

HOW TO PROCESS DEGREE AUDITS

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin.....	2
Forms	2
Procedures	2
Search for an Audit	3
Steps.....	3
Check Your Understanding.....	4
View an Audit.....	4
Steps.....	5
Check Your Understanding.....	6
Reading an Audit.....	6
Steps – Banner Student Data	6
Steps – Degree Progress and Degree Block (Requirements)	6
Steps – College and Major Requirements for Undergraduate Students.....	8
Steps – Additional Blocks	9
Steps – Legend	10
Steps – Additional Help.....	11
Final Quiz	11

REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	Final
2	2.2.24	Ashley	Update to reflect changes to Degree Works 5.1.3

INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to generate and view a degree audit for a student.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

- All curriculum (Majors, concentrations, minors, etc.) requirements listed in degree audits have been entered as approved by the Academic Senate, Riverside Division.
- Degree Audits must “clear” at time of graduation for a degree to be conferred.
- Catalog Rights for Undergraduate and Graduate Degrees are as follows:
***R6.12** To be awarded the Bachelor's Degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside Campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog. (En 5 November 87)*
- In a meeting with the colleges it was agreed that the interpretation of R6.12 is students earning a BS and a BA can have different catalog years but students with one bachelor's degree and more than one major have the same catalog year. Minors should have the same catalog year as the curriculum/major they are associated with in SGASTDN.
- Graduate students have the choice of using the catalog in effect the year they enter the program, or the catalog in effect when they advance to candidacy.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- Registrar's Office
- Graduate Division Academic Affairs Office
- Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu>) to follow along.

FORMS

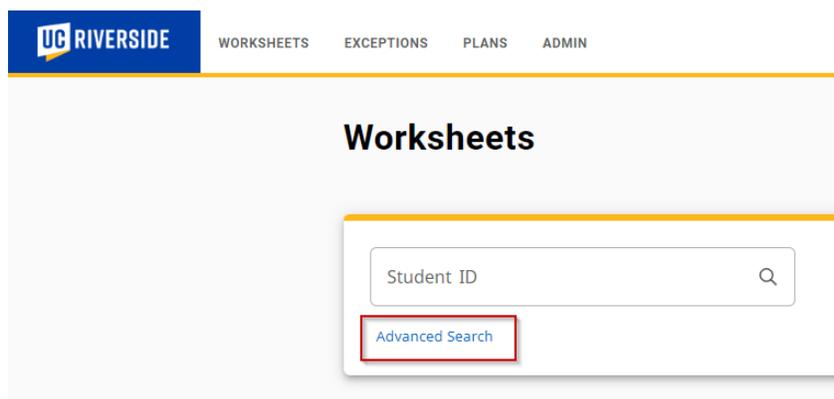
The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

SEARCH FOR AN AUDIT

STEPS

1. To view an audit for an individual or group of students, click on the **Advanced Search button**
 - a. You can also type the student ID directly into the **Student ID field**
2. Click **Enter**.



3. Once open, you will see the search criteria available.

 A screenshot of a 'Find Students' search window. The window has a title bar with 'Find Students' and a close button (X). It contains several search criteria fields:

- Text input fields for 'Student ID', 'First Name', and 'Last Name'.
- A section titled 'Curriculum Search' with a dropdown arrow, containing:
 - Dropdown menus for 'Degree', 'Level', and 'Class Level'.
 - Dropdown menus for 'Catalog Year', 'Major (0/176)', and 'Minor (0/97)'.
 - Dropdown menus for 'College (0/12)', 'Concentration (0/334)', and 'Program (0/255)'.
 - A dropdown menu for 'Student Type (0/6)'.
- A section titled 'Additional Search Criteria' with a dropdown arrow.
- At the bottom right, there are three buttons: 'Clear', 'CANCEL', and 'SEARCH'. The 'SEARCH' button is highlighted with a red rectangular box.

4. Search for students using their name, Student ID, or by specifying the desired criteria from the options below, and then click the **Search** button.
 - a. In the **First Name** and **Last Name** field you can enter partial characters to bring up a group of students with those criteria.
 - i. For example, Chris would bring up all iterations, Chris, Christina, Christopher, etc. To further narrow down the search select from the other fields in the search window.
 - b. In the Responsive Dashboard Advanced Search, special characters like quotes or hyphens do not work. When you search for a name that includes a quote or a hyphen, it will not find the student and returns "No Students were found". To search for the name, omit the quote or hyphen and do not add a space between the names.
5. The list of students satisfying your criteria will display in the bottom portion of the window along with the count.

6. You have the option of selecting which student audits to view by checking and unchecking the boxes to the left of the student ID.
7. Click **OK** to load the list of students. (The students available to query is updated nightly from the Banner Student Information System)

Students found: 500

<input checked="" type="checkbox"/>	Student ID	Name ↑	Degree	Major	Level	Class Level
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Biology	U	Freshman

8. The maximum number of records returned in the search is 500.
 - a. If more than 500 records exists, the warning window below will appear.
 - b. The records returned will be in alphabetical order.
 - c. Narrow the search by adding additional criteria such as the student's class level or catalog year.

 Your search criteria returned more results (1008) than the allowed maximum (500). Those 500 are shown below, but we recommend that you refine your search and try again. 

CHECK YOUR UNDERSTANDING

1. The students available to query is updated nightly from the Banner Student Information System.
 - a. TRUE
2. If your query identifies more than 500 students, Degree Works will not give you any students in the results.
 - a. FALSE, it will give you 500 students that meet the criteria; therefore, you will want to add additional criteria to your search to decrease the number of results.

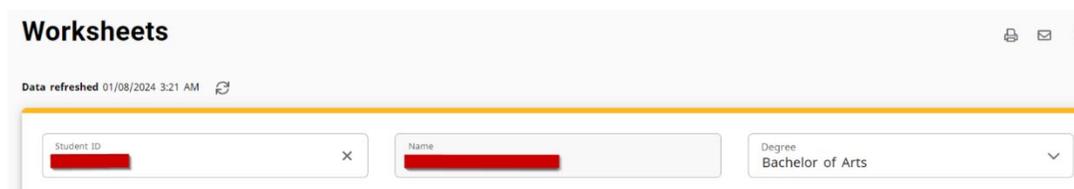
[VIEW AN AUDIT](#)

STEPS

1. Degree audits are viewed using the **Worksheets** tab. The default format is the **Student View**.

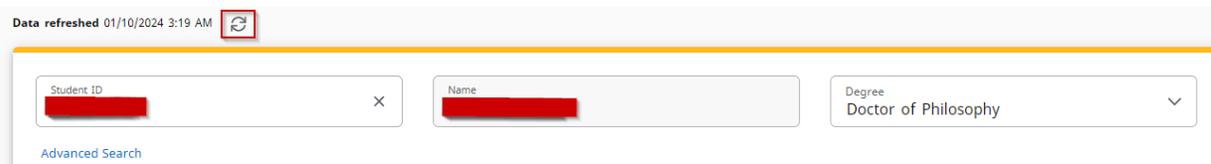


2. The student context information will be displayed in the fields at the top of the window.
 - a. This includes Student ID, Name, Degree, and the date the last audit was processed.

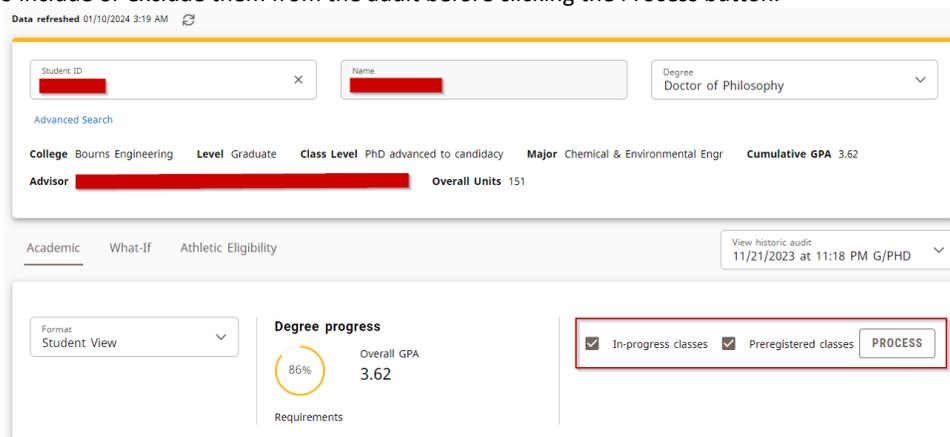


The nightly process will automatically pull in new data from Banner for students who have changes on their record. The audit will not automatically update if there are no changes to the student's record or if the changes do not apply to the student's record such as a course change on SCADETL or SCACRSE.

A refresh/process will be needed for a student that is inactive as Degree Works will not automatically bring in new Banner data.



A new audit may be processed at any time to reflect changes such as new notes or exceptions. To process a new audit for a student select the Process button. Check or uncheck the box next to the Include In-progress classes (current term classes) or Include pre registered classes (future term classes) to include or exclude them from the audit before clicking the Process button.



3. To navigate through audits for other students loaded from the search, use the drop-down arrow to view a list of students to

select from.

The screenshot shows a search interface with a 'Student ID' input field containing a magnifying glass icon and a 'Select Student' dropdown menu. Below the search field is a link for 'Advanced Search'.

CHECK YOUR UNDERSTANDING

1. The nightly batch process checks for data changes on the student's curriculum record in Banner and runs a new audit for those students with changed data.
 - a. TRUE
2. A new audit may be processed at any time to reflect changes such as new notes or exceptions by pressing the Process button.
 - a. TRUE

READING AN AUDIT

Graduate and Undergraduate program requirements have different structures. An undergraduate audit is used below to explain the different sections of an audit.

STEPS – BANNER STUDENT DATA

1. The degree audit provides a snapshot of key student record information from Banner that might be useful when reviewing a student's degree audit.
2. Students can find more details about holds and how to resolve them in R'Web. Staff and faculty can view additional information in Banner (SOAHOLD) and the Student Profile.

The screenshot displays a student data summary with the following fields: Student ID (with search icon), Name (redacted), Degree (Bachelor of Science), College (Bourns Engineering), Level (Undergraduate), Major (Electrical Engineering BS + MS), Minor (Computer Science), and Cumulative GPA (3.88). An Advisor field is also present and redacted.

STEPS – DEGREE PROGRESS AND DEGREE BLOCK (REQUIREMENTS)

1. **Degree Progress** shows progress based on Requirements and Units.
 - a. Please note that one bar can show 100% complete while the other is not, i.e., a student can have 100% of their units completed but still have outstanding requirements as shown in the example below.
 - b. Graduate student audits will have only one progress bar Requirements.

The screenshot shows a 'Degree progress' summary. It includes a 'Format Student View' dropdown, a 'Degree progress' box with two progress indicators: 'Requirements' at 96% and 'Units' at 100%, and an 'Overall GPA' of 3.67. To the right, there are checkboxes for 'In-progress classes' and 'Preregistered classes', and a 'PROCESS' button.

2. Requirements are outlined in a series of blocks as seen below. The **Degree Block** includes requirements the student needs to

complete in order to graduate.

- a. It consists of general University, College, and Major requirements.
- b. All requirements must be satisfied with a green circle with a check mark for the degree audit to be considered “cleared” and a student eligible for their degree to be conferred.

Degree in Bachelor of Arts

INCOMPLETE

Units required: 180 Units applied: 0 Catalog year: 2023-2024 GPA: 0.00

<input type="radio"/>	180 Units Required, not to exceed 216 units	Still needed:	180 units are required. You currently have 0, you still need 180 more units.
<input type="radio"/>	A Minimum of 36 units must be completed at UCR	Still needed:	Minimum units completed at UCR: You have 0 but still need a minimum of 36 units.
<input type="radio"/>	35 of the final 45 units must be completed at UCR	Still needed:	The last units completed at UCR: You have 0 but still need a minimum of 35 units.
<input type="radio"/>	Minimum 2.0 GPA is required.	Still needed:	Upon completing your first term at UCR a GPA will be calculated.
<input type="radio"/>	University of California Entry-Level Writing Requirement	Still needed:	Complete the appropriate Basic Writing course with a grade of C or better or see other options in the General Catalog.
<input checked="" type="radio"/>	American History and Institutions - Admissions Clearance		
<input type="radio"/>	CHASS BREADTH REQUIREMENTS		
<input type="radio"/>	English Composition	Still needed:	See English Comp for Col of Hum, Arts, & Soc Sci section
<input type="radio"/>	Additional Breadth	Still needed:	See Breadth for College of Humanities, Arts, & Soc Sci section
<input type="radio"/>	Lower-division Major in Sociology	Still needed:	See Lower-division Sociology Requirements section
<input type="radio"/>	Major Requirements	Still needed:	See Upper-division Sociology Requirements section
<input type="radio"/>	Sociology Major GPA	Still needed:	See Upper-division Sociology Major GPA section
<input type="radio"/>	100 Units Outside the Major	Still needed:	See 100 Units Outside the Major section
<input checked="" type="radio"/>	Math and Science GPA (Informational Only/Not a Requirement)		

- c. **General University Requirements** for Undergraduate Students consist of the following requirements.
 1. Unit Requirement: 180 earned units; not to exceed 216 units.
 2. Residency:
 1. Minimum of 36 units must be completed at UCR
 2. 35 out of the final 45 units completed at UCR
 3. Minimum 36 upper-division units completed at UCR
 4. Scholarship Requirement: 2.0 Cumulative grade point average
 5. University of California Entry-Level Writing Requirement
 6. American History and Institutions
- d. For the College and Major Requirements, you will note that the text to the right of **Still Needed** includes a hyperlink that will take you to that designated block so you can review the more detailed requirements.

STEPS – COLLEGE AND MAJOR REQUIREMENTS FOR UNDERGRADUATE STUDENTS

- The College **Breadth** block requirement(s) have website links to course lists maintained by each College.

Breadth for College of Humanities, Arts, & Soc Sci

INCOMPLETE

Units required: 56 Units applied: 0 Catalog year: 2023-2024 GPA: 0.00

Unmet conditions for this set of requirements: A minimum of 56 units are required. You currently have 0, you still need 56 more units.

<input type="radio"/> HUMANITIES		
<input type="radio"/> World History	Still needed:	1 Class in HIST 010 or 010H or 010W or 015 or 015H or 020 or 020H or 020W
<input type="radio"/> One Fine Arts	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> Two Literature, Philosophy, Religious Studies	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> One Additional Humanities	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> SOCIAL SCIENCES		
<input type="radio"/> One Economics or Political Science	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> One Anthropology, Psychology or Sociology	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> Two Additional Social Sciences	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> ETHNICITY	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> FOREIGN LANGUAGE LEVEL 4 COURSE	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> NATURAL SCIENCES & MATHEMATICS		
<input type="radio"/> One Mathematics, Statistics, or Computer Science	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> One Biological Science	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> One Physical Science	Still needed:	Click here to see classes which meet this requirement
<input type="radio"/> Two Additional Natural Sciences/Mathematics	Still needed:	Click here to see classes which meet this requirement

- Additional requirements that could show include **CHASS 100 units outside the major** or **BCOE's Depth** requirement.
- Major requirements for undergraduate students are divided into three different blocks.
 - Lower-division** – this block contains all degree requirements for the major that are course numbers 001 to 099 and are designated lower- division.
 - Upper-division** – this block contains all degree requirements for the major that are course numbers 100 to 199 and are designated upper-division.
 - Upper-division major GPA** – this block contains coursework that calculates into the upper-division GPA and ensures the students has a 2.0 GPA.
 - Below is an example of the Lower-division Bioengineering block.

Lower-division Bioengineering Requirements

INCOMPLETE

Units required: 84 Units applied: 59 Catalog year: 2022-2023 GPA: 4.00

Unmet conditions for this set of requirements: 84 units are required. You currently have 59, you still need 25 more units.

	Course	Title	Grade	Units	Term
○	Introductory Colloquium in Bioengineering	Still needed:			
		1 Class in BIEN 001			
✓	Overview of Bioengineering	BIEN 010	OVERVIEW OF BIOENGINEERING	A+	4 Winter 2023
✓	Intro to Cell and Molecular Biology	BIOL 005A	INTRO TO CELL & MOLECULAR BIOL	TB	3 Spring 2019
		Satisfied by:	BIOL130 - CELL & MOLECULAR BIOLOGY - Crafton Hills College		
✓	Intro to Cell and Molecular Biology with Lab	BIOL 05LA	INTRO TO CELL&MOLECU LR BIO LAB	TB	1 Spring 2019
		Satisfied by:	BIOL130 - CELL & MOLECULAR BIOLOGY - Crafton Hills College		
✓	Introduction to Organismal Biology	BIOL 005B	INTRO: ORGANISMAL BIOLOGY	TB	4 Spring 2019
		Satisfied by:	BIOL130 - CELL & MOLECULAR BIOLOGY - Crafton Hills College		
✓	GENERAL CHEMISTRY				
✓	GENERAL CHEMISTRY				
✓	General Chemistry - CHEM 001A	CHEM 001A	GENERAL CHEMISTRY	TB	1.5 Spring 2019
		Satisfied by:	CHEM150 - GENERAL CHEMISTRY - Crafton Hills College		
✓	General Chemistry Lab - CHEM 01LA	CHEM 01LA	GENERAL CHEMISTRY LABORATORY	TB	1 Spring 2019
		Satisfied by:	CHEM150 - GENERAL CHEMISTRY - Crafton Hills College		
✓	General Chemistry - CHEM 001B	CHEM 001B	GENERAL CHEMISTRY	TB	1.5 Spring 2019
		Satisfied by:	CHEM150 - GENERAL CHEMISTRY - Crafton Hills College		
✓	General Chemistry Lab - CHEM 01LB	CHEM 01LB	GENERAL CHEMISTRY LABORATORY	TB	1 Spring 2019
		Satisfied by:	CHEM150 - GENERAL CHEMISTRY - Crafton Hills College		

4. Informational Course Listings provide additional guidance to students and staff but are not required for graduation.
 - a. **Math and Science GPA** – This block is used to monitor the GPA of a pre-determined set of math and science courses needed to change majors or for those pursuing graduate studies.
 - b. **Class History** - Listing of all the courses that have been taken or attempted at UCR or transferred in. Class History can be found by clicking the ellipses on the top right of the degree audit.

Worksheets

Data refreshed 01/10/2024 4:03 AM

Student ID: [REDACTED] Select Student: [REDACTED] Degree: Bachelor of Science

STEPS – ADDITIONAL BLOCKS

1. **Additional Units Completed** – Courses that have a passing grade and are counting towards the total units required for the degree but are not being used to meet a general university, college, or major requirements.

Additional Units Completed

Units applied: 18 Classes applied: 8

Course	Title	Grade	Units	Term
CHEM 003	CONCEPTS OF CHEMISTRY	TC	0	Spring 2019
	Satisfied by:	CHEM101 - INTRODUCTION CHEMISTRY - Crafton Hills College		
HIST 017B	INTRO TO UNITED STATES HISTORY	TA	0	Spring 2019

2. **Insufficient** – Courses that did not receive a passing grade or were repeated will appear here. All repeated courses, even those beyond the 16 allowable repeated units, will appear in this section. Repeated units beyond the 16 will calculate into each block GPA where the course could have satisfied a course rule, e.g., major GPA.

Insufficient ^

Units applied: 0 Classes applied: 5

Course	Title	Grade	Units	Term
BIEN 101	QUANTITATIVE BIOCHEMISTRY	W	0	Fall 2022
BIEN 110	BIOMECHANICS OF THE HUMAN BODY	W	0	Fall 2022
BIEN 111	STATS BIOENG	W	0	Fall 2022

3. **In-progress** – Registered and in progress courses.

In-progress ^

Units applied: 12 Classes applied: 3

Course	Title	Grade	Units	Term
ART 065	INTRO DIGITAL PAINTING&DRAWING	REG	(4)	Fall 2023
MCS 145J	THE HORROR FILM	REG	(4)	Fall 2023
MUS 007	MUSIC IN MOVIES AND TV	REG	(4)	Fall 2023

4. **Not Counted** – Courses that are not eligible to complete degree requirements or (e.g. 300 or 400 level) or have exceeded the maximum allowed units or classes will appear here, e.g., PE and 198I classes. All units displayed are not approved towards meeting requirements therefore, not counted towards the degree.

Not Counted ^

Units applied: 3 Classes applied: 3

Course	Title	Reason	Grade	Units	Term
EE 259	COLLOQUIM IN ELCTRCL ENGINEERNG		S	1	Spring 2021
EE 259	COLLOQUIM IN ELCTRCL ENGINEERNG		S	1	Fall 2021
EE 259	COLLOQUIM IN ELCTRCL ENGINEERNG		S	1	Winter 2022

STEPS – LEGEND

1. The **Legend** provides an explanation of the icons and symbols used throughout the worksheet. Please note that the legend will only show icons of items students have on their degree audit. For example, if there are no items that are incomplete, the 'Not Complete' circle will not appear.

Legend

	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
@	Any course number		

2. **Nearly complete icon** – The exclamation point circle indicates that all classes in that requirement block are complete except for a qualifier. An example of a qualifier is a minimum GPA that must be met to fulfill a requirement.

- a. **Transfer Class** – transfer work is clearly identified by the institution and final grade starting with the letter T as shown below. TP is the equivalent of an S for an S/NC graded course. Standard letter grades apply to all others, i.e., TA, TA-, TB+, etc.

ENGL 001A	BEGINNING COMPOSITION	TA	0	Fall 2016
Satisfied by: ENGL1A - READING & COMPOSITION - Pasadena City College				

3. **Any course number** – The @ symbol is a wild card character. An example would be BUS 1@. Meaning any course in the BUS discipline within 100 to 199. BUS @ would mean any course within the BUS discipline.
4. **Range of courses** – The colon between two sets of numbers indicates a range of options, e.g., BIOL 100:198.

STEPS – ADDITIONAL HELP

1. **Test scores from SOATEST and Non-course requirements from SHANCRS** in Banner - Are used to clear students from some requirements, but do not always catalog what satisfied the requirement.

FINAL QUIZ

- An undergraduate student can have a degree progress bar that shows he/she has completed 100% of the units required without completing all requirements.
 - TRUE
- Most of the requirements in the Degree Block must be satisfied with a green circle with a check mark for the degree audit to be considered “cleared” and a student eligible for their degree to be conferred.
 - FALSE, ALL requirements must be satisfied with a green box.
- The list of courses that satisfy the breadth requirements is located:
 - In Degree Works and is visible in the audit.
 - On each College website.
 - Hyperlinked from the Breadth Block in Degree Works.
 - Both B and C
 - None of the Above

Answer: D

- Courses that are not eligible to complete degree requirements or have exceeded the maximum allowed units or classes will appear in the area called Not Counted.
 - TRUE
- Courses that have a passing grade and are counting towards the total units required for the degree but are not being used to meet a general university, college, or major requirement are located under Insufficient.
 - FALSE, they are located under Additional Units Completed.