

DEGREE AUDIT

OVERVIEW

The new 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:

NKU Degree Audit

Victor Viking (100026585)

Academic History PDF Duplicate Courses 3

Major: Management Major
Minor: Business Administration Minor
BS IN COLLEGE OF BUSINESS
Catalog Year: Acad Year 2009-2010

Legend: Completed In-Progress Incomplete
***Course Substitution

Academic History: displays a list of 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)

Your degree audit also contains your up-to-date Overall GPA, as well as your Major and Minor GPAs. **Note:** some users may not see their Major and Minor GPAs. See the FAQ section for more information.



Your degree audit shows the requirements you must complete for graduation. The requirements shown are:

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


Note: some users may not see their major and minor requirements. See the FAQ section for more information.


Each requirement will show a graph detailing the number of courses 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.

Marketing Major Requirements ▾

Major 2 Requirements

Marketing Algebra Requirement ▾  Courses

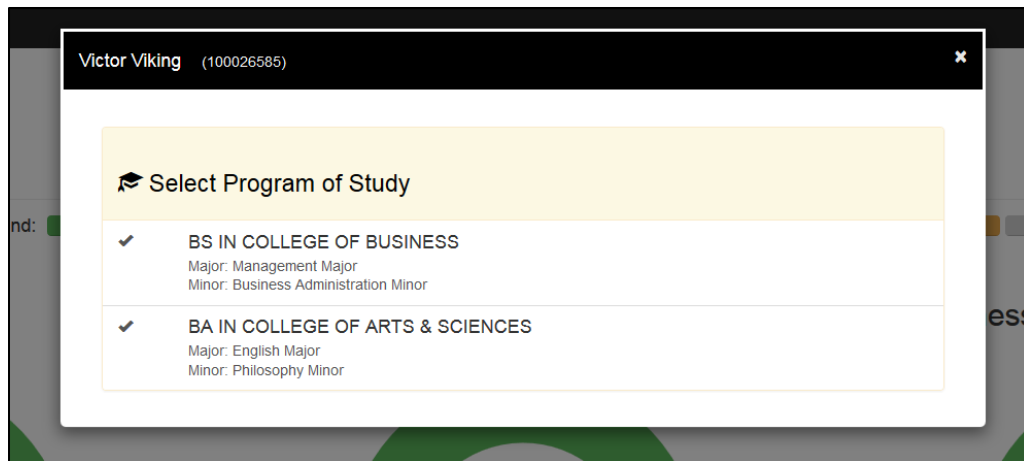
Marketing Major Requirements ▾  Courses

Completed & In-Progress

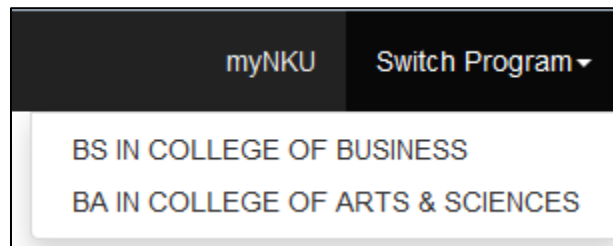
Qualifying

Course ▾	Title	Semester	Credit Hours	Grade
BUS 330	Ethics: Managerial Decision Making	Spring 2011-2012	3	A
ECO 305	International Context for Business	Fall 2015-2016	3	A
ENG 340	Business Writing	Spring 2011-2012	3	A-
MAT 114	Finite Mathematics	Fall 2011-2012	3	B
MGT 300	Behav in Orgs: Undstdng Org Life	Fall 2010-2011	3	A
MGT 490	Business Policy	Fall 2016-2017	3	In-Progress
MKT 320	Consumer Behavior	Spring 2014-2015	3	A

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



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



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.

Why can't I see my major requirements?

Currently, only majors that have had their degree requirements verified as correct by their department are displayed in the Degree Audit. Majors are being continually added to Degree Audit, with the most populated majors first. All undergraduate students will still be able to view their General University and General Education requirements, regardless of their major.

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.

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 fill out a Course Substitution Form, indicating the course you are taking, as well as the course it is replacing. Once the form has been signed by both your advisor and the department chair, it will go to the Registrar's Office for processing. Once it has been processed in your record, it will show in Degree Audit.

Can I register for classes from my Degree Audit?

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

QUESTIONS?

Having trouble following the instructions in this PDF?
Contact the IT Help Desk at <http://oit.nku.edu/help.html> or by phone at (859) 572-6911.