Headings:** 'Courses to complete' and Sequences to complete' refer to the sections (such as: Social Sciences, Senior Thesis I, etc) within the Degree Audit structure. Each section or sequence has colors and shading on the Web that makes them stand-out. See examples 'How to Read Degree Audit Requirements'.
- **Grades** of IP, NR or N/A mean that the course is 'In Progress' or 'Not Reported' or 'Not Available'. Current and future semesters will have these grades.
- **Unused Courses** appear at the end of the audit. If an 'Unused Course' should be used to meet a requirement, let your advisor or the Registrar's Office staff know. It can be a coding error in Degree Audit. It also can mean that the student took a course that he/she does not need.
- **Legend appears** at the end of the audit. A letter prints to the left of a course to which one of these conditions applies. Example: ***S** denotes a substituted course. In this case the advisor or dean, made a special request to substitute a course in place of a requirement. Please note that if a transferred course (coded T) is substituted, the 'T' is not replaced by a 'S'.

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