

# Reading a Degree Audit

This page reviews how to read a Degree Works Degree Audit

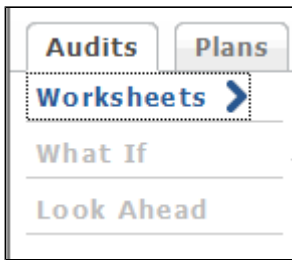
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## Looking at Your Degree Audit

When you run the degree audit, you will see two tabs on the left, "Audits" and "Plans." This section will look at "Audits."



## Top Buttons, Boxes, and Links



	Process New	If changes have been made to the student's schedule, or received a grade change since the previous day that is not showing on the degree audit, click this button
	Save as PDF	This button allows you to save the audit as a PDF for your records. Previous audits are deleted each time a new degree audit is generated.
	Include in-progress classes	By unchecking this box, classes that you are currently taking will not show on your audit. It is checked by default.
	Include preregistered classes	By unchecking this box, classes that you have registered for in a future semester will not show on your audit. It is checked by default.
	Class History	This link will take you to a chronological list of all the classes similar to an unofficial transcript.
	GPA Calculator	This link will take you to the GPA calculator page at <a href="http://www.missouristate.edu/registrar/GPACalculator.asp">http://www.missouristate.edu/registrar/GPACalculator.asp</a>

## Legend

Under the top buttons, before the student information, you will find the legend. This lists symbols that are used throughout the audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Unresolved requirement - see advisor	@ Any course number

<input checked="" type="checkbox"/> Complete	The green checkmark is shown before a requirement if it is complete
<input type="checkbox"/> Not Complete	A red box is shown before a requirement if it is not complete
<input checked="" type="checkbox"/> Complete except for classes in-progress	A blue single squiggle is shown before a requirement if it using registered classes to be completed
<input checked="" type="checkbox"/> Unresolved requirement - see advisor	A blue double squiggle is shown if the requirement is not met, and requires advisor attention as a defined course need is not listed. A common example is an unmet GPA requirement.
(T) Transfer Class	A "T" is listed before a grade that is on a transfer class
@ Any course number	A "@" is a placeholder like a wildcard that allows you take a class of any number in a given discipline.

## Student Information

The next box list information about the student.

Student View A0001eY4 as of 03/09/2015 at 11:33			
Student	Student, Joe	Level	Undergraduate
ID	M01234567	Degree	Bachelor of Science
Classification	Senior	College	Business
Advisor	Advisor, Jane	Program	Accounting-BS
MSU Cumulative GPA	3.98	Minor	
Combined Cumulative GPA	3.96	Hold	FF

- **Student** – The student's name. Clicking on the link will allow the advisor to email the student.
- **ID** – The student's BearPass number
- **Classification** – Freshman, Sophomore, Junior, Senior, Graduate
- **Advisor** – The student's advisor. Clicking on the link will allow the student to email the advisor
- **MSU Cumulative GPA** – The student's GPA on all classes completed at Missouri State (undergraduate or graduate as applicable to the degree audit)
- **Combined Cumulative GPA** – The student's GPA on all classes both Missouri State and transfer (undergraduate or graduate as applicable to the degree audit)
- **Level** – Undergraduate or Graduate
- **Degree** – The degree the student is pursuing (BA, BS, MS, MBA etc.). If a student is pursuing multiple degrees, each degree is a separate degree audit. You can toggle between degrees at the top of the screen.
- **College** – The college of the student's primary major on this audit
- **Program** – The program(s) or major(s) the student is pursuing
- **Minor** – The minor(s) the student is pursuing if applicable
- **Holds** – Displays any holds that prevents the student from registering. Clicking the hold code will take you to the University's holds explanation page which explains the meaning of each hold and provides contact information if the student has questions about the hold.

## Degree Progress

This shows the percentage of checkboxes completed on the degree audit.

Degree Progress	
Requirements	56%

## Body of the Degree Audit

Each section of the degree audit is called a block. Each block is separated by a maroon band. Once everything in the block is complete, the red "not complete" box in the band will get a green "complete" checkmark.

## General Order of the Blocks – This can vary

- Degree Block
- Major Block
- Admission Block (If applicable)
- Other Blocks (If applicable – COB globalization and Upper Division GPA, Secondary Education Requirement, etc.)
- Minor Block (If applicable)
- Bachelor of Arts Requirements (If applicable)
- Audited, Dropped, Failed, and Repeated Courses
- In-Progress Courses
- Not Counted Courses
- Honors College Requirements (If applicable)

## Degree Block

The first block you see is the “Degree” block. This block lists university requirements. These requirements include:

- 120 minimum hours. If not yet met, the “Still needed” advice will show a count of your current hours completed.
- 40 hours of upper division (300 level or higher). If not yet met, the “Still needed” advice will show a count of your current hours completed.
- **Residence requirement.** If not yet met, the “Still needed” advice will show a count of your current hours completed. Complete a minimum of 30 hours of courses as well as 20 out of the last 30 hours in courses administered by the Springfield Campus.
- 2.00 Missouri State Cumulative GPA (Classes completed at Missouri State University)
- 2.00 Combined GPA (All classes both at Missouri state and transfer)
- Completion of a Major. If not yet met, the “Still needed” advice will show a link to that portion of the audit.
- Missouri Constitution. If not yet met, the “Still needed” advice will give advice on completing the requirement.
- University Exit Exam. If not yet met, the “Still needed” advice will give advice, including a link, to the University Exit Exam web site.

This block may have other requirements that are unique to your degree or major. These requirements can include:

- Bachelor of Arts requirements
- Admission requirements
- College of Business additional requirements
- Completion of a minor (if required)

Degree in Bachelor of Science		Catalog Term: Fall 2014
<input type="checkbox"/> 125 Minimum Credit Hour Requirement	Still Needed:	You are short of the minimum 125 credits required for graduation. You currently have 96 credits towards graduation, and you still need 29 more credits to meet the minimum credit hours graduation requirement.
<input type="checkbox"/> 40 Hour Upper Division Requirement	Still Needed:	A minimum of 40 upper-division credits are required. You have credit for 9 upper-division credits and need 31 more upper-division credits.
<input checked="" type="checkbox"/> 30 Hour Minimum Residency Requirement		
<input checked="" type="checkbox"/> 20 out of the last 30 Hours Residency Requirement		
<input checked="" type="checkbox"/> 2.00 Combined Cumulative GPA Requirement		
<input checked="" type="checkbox"/> 2.00 MSU Cumulative GPA Requirement		
<p><b>IMPORTANT DEGREE AUDIT PROCESSING INFORMATION:</b> Students who are registered in a course which is a repeated attempt of a course in which a passing grade (A to D grade) was already earned will have the course's credit hours reflected in both hours earned (from the initial attempt) and in-progress hours (from the current attempt) until after grade and repeat processing occurs at the end of the semester. As such, you should deduct the repeated course from any hours counts (e.g. major requirements, 40 hour upper division, 125 minimum credit hours) during the period of repeat enrollment until the appropriate repeat code is assigned. If you are taking a course with the intention of receiving credit for both attempts, please check the undergraduate catalog to ensure the course can be repeated and/or that you are not exceeding the repeatable limit of the course as this will also be adjusted during end of term repeating processing. Mixed credit courses are not added to a student's undergraduate academic record until end of semester processing. Therefore, mixed credit courses will not appear on the degree audit until then. This may cause requirements to appear unmet and hour counts to appear lower than the final count.</p> <p>Your combined cumulative GPA is 3.7. Your MSU cumulative GPA is 3.9.</p>		
<input type="checkbox"/> General Education Requirements	Still Needed:	See <b>General Education Requirements</b> section
<input type="checkbox"/> Completion of a Major is Required	Still Needed:	See <b>Major in Cell and Molecular Biology</b> section
<input checked="" type="checkbox"/> Missouri Constitution Requirement (Senate Bill #4, 1947)		
<input checked="" type="checkbox"/> Transfer course that covers Missouri Constitution	GEN 040 Satisfied by	MO Constitution Req Met TA 0 Fall 2013 HIS206 - Amer Hist II - Lincoln University-MO
<input type="checkbox"/> University Exit Examination Not Complete	Still Needed:	All students must complete the University Exit Examination after the completion of 90 credit hours. Please click here for additional information in regards to completing the exam.

## General Education

This block lists the general education requirements for the student. This may be the new general education (implemented in fall 2014) or the old general education (implemented in 1997). The catalog term is displayed in the right side of the header.

General Education Requirements		Catalog Term: Fall 2015
<input checked="" type="checkbox"/> 2.00 General Education GPA Requirement	Your general education GPA is 3.93.	
<input checked="" type="checkbox"/> First-Year Seminar	IDS 110	INTRO TO UNIV LIFE A 1 Fall 2000
<b>FOUNDATIONS</b>		
<input checked="" type="checkbox"/> Focus on Written Communication and Information Literacy	ENG 110	WRITING I A 3 Fall 2000
<input checked="" type="checkbox"/> Focus on Oral Communication	COM 115	Fundamentals Public Spkng-HONR RG (2) Fall 2015
<input checked="" type="checkbox"/> Focus on Quantitative Literacy	MTH 145	CONTEMPORARY MATH A 3 Fall 2000
<input checked="" type="checkbox"/> Focus on Written Communication & Integrative & Applied Learning	ENG 221	WRITG IIPROFESSNS A 3 Spring 2002
<input type="checkbox"/> HUMAN CULTURES	<p>Complets four different course profess in the Human Cultures section. Students who have general education courses waived by AA/AAAT degree or previous Bachelor's degree may have four prefix requirement waived. Students with a GEC or GEP prefix course may see the Office of the Registrar for assistance if prefix count adjustment is needed.</p>	

## Major Block

This block includes all requirements for your major. All majors require a minimum of 12 hours of upper division (300 level or above) credits completed through the Springfield campus. Majors also require at least a 2.00 GPA on all coursework completed as part of the major. Some majors require a GPA higher than 2.00. This will be listed in the body of major.

Major in Art/Ceramics		Catalog Term: Fall 2015
73 Credits needed		
<input type="checkbox"/> Major Residency Requirement	Still Needed:	A minimum of 12 upper-division credits must be taken through the Springfield campus. You currently have 0 credits towards this requirement.
<input checked="" type="checkbox"/> Major GPA Requirement		Your major GPA is 3.7.
<b>FOUNDRATIONS</b>		
<input type="checkbox"/> Two-Dimensional Design	Still Needed:	1 Class in ART 100
<input type="checkbox"/> Three-Dimensional Design	Still Needed:	1 Class in ART 101
<input type="checkbox"/> Drawing I	Still Needed:	1 Class in ART 115
<b>STUDIO CORE</b>		
<input type="checkbox"/> Studio Core I	Still Needed:	1 Class in ART 202 or 215 or 225 or 242
<input checked="" type="checkbox"/> Studio Core II		ART 212 Ceramics I A- 3 Spring 2013

## Admission Requirements Block

Some majors have admission requirements for the majors. This is not applicable to all majors.

## Minor Block

Some majors require a minor. Any student, regardless of major, may pursue a minor. As with majors, there is a residency and GPA requirement. Minors require completion of six upper division (300 level or above) credits completed through the Springfield campus. Minors also require a 2.00 GPA on all course work completed as part of the minor. Some minors require a GPA higher than 2.00. This will be listed in the body of major.

Minor in Geography		Catalog Term: Spring 2015
33 Credits needed		
<input type="checkbox"/> Minor Residency Requirement	Still Needed:	A minimum of 6 credits must be taken through the Springfield campus. You currently have 4 credits towards this requirement.
<input checked="" type="checkbox"/> Minor GPA Requirement		Your minor GPA is 4.4.
<input checked="" type="checkbox"/> World Regional Geography		GRY 100 WORLD REG GEOGRAPHY A 3 Spring 2001
<input type="checkbox"/> Intro Physical Geography	Still Needed:	1 Class in GRY 142
<input type="checkbox"/> Intro Geographic Info Science	Still Needed:	1 Class in GRY 363
<input type="checkbox"/> Additional GRY, GEO, or PLN Upper-Division Electives	Still Needed:	5 Credits in GRY 300 or 400 or 500 or GEO 300 or 400 or 500 or PLN 300 or 400 or 500

## Bachelor of Arts Requirement – Fine Arts

If a student is pursuing a Bachelor of Arts degree, there are additional Bachelor of Arts requirements. These requirements are broken into two parts. The first part is the Fine Arts section. Some of these classes may be listed in General Education, but cannot be double counted in both blocks. If you wish to switch a course from BA Fine Arts to General Education or vice versa, contact the Office of the Registrar for assistance.

Bachelor of Arts Requirements-Fine Arts		Catalog Term: Spring 2015
<input type="checkbox"/> BACHELOR OF ARTS FINE ARTS REQUIREMENT	Still Needed:	6 Credits in ART 200 or 271 or 272 or 273 or 274 or 374 or 378 or 381 or 382 or 385 or 386 or 387 or 472 or 474 or 475 or 478 or 479 or 480 or 483 or 494 or 485 or DAN 100 or ENG 104 or 200 or 282 or 287 or 312 or 330 or 334 or 336 or 338 or 340 or 341 or 350 or 351 or 354 or 355 or 360 or 361 or 362 or 363 or 366 or 455 or 465 or 510 or 512 or 513 or 514 or 516 or 517 or 519 or 533 or 534 or 536 or 541 or 543 or 544 or 546 or 547 or 548 or 553 or 557 or 558 or 559 or 563 or 568 or 580 or 583 or 585 or FRN 335 or 381 or 382 or 412 or GRM 325 or 400 or 455 or 465 or 475 or 485 or GRK 301 or 302 or 498 or KIN 240 or LLT 121 or 180 or 215 or 225 or 240 or 271 or 296 or 321 or 325 or 326 or LTN 450 or 451 or 460 or 461 or 470 or 471 or MUS 239 or 241 or 345 or 346 or SPN 450 or 460 or THE 101 or 109 or 541 or 542 or 543 or 545 or 547

## Bachelor of Arts Degree Requirements – Other

Students pursuing a Bachelor of Arts Degree must complete these additional classes. Some of these classes may be listed in General Education as well, but can be double counted with both blocks.

Bachelor of Arts Degree Requirements-Other		Catalog Term: Spring 2015
<input type="checkbox"/> LANGUAGE REQUIREMENT	Still Needed:	Choose from 1 of the following:
<input type="checkbox"/> Arabic		(12 Credits in ARB ☉) or
<input type="checkbox"/> Chinese		(12 Credits in CHI ☉) or
<input type="checkbox"/> French		(12 Credits in FRN ☉) or
<input type="checkbox"/> German		(12 Credits in GRM ☉) or
<input type="checkbox"/> Greek		(12 Credits in GRK ☉) or
<input type="checkbox"/> Hebrew		(12 Credits in HBW ☉) or
<input type="checkbox"/> Italian		(12 Credits in ITL ☉) or
<input type="checkbox"/> Japanese		(12 Credits in JPN ☉) or
<input type="checkbox"/> Latin		(12 Credits in LTN ☉ Except LTN 480) or
<input type="checkbox"/> Portuguese		(12 Credits in PTG ☉) or
<input type="checkbox"/> Russian		(12 Credits in RUS ☉) or
<input type="checkbox"/> Spanish		(12 Credits in SPN ☉) or
<input type="checkbox"/> American Sign Language		(12 Credits in CSD 330 and 331 and 332 and 333)
<input type="checkbox"/> WORLD HISTORY REQUIREMENT		
May also count toward General Education Focus on Humanities requirement.		
<input type="checkbox"/> World History to Circa 1600 C.E.	Still Needed:	1 Class in HST 103
<input type="checkbox"/> World History Since Circa 1600 C.E.	Still Needed:	1 Class in HST 104
<input type="checkbox"/> PHILOSOPHY REQUIREMENT	Still Needed:	3 Credits in PHI ☉
May also count toward General Education Focus on Public Issues requirement.		

## Additional Courses

Additional courses are courses that are not used to fulfill any requirements on the degree audit other than the 120 minimum credit hour or 40 hour upper division counts.

Additional Courses		Credits: 88	Classes: 34
ART 212	Ceramics I	A-	3 Spring 2013
BIO 197	SEL TOPICS/BIOLOGY	A	1 Spring 2001
BIO 197	SEL TOPICS/BIOLOGY	A	1 Fall 2001
BIO 205	LIFE SCI/MD SCH	A	2 Spring 2002
ELE 302	INTR ELEM ED/CLNIC	A	3 Fall 2000
ELE 425	DEV CHLD COMM FTNL	A	3 Fall 2003
ELE 429	TCHG MATH ELEM SCH	A	2 Fall 2003
ELE 434	TEACH SCI/ELEM SCH	A	2 Fall 2003

## Audited, Dropped, Failed, Repeated Courses

These are courses that:

- Have a "V" grade because they were audited
- Have a "W" grade because they were dropped
- Have a "F" grade because they were failed
- Have no credit because they were repeated (originally passed or failed)

Audited, Dropped, Failed, Repeated		Credits: 0	Classes: 4
ART 212	Ceramics I	V	0 Fall 2013
CIS 260	Application Development I	W	0 Fall 2013
CIS 260	Application Development I	W	0 Fall 2014
ENG 321	Writing II Beginning Technical	W	0 Spring 2011

## In-Progress

These are courses that are in progress for the current semester and registered for upcoming semesters.

In-progress		Credits: 12	Classes: 4
ACC 211	Intro to Managerial Accounting	RG	3 Spring 2015
FIN 380	Financial Management	RG	3 Summer 2015
LAW 231	Legal Environment of Business	RG	3 Spring 2015
QBA 237	Basic Business Statistics	RG	3 Spring 2015

## Not Counted

These are courses that are not being counted in the audit. This includes tracking course and courses that are not allowed to count toward a degree.

Not Counted		Credit: 1	Classes: 1
EEH 399	PROB IN EDUCATION	A	1 Fall 2002

## Honors College (if applicable)

If the student is in the Honors College, requirements will be listed here. These classes are not required to be completed for the student to graduate. These requirements are only required if the student wants to graduate with the designation "in the Honors College" on their record. These requirements are listed based on attributes and/or test score coding on the student's record.

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For questions or comments, contact the Computer Services Help Desk  
[HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)  
417-836-5891