Degree Audit

Student Guide to the Degree Audit

**Office of the Registrar
June 2016**

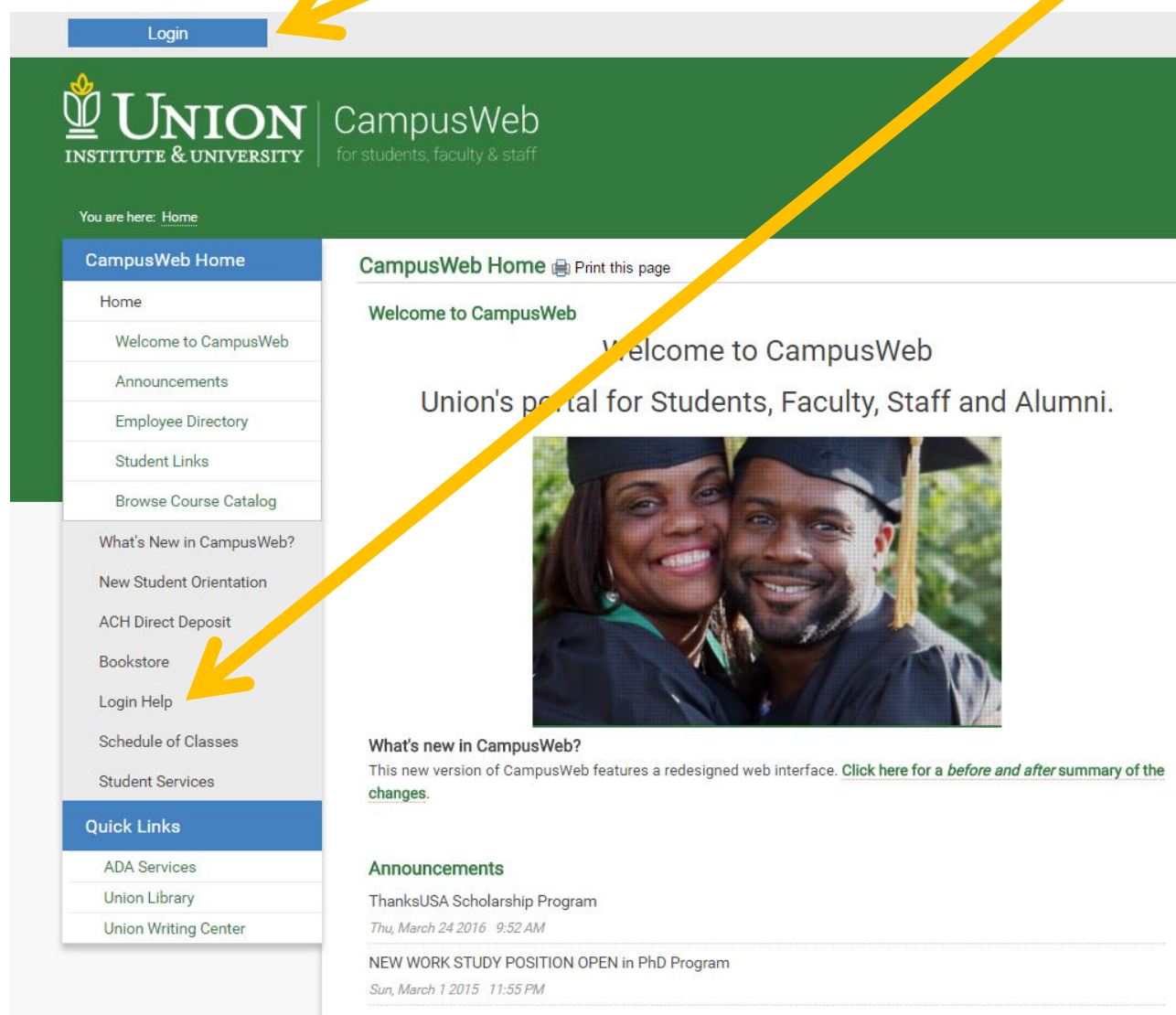# UNION INSTITUTE & UNIVERSITY

440 East McMillan Street
Cincinnati, OH 45206-1925
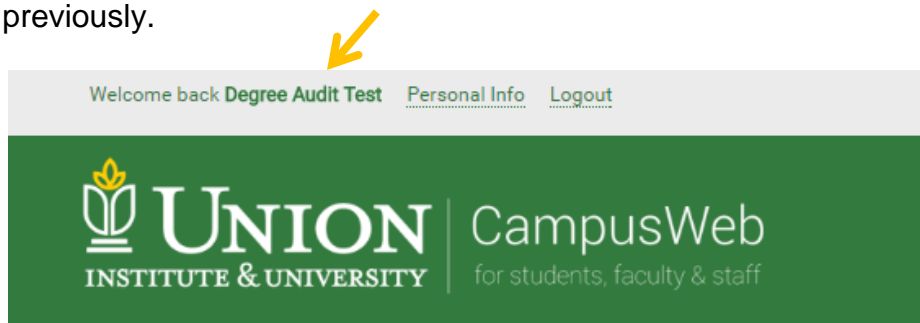Phone: 800.861.6400
513.861.6400
www.myunion.edu

Access Degree Audit Summary

Instructions on how a student can access their individual degree audit.

1. Begin by signing into UI&U [Campus Web](#), use your Union Student ID # & Password.
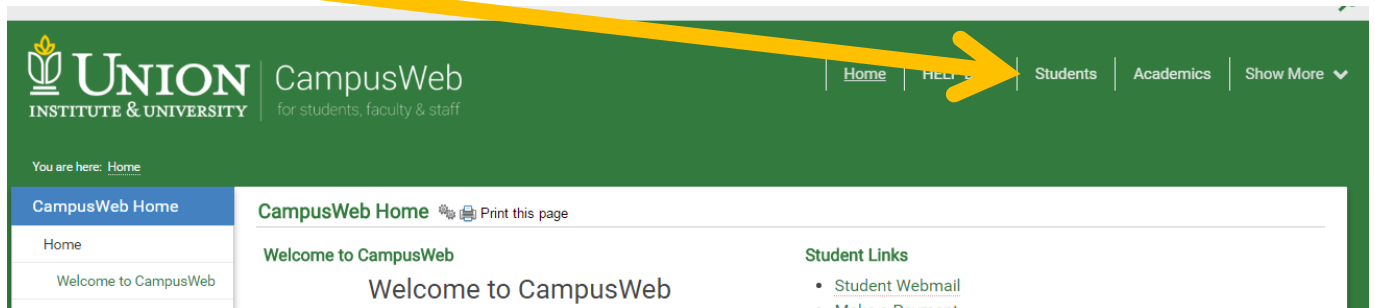   a. If you are unsure of your Union ID # or need to reset your password see the **Login Help** Menu.

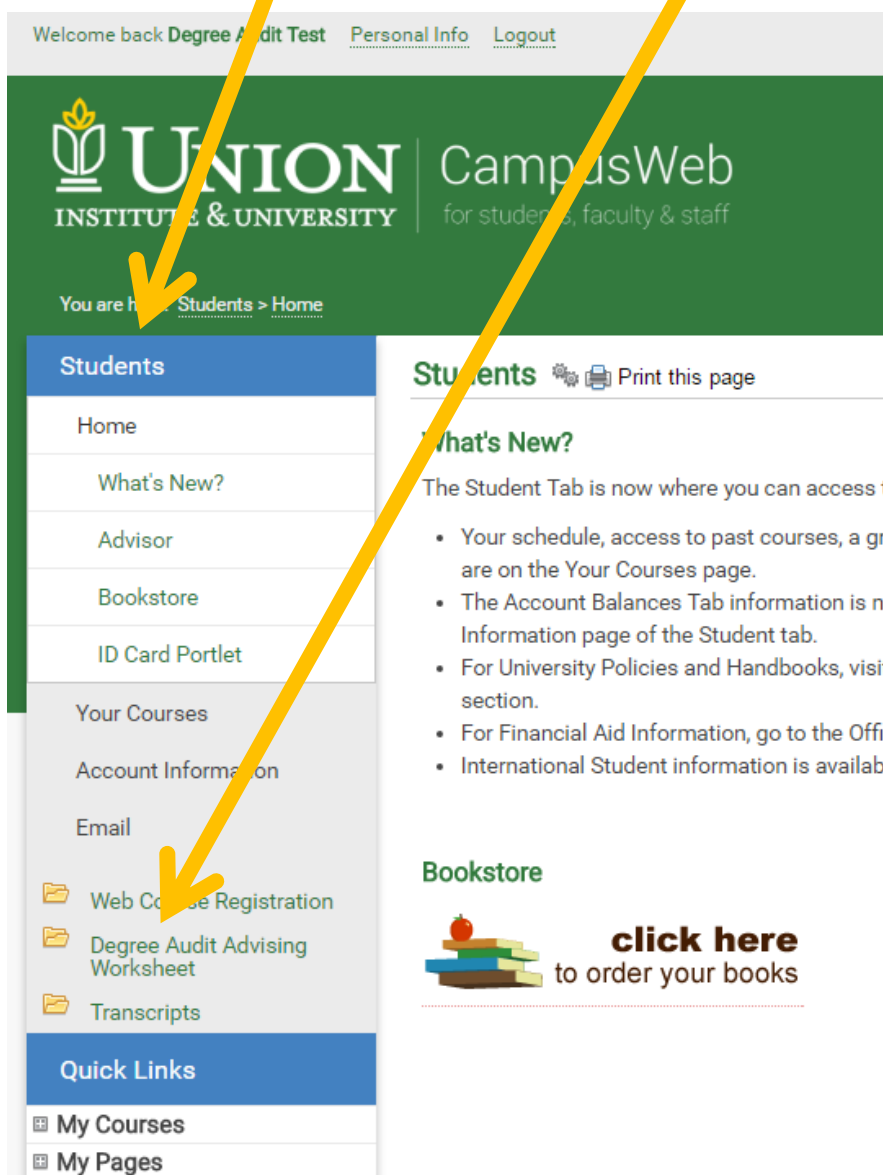2. Ensure you are logged into Campus Web – name will appear in top corner, where log in box was previously.

3. Select "**Students**" from the top menu ribbon.

4. Under the Students Menu Bar Select "**Degree Audit – Advising Worksheet.**"

5. Review the worksheet instructions and "How to Read" guide.

6. Click "**View all Details**" to view full Degree Audit report

7. Click on "**Recalculate Student Progress**" button at the bottom of the summary.
   a. **Attention: Be sure to click this button first everytime you view an updated worksheet; this refreshes the worksheet for any changes.**

Degree Audit - Advising Worksheet 🖉 🖨 Print this page

Degree Audit - Advising Worksheet - Degree Audit Summary
Degree Audit - Advising Worksheet > Degree Audit Summary

Degree Audit Test

Credits Earned:	77.00
Overall GPA:	**4.000**
Last Term GPA:	0.0000
Probation Status:	

Major 1:   CRIMINAL JUSTICE MANAGEMENT

Advisors

Ms. Mollie Ellen Miller M.B.A. ℹ️ - Administrator, Undergraduate

Rosie M. Lauborough ℹ️ - Advisor, Undergraduate

Keana L Williams ℹ️ - Advisor, Undergraduate

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
GENERAL EDUCATION DIST	1516	GENED	0.00	6.00	0.00	0.00	0.0000	✗ Not Met
GENERAL EDUC 36 CR HRS	1516	GEHRS	0.00	6.00	0.00	0.00	0.0000	✗ Not Met
CRIMINAL JUSTICE MANAGMNT	1516	MAJOR	48.00	6.00	0.00	0.00	0.0000	✗ Not Met
UPPER LEVEL REQ - CJM	1516	MAJUP	32.00	15.00	0.00	0.00	0.0000	✗ Not Met
ELECTIVES: GENERAL	1516	ELECT	0.00	3.00	0.00	0.00	0.0000	✔ Met
FREE TRANSFER ELECTIVES	1516	FREE	0.00	41.00	0.00	16.00	4.000	✔ Met
FORGIVEN/REPEAT COURSES	1516	#ADMN	0.00	0.00	0.00	0.00	0.0000	✗ Not Met
TOTAL CREDIT HOURS	1516	TOTCR	120.00	68.00	0.00	16.00	4.000	✗ Not Met

View Advising Worksheet 📄

[Recalculate Student Progress]

8. After you have Recalculated, Click "**View Advising Worksheet**" pdf link.

Reading the Degree Audit Report

The Degree Audit is a tool that will allow students to look at their academic record, show what requirements have been met, show what requirements have not been met and give information on what courses to take to meet those requirements. The Degree Audit is not official until approved by the Registrar's Office.

Remember: Basic Instructions you need to read the Degree Audit.

✅ - Requirement is MET ❌ - Requirement is NOT MET

- Green checkmarks are requirements that have been completed.
- Red X's are requirements that need to be completed.
  - Requirements with courses in progress (yellow) will display as not met.

Student Information Boxes - Degree Audit
- This title bar will appear on all pages of the degree audit (Student Information Bar).

Union Institute & University Advising Worksheet	
Student Name: Test, Degree Audit	**Student ID#:** 117080

Student Information Boxes - Degree Audit
- Program, Major, Degree & Advisee Information displays on the top of the first page.

All undergrad students must review the degree audit with assigned Program Advisor. The Degree Audit is not official until approved by the Registrar's Office. *If you have any questions please contact your Advisor.

DA Submitted for Review:	RO Approval:	Learning Agreement Hrs: 0

Student Program Information:

Center Location: SAC

Entry Date: 05/04/2015

Re-Entry Date:

Expected Graduation: 1516 S

Major Information: (Catalog Year 1415)

Major 1: CRIMINAL JUSTICE MANAGEMENT   MAJOR GPA: 3.0000

Advisee Information:

Advisor #1: Williams, Keana L

Degree Information:

Transfer Hours Earned:	30.00
UI&U Hours Earned:	4.00
Cumulative Hours Earned:	34.00
Cumulative GPA:	3.000
Class Level:	Freshman-Undergraduate
Academic Standing:	
Holds and Warnings:	Manual Hold

Transfer Credit Summary Section – Degree Audit
- **UI&U TRANSFER LIMITS** – tracks the number of credit hours for each Transfer Limit

UI&U TRANSFER LIMITS
Non-regionally accredited credit hour limit - 60 // Certified Learning credit hour limit - 30 // PRIOR Learning credit hour limit - 30

Total Non-Regionally Accredited Hours - 60 hour maximum: **24.00 earned**

  - Non-regionally accredited credit hour limit – 60 cr hrs maximum
  - Total Certified Learning Hours – 30 cr hrs maximum
  - PRIOR Learning Hours – 30 cr hrs maximum

Code Key – Degree Audit

Listed at the bottom of every page.

Detailed Requirements Section – Degree Audit

Each requirement indicated in the summary section is broken out in more detail. This section details the minimum requirements that a student needs to complete to earn a degree. Each requirement area will be listed.

I. Undergraduate General Education Distribution: Previously Earned Associates Degree – Students who have earned an Associate of Science or Associate of Arts Degree will have all general education requirements waived. **In the case that a student has received an AA or AS degree from another regionally accreditated institution, the degree requirments of all General Education is waived. However, a red X will still appear next to the subject areas in general education & 36 Credit Hours. Ensure that the top listed highlighted grey area has a successful yes check mark.**

✔ **GENERAL EDUCATION DIST (MET)**

GENERAL EDUCATION DIST:..4.00 Hours Earne

General Education Distribution Requirement - may be met by the completion of an Associate of Arts, Associate of Science or completion of the UI&U General Education Distribution (Roman Numerals I – VI) which include: I.) Two College Writing courses in sequential order, II.) One Quantitative Reasoning, III.) Two Civilization & Human Legacy courses (2 different subject areas), IV.) One Creation & Criticism of the Arts course V.) Two Social/Behavioral Sciences courses (2 different subject areas) and VI.) Two Observation & Analysis of the Natural World courses (2 different subject areas).

✔ **GE DISTRIBUTION OR AA/AS**

✔ AAAS ERND EARNED AA OR AS DEGREE (GEAAASRN)   NT   0.00 (TR) UI&U Advising Module Courses

Earned an Associate of Arts or Associate of Science.

✖ **DISTRIBUTION UPDATE**

Transfer equivalents may be used to meet General Education requirements.

✖ **GE COLLEGE WRITING**

(I.) College Writing -- Must complete 2 courses in sequence - GWRI101 & GWRI102 or GWRI202.

✖ _____

✖ _____

✖ **GE QUANTITATIVE REASONING**

(II.) Quantitative Reasoning -- Must complete 1 course - GMAT 105, GSTA221, MAT 101, MAT 122, or STAT 221.

✖ _____

✖ **GE CIVILIZATION & HUMAN**

(III.) Civilization and Human Legacy -- Two Courses, required from 2 different subject areas.

✖ _____

✖

II. If no Associate of Science or Associate of Arts Degree has been earned general education coursework is required in six (6) different subject areas for students that began with the 1415 catalog (July 1, 2014) and five (5) different subject areas for students that began prior to 1415.

❌ GENERAL EDUCATION DIST (NOT MET)

GENERAL EDUCATION DIST:...13.00 Hours Earned

General Education Distribution Requirement - may be met by the completion of an Associate of Arts, Associate of Science or completion of the UI&U General Education Distribution (Roman Numerals I – VI) which include: I.) Two College Writing courses in sequential order, II.) One Quantitative Reasoning, III.) Two Civilization & Human Legacy courses (2 different subject areas), IV.) One Creation & Criticism of the Arts course V.) Two Social/Behavioral Sciences courses (2 different subject areas) and VI.) Two Observation & Analysis of the Natural World courses (2 different subject areas).

❌ DISTRIBUTION UPDATE

Transfer equivalents may be used to meet General Education requirements.

❌ GE COLLEGE WRITING

(I.) College Writing -- Must complete 2 courses in sequence - GWRI101 & GWRI102 or GWRI202.

✅ GWRI-101-11-A THE WRITER WITHIN   A   3.00

💡 GWRI-102-21-A DESIGN EFFECTIVE RESEARCH PAPER   (3.00 In Progress 2015 SPR/SUM SEMESTER)

❌ GE QUANTITATIVE REASONING

(II.) Quantitative Reasoning -- Must complete 1 course - GMAT 105, GSTA221, MAT 101, MAT 122, or STAT 221.

❌ _____

❌ GE CIVILIZATION & HUMAN

(III.) Civilization and Human Legacy -- Two Courses, required from 2 different subject areas.

❌ _____

❌ _____

❌ Literature

LITERATURE -- GLIT155, GLIT225, GLIT160, GLIT230, ENG144, ENG146, or ENG205.

❌ Foreign Language

Transfer Only

❌ History

HISTORY -- GHIS205, GHIS220, HIS103, HIS104, HIS105 or HIS106

❌ Humanties

HUMANITIES -- HUM 220

❌ Philosophy

PHILOSOPHY -- PHI 110, PHI 201 PHI 210

❌ Religion

RELIGION -- GREL150 or REL101

✅ GE CREATE & CRIT ART

(IV.) Creation and Criticism of the Arts -- Coursework is required from 1 subject area.

✅ Art

ART -- ART110, GART115, GART120, GART125, GART210, GART215.

✅ ART-02 ART HISTORY" RENAISS (TRART101)   S   3.00 (TR) Merced College

✅ GE SOCIAL SYSTM & BEH SCI

(V.) Social Systems and Behavioral Science -- Two Courses, required from 2 different subject areas.

✅ Anthropology

ANTHROPOLOGY -- ANT101, GANT110, & GANT220.

✅ ANTH-10 SOUTHEAST ASIAN CULT (TRANT101)   S   3.00 (TR) Merced College

- o Highlighted text provides: the subject area
  - o Indented below are either the courses that have met the requirement or
  - o a list of courses that will fulfill the requirement.

- Both the subject area and courses will appear with a green check when all requriements have been satisfied within the subject area.
- If courses are in progress, they will appear in yellow text and a yellow circle in the distrubition.
- Transfer credits that have fulfilled a requirement will be listed and indicated with a (TR) and grade of S.

GENERAL EDUCATION DIST (NOT MET)

GENERAL EDUCATION DIST:...24.00 Hours Earned

General Education Distribution Requirement - may be met by the completion of an Associate of Arts, Associate of Science or completion of the UI&U General Education Distribution: 2 English Composition courses, 1 Math/Statistics courses, 2 Arts/Humanities courses (different subject areas), 2 Social/Behavioral Sciences courses (2 different subject areas) and 2 Natural Science courses (2 different subject areas).

MATH & STATISTICS REQ

MATH & STATISTICS -- Must complete 1 course - MAT 101, MAT 122, STAT 221 or STAT 322

MAT101 COLLEGE MATHEMATICS (4.00 In Progress 2013 SPR/SUM SEMESTER)

ARTS & HUMANITIES REQ

ARTS & HUMANITIES -- Coursework is required from 2 different subject areas.

Music

MUSIC -- MUS 101

MUS 112 MUSIC FUNDAMENTALS (TRMUS101) S 3.00 (TR)

Religion

RELIGION -- REL 101

PHIL 101 GRT REL OF THE WORLD (TRREL101) S 3.00 (TR)

SOCIAL & BEHAVIORAL SCI

SOCIAL & BEHAVIORAL SCIENCE -- Coursework is required from 2 different subject areas.

Political Science

POLITICAL SCIENCE -- POS 103 or POS 201

POLI 103 GOVERNMENT OF US (POS201) S 3.00 (TR)

Psychology

PSYCHOLOGY -- PSY 101

PSY 201 INTRO PSYCHOLOGY (PSY101) S 3.00 (TR)

Criminal Justice

CRIMINAL JUSTICE, TRANSFER ONLY - FDLE 101, FDLE 102, FDLE 104 FDLE 112, POST 101, POST 102 or POST 104

POST 101 PRIN/PROC OF JUSTICE SYSTEM (POST101) S 4.00 (TR)

NATURAL SCIENCE REQ

NATURAL SCIENCE -- Coursework is required from 2 different subject areas.

_____

_____

Biology

BIOLOGY - BIO 221

Chemistry

CHEMISTRY -- Transfer Only

Undergraduate General Education 36 Credit Hour Requirement

Minimum of 36 credit hours are required in General Education.
Only the first 36 credit hours needed of General Education coursework will be listed.

- Total hours earned will appear in top highlighted bar.

GENERAL EDUC 36 CR HRS (NOT MET)		
GENERAL EDUC 36 CR HRS:..30.00 Hours Earned		

General Education 36 credit hour Requirement - may be met by the completion of an Associate of Arts, Associate of Science or the completion of 36 credit hours of General Education coursework. No more than 12 credit hours may be upper level.

GE 36 CR HRS OR AA/AS

36 GEN ED CREDIT HOURS

Transfer equivalents may be used to meet General Education requirements

Course		
ENGL G100 FRESHMAN COMPOSITION (ENG101)	S	3.00 (TR)
ENG102 WRITING & RESEARCH		(4.00 In Progress 2013 SPR/SUM SEMESTER)
HIST G175 U S HISTORY FROM 1876 (HIS106)	S	3.00 (TR)
PSCI G180 INTRO TO US GOVERNMT (POS201)	S	3.00 (TR)
POST 101 PRIN/PROC OF JUSTICE SYSTEM (POST101)	S	4.00 (TR)
POST 104 INTRO BEH, INTERVIEW & COUNSELING (POST104)	S	4.00 (TR)
ART G100 INTRODUCTION TO ART (TRART101)	S	3.00 (TR)
BIOL G100 INTROD TO BIOLOGY (TRBIO101)	S	4.00 (TR)
MUS G101 HIST & APPREC OF MUSIC (TRMUS101)	S	3.00 (TR)

MAJOR

- Each major will typically have 3 sections (each section lists the courses needed and credit hours):
    1. Required Coursework

    2. Major Electives - above
    3. Culminating Graduation Requirement – entered in the Registar's Office (below)

CONCENTRATION
If there is a Concentration Requirement it will show next with requirements to be completed.

UPPER LEVEL REQ
A minimum of 32 credit hours are required, 20 must be in the major.
All Major & Major Elective coursework will be listed.

❌ UPPER LEVEL REQ - CJM (NOT MET)	32.00 Hours Needed
UPPER LEVEL REQ - CJM:...0.00 Hours Earned	
Criminal Justice Management Upper Level Requirement - 32 upper level hours required, 20 must be in the major.	
❌ MAJOR UPPER LEVEL CRS	
32 Upper level credit hours are required, 20 credit hours must be within CJM.	
🟡 CJM303 APPLIED ETHICS IN CJ MGT	(4.00 In Progress 2013 SPR/SUM SEMESTER)

Free Electives
Coursework that does not meet any requirement will be listed here.

Free Electives		21.00 Hours Earned
✔ ACCT G100 ACCOUNTING ELEMENTS UNASGN01	S	4.00 (TR)
✔ MKTG G121 PERSONAL FINANCE UNASGN11	S	3.00 (TR)
✔ MATH G030 INTERMEDIATE ALGEBRA UNASGN12	S	4.00 (TR)
✔ HLED G100 HEALTH EDUCATION UNASGN13	S	3.00 (TR)
✔ COMM G100 INTERPERSONAL COMM UNASGN14	S	3.00 (TR)
✔ BUS G125 BUSINESS ENGLISH UNASGN15	S	3.00 (TR)
✔ COUN G103 STUDENT ED PLANNING UNASGN16	S	1.00 (TR)

Forgiven/Repeat Courses
Coursework with un-satisfactory grades that does not meet requirement will be listed here.

FORGIVEN/REPEAT COURSES		
❌ TEST 4 English 2 GWRI102	U	(UN)
❌ TEST-300-22-A TEST COURSE	N	(UN)

Final Credit Hour Check
- Minimum 120 Earned Hours Required for graduation.

❌ Final Credit Hour Check (NOT MET)	
Credit Hours Earned/Needed: 81.00 / 120.00	GPA Earned/Needed for Graduation: 0.00 / 2.00
Credit Hours In Progress: 16.00	

COURSE HISTORY/ARC WORKSHEET

- Lists all coursework (transfer & UI&U)
- Sorted by Institution or Organization – it will state if the Organization is Regionally Accredited.

ARC	Note	Course Code	UI&U GnEd	Grd	Cr Hr Atmpt	Cr Hr Ernd	Course Title		Year	Trm	Sub Trm	RegStat
Miami Dade College			001506					Regionally Accredited				
EDU330	_____	EDG3410		S	3.00	3.00	CLASSROOM MGT & COMM K-12		0000	T1		H
Union Institute & University			*LOCAL					Regionally Accredited				
	_____	TEST 300 11 T	N		4.00	0	TEST COURSE		1314	F	F1	H
	_____	TEST 300 21 A	*		4.00	0	TEST COURSE		1314	F	F2	H
TES300	_____	TEST 300 12 A	N		4.00	0	TEST COURSE		1415	W	W1	H
TES300	_____	TEST 300 22 A	N		4.00	0	TEST COURSE		1415	W	W2	H

Column Definitions

- **ARC** – <u>A</u>dvising <u>R</u>equirement <u>C</u>ode, this is the code that runs the Degree Audit
- **Note** – Space to indicate appropriate ARC
- **Course Code**
- **UI&U GnEd** – If a course meets a UI&U General Education Requirement, the requirement that it meets will be listed.
- **Grd** – Course Grade Earned
- **Cr Hr Attmpt** – Credit Hours Attempted (all courses & credits)
- **Cr Hr Ernd** – Credit Hours Earned (w/ passing grades)
- **Course Title**
- **Year** – Year the course was taken, 0000 is a transfer course
- **Term** – Term the course was taken, T1, T2… are transfer terms
- **RegStat** – Transaction Status of Courses in Academic History – H = History, C = Current & D = Drop

Contact Information

If at any time you have questions about your degree audit please first contact your assigned Program Advisor.

Office of the Registrar
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Cincinnati, OH 45206-1925
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