
How do I read the degree audit?

Section 1: Selected Student Data

This portion of the degree audit includes the students' local and permanent address, advisor(s), major(s), and/or minor(s). The Summary of Credit towards Graduation lists the total credits earned, the courses registered, any transfer credits accepted and the overall QPA. It also lists the amount of credits required for the degree and the QPA in the major and/or minor.

Section 2: Academic Requirements Remaining

This portion of the degree audit lists the requirements that are not yet completed. A course may be listed more than once if it fulfills more than one requirement, but the credit only counts once.

Section 3: Academic Requirements Completed or in Progress

This portion of the degree audit shows all the courses that have been taken and how they are used to meet the requirements for the students' designated major. This section lists the course number, title, term course was taken, credit amount and grade.

Section 4: Work Not Applicable to this Program

Credits not applicable to the program because the student withdrew or does not satisfy any graduation requirements. (ex. MATH 050, add'l HPE activity credits, withdrawals)

New Faculty Workshop

Degree Audits

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Degree Audit Information

What is OnCourse?

OnCourse is a computerized degree audit/advising support system that evaluates Clarion University completed course work, currently registered courses and transfer courses against a set of degree requirements to determine a student's progress toward obtaining a degree. It can assist you when you advise students by letting you know which requirements still need to be completed and which courses will satisfy those remaining requirements.

What can OnCourse do?

- Evaluate a student's academic record to determine which degree requirements have been met and those remaining.
- Allow you to request a "what-if" degree audit for the new major and/or minor an advisee is considering. The degree audit will help you determine how courses they have completed would apply to a new major and/or minor.
- Keeps track of major and/or minor QPA.
- Provide faster processing for clearing students for graduation.
- Create and track customized degree programs.

How are program requirements updated?

Curricular changes will be made in OnCourse after approval by CCPS, Faculty Senate, and the President. Every department chair and dean reviews the degree audit program for majors and minors in their area after changes are approved.

Where do I get the degree audit?

You can view your advisees' degree audit by using Web for Faculty. You will be able to request paper copies of degree audits for your advisee's before registration. In Web for Faculty, highlight "Advisor" and select "Advisee degree audit request". Select Yes – Print degree audits for advisees from the drop down box. Click submit.

Web for Faculty instructions:

- log into iClarion
- select the School Services tab
- click on the link for Web for Faculty
- highlight Faculty
- highlight Advisor
- click on My Advisees
- select an advisee and click "continue"
- highlight "advisor" and "degree audit"

How do I perform degree audit modeling (or "what if")?

Web for Faculty instructions:

- select modeling
- select a major for degree audit modeling
- select a program and catalog year
(If a student has a secondary program, an additional option for that program will be displayed)
- Click submit

NOTE: Performing degree audit modeling (or "what if") does NOT change the student's major or catalog year. The *Course Substitutions, Waivers and Catalog Year Changes* form (available in departmental and deans' offices and on the Registrar's webpage under 'Forms') should be filled out and approved for changes to catalog year. Students should complete a Change of Status form (available in deans' and registrar's offices) if they would like to change their major. Both of these forms can be accessed through the 'forms' section of the Registrar's webpage.

What if something is wrong with the degree audit?

The Registrar's Office will enter undergraduate waivers and substitutions for individual students. Changes will be initiated by the advisor and approved by the department chair and the college dean. Written documentation using the Course Substitution and Waivers form must support these changes. The Graduate Office will handle waivers and substitutions for graduate students. The course substitution form is available through the Registrar's Office webpage under the 'forms' tab.

www.clarion.edu/registrar

In the case where a general education course can satisfy different requirements, the advisor may contact the Registrar's Office to have the course moved on the degree audit.