# DEGREE AUDIT

## OVERVIEW

The online degree audit provides a quick and easy way for you to see your degree requirements.

The top portion contains basic information regarding your major, minor, and catalog year. There are also several pieces of additional information you can view: Below is the **UNDERGRADUATE VIEW**



**Graduation Status:** displays the program(s) where you have applied to graduate and application review status

**Academic History:** displays a list of program level courses you have taken, as well as in-progress courses

**PDF:** generates a PDF with all your degree requirements, and your academic history

**Duplicate Courses:** displays a list of potential duplicate courses appearing in your degree audit (see the FAQ section for more information)

**Courses Excluded:** displays the number of courses that have had their credit hours excluded, due to being a duplicate course (see the FAQ section for more information)

**Repeated Courses:** displays the number of courses that have had an option to repeat applied (see the FAQ section for more information)

**Repeats Used:** displays the number repeats applied against the repeated courses (see the FAQ section for more information)

**Holds:** displays a list of holds on your record that could prevent course registration, release of your transcript or diploma

## GRADUATE VIEW includes all of the above with the additional details about the age of courses completed and the number of courses with a C grade.

Academic History 🗒️    PDF ⬇️    **C Grades 2**   **Course Age 17**    **Courses Excluded: 0**    **Repeats Used: 0**

Your degree audit also contains your up-to-date Overall GPA, as well as your Major, Minor and Focus GPAs if designated.
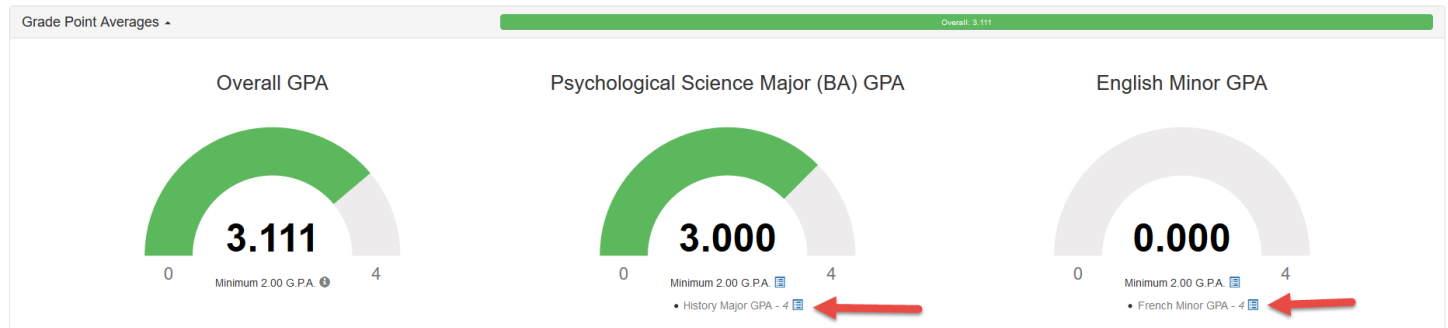


Your degree audit shows the requirements you must complete for graduation. Click on the 🗒️ icon to see the courses used to calculate the major, minor or focus gpa. Depending on if your audit is undergraduate or graduate level, the requirements shown can include:

- **General University Requirements**
  - o Items related to the number of hours completed at NKU
- **General Education Requirements**
  - o Courses needed to fulfill the General Education requirement
- **Major Requirements**
  - o Specific courses needed for your major
- **Minor Requirements**
  - o Specific courses needed for your minor
- **Focus Requirements**
  - o Specific courses needed for your focus

Each requirement will show a progress bar detailing the number of courses or credit hours that are completed, in-progress, and incomplete. Clicking on a requirement will allow you drill down and see the specific courses (completed and in-progress) that count toward that requirement.

The example below shows the completed and in-progress courses that count toward the student's Marketing Major. There is also a tab called "Qualifying", which shows all courses that are eligible to count toward the requirement shown.

*Transferred courses, waived courses, and courses using a pass/fail grade scale can green light the degree audit, but may not be a part of the GPA calculation.  Please contact your advisor if any questions.*

If you are pursuing multiple degrees, you will receive a pop-up when first accessing your Degree Audit.  Select the program of study you would like to view.

## 🎓 Select Program of Study

✔  **MASTER OF ACCOUNTANCY**
   Major: Accounting (MACC)

✔  **BS IN COLLEGE OF BUSINESS**
   Major: Accounting Major
   Minor: Business Administration Minor


You can switch which program you would like to view at any time by using the menu in the upper right corner.

| myNKU | Switch Program ▾ |
|-------|------------------|
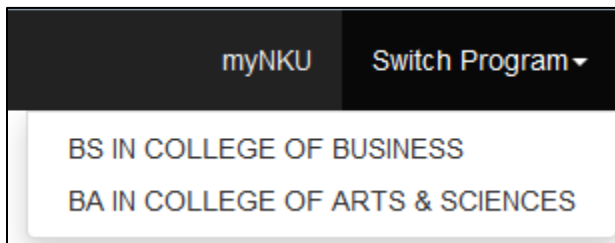
BS IN COLLEGE OF BUSINESS
BA IN COLLEGE OF ARTS & SCIENCES

# FREQUENTLY ASKED QUESTIONS

**My degree audit is telling me that I have duplicate courses.  What does that mean?**

A review of your academic record has identified course work that *might* be duplicated.  A duplicate course shows when you have taken a non-repeatable course more than once, or have taken a repeatable course more than the maximum times allowed.  The course work in question is shown within the red "Duplicate Courses" button at the top of the page.

It is recommended that you meet with your college/department advisor to review this work for accuracy, as it could affect your degree completion timing.  More information about repeating courses can be found in NKU's undergraduate catalog.

**What is an excluded course? What does repeats used mean?**

An excluded course is a course that was duplicated (see above). In order to keep an accurate credit hour count, duplicate courses must be removed from the student's overall credit hours. Although the student does not receive credit for an excluded course, the grade they received still counts towards their GPA.

A course can have multiple repeats applied.

**Why can't I see my degree audit?**

Degree audit is unavailable to non-degree seeking students.  Please contact your advisor if you do not see you degree audit.

**Can I simulate what my degree audit would look like if I were to change my major?**

This functionality has not yet been developed, but is planned to be added in a later phase of the Degree Audit project.

**Can I see where my transfer work/ AP credit will count in my degree audit prior to my first semester at NKU?**

This functionality has not yet been developed, but is planned to be added in a later phase of the Degree Audit project.

**I have been approved by my advisor and department chair to take a course in place of one of my program-required courses.  What is the process to get this course to count in Degree Audit, and toward my graduation?**

Please have your advisor initiate a substitution request through your degree audit. There are detailed instructions available for the course substitution process.

**Which browsers support Degree Audit?**
https://inside.nku.edu/it/service-catalog/software/softwarecatalog/compatibility.html


Any other questions can be directed to the Office of the University Registrar via email at **registrar@nku.edu** , chat or 859-572-5556.