

KANSAS WESLEYAN UNIVERSITY

Degree Audit Report for Graduation Planning

This report is intended to serve as a tool to assist students and advisors in developing graduation plans. The heading indicates the student's name, up to three majors, two minors, the planned graduation session and year, and, in some cases, comments. **It is important that the computer database contains an accurate designation of the student's major(s), minor(s), and catalog year. Please notify the Enrollment and Financial Services Office of any necessary corrections. Changes in these items may change the automated degree audit.**

The report contains sections for the overall degree requirements; the liberal studies requirements, and requirements for each major or minor. The title of each section indicates the catalog year.

1112 Overall Audit, Bachelor

This section monitors overall graduation requirements, such as the English Proficiency Exam, GPA, etc. To the right of each requirement, the completion status prints as either **COMPLETE** or **INCOMPLETE**.

Assessment Exit Interview

COMPLETE

The departmental exam requirement also prints in this section. At the end of the section, the requirements of cumulative grade point average (GPA), residence (KWU) GPA, cumulative hours, and residence hours are listed, as well as the student's current progress toward fulfilling these requirements.

| | Cum GPA | Res GPA | Hours | Resident Hours | |
|-----------|---------|---------|-------|-------------------|-------------------|
| Required | 2.000 | 2.000 | 126.0 | 24.0 | INCOMPLETE |
| Student | 2.521 | 2.338 | 89.0 | 81.0 | |
| Required | 24.0 | of last | 33.0 | in residency. | |
| Completed | 33.0 | of last | 33.0 | in residency. | |

This section helps in monitoring the following degree requirements (as listed in the KWU catalog): The example below is for a Bachelor Degree at KWU listed in the 2011-12 catalog.

- ✓ Minimum of 126 earned credit hours (Add the currently enrolled and incomplete courses to the credit hours already earned. Be sure not to include current course repeats if a D or greater grade was previously earned in the course).
- ✓ At least 24 of the last 33 credit hours are taken at KWU. (This is particularly significant for the student planning to take the last of their required courses at another institution to transfer back to meet degree requirements from KWU).
- ✓ Maintenance of a cumulative GPA of 2.00. The KWU GPA must also be at least 2.00

The next section printed will assist in monitoring degree requirements for the liberal studies (or general education) curriculum.

1112, Liberal Studies

For each completed requirement, the course used to meet the requirement will print with the session/year, hours, and grade received. The code to the left of the course number and name indicates the following: *A = absolute requirement; *T = Transfer course; *S = Substitute course. **Courses in which a grade of "F" was received cannot be used to complete degree requirements in the liberal studies program.** Courses are listed with the frequency of offering (FA=Fall semesters; SP=Spring semesters; F-S=Fall and Spring semesters; FA-O=Fall Odd semesters; FA-E=Fall Even semesters; SP-O=Spring Odd Semesters; SP-E=Spring Even Semesters; DEMD—On Demand). The recommended grade level is also indicated (FR=Freshman; SO=Sophomore; JR=Junior; SR=Senior).

A completed requirement appears as follows:

****COMMUNICATION****

Completed/Required: 1 of 1 courses 3.0 of 2.0 hours **COMPLETE**

| Course Completed | Frequency | Suggested Level | Semester Completed | Credit Hours | Grade Earned | |
|---------------------------------------|----------------|-----------------|--------------------|--------------|--------------|----------|
| T SCTH130 Principles of Speech | SCTH130 | F-S | FR | FA98 | 3.0 | C |

An incomplete requirement appears as follows (once enrolled courses are completed and passed, the "INCOMPLETE" will change to "COMPLETE"):

****BIBLE****

Completed/Required: 0 of 1 courses 0.0 of 2.0 hours **INCOMPLETE**

| Course Completed | Frequency | Suggested Level | Semester Completed | Credit Hours | Grade Earned | |
|-------------------------------------|-----------|-----------------|--------------------|--------------|--------------|-----------|
| **CHOOSE 1 COURSE** | | | | | | |
| REPH156 Old Testament Survey | _____ | FA | SO | FA08 | 3.0 | IP |
| REPH157 New Testament Survey | _____ | DEMD | SO | | | |
| REPH252 The Prophets | _____ | SP | SO | | | |

1112, Business Administration Major

A section for each major or minor will also print in the report. This section is indicated as INCOMPLETE until all the requirements have been completed. It is also important to note the number of D's in the major or minor. If more than one D has been received, the major or minor will be incomplete.

The sections for major and minor requirements will assist students and advisors in monitoring the following graduation requirements:

- ✓ Completion of at least 12 credit hours of the major at KWU.
- ✓ Completion of at least 3 credit hours in the optional minor at KWU.
- ✓ Only one grade of "D" and no grade of "F" can be counted toward a major or minor. (It is important to carefully note all courses with grades of D in order to advise repeats when necessary). **This includes all courses required to complete the major, not simply the departmental courses within the major.**
- ✓ Completion of the academic major/minor as described in the appropriate sections of the catalog.
- ✓ Currently enrolled courses will print with a grade of IP, resulting in the requirement being "Incomplete" until a satisfactory grade has been earned. **This makes it very important to enroll the student for the junior and senior years as a part of the graduation plan in order to facilitate progress toward graduation.**

Courses Used as Elective Hours in Audit

This section will provide a listing of courses taken by the student but unused to meet specific course requirements in the degree audit. Carefully review this listing for courses transferred from another institution (marked *T) that may meet a KWU course requirement. The student will need to complete a course substitution form and obtain all necessary signatures for approval. These forms are available in the Enrollment and Financial Services Office or at <http://www.kwu.edu/enrollment/files/coursesubform.pdf>. When an approved course substitution request is received by Enrollment and Financial Services, it will be reflected on the degree audit as completing the specific course requirement.

If you have any questions regarding the degree audit report, please contact the Enrollment and Financial Services Office at 785-827-5541 or 800-874-1154 x 1260.