# Degree Works Tips

## Courses not Showing on Audit

An issue we hear about often is courses not showing where expected on an audit. This could be for several reasons:

### General Education

If courses you expect to show in the General Education areas are not appearing on the audit, check for one of these reasons:

Department Limit: Are there already two Gen Ed courses from one subject? If so, did the student take other courses that can move into one of those areas to allow this to count? Ex. The student took both GRS 312 and HIST 151 that both carry the CHC attribute. If they already have two HIST courses counting in Gen Ed, we can move the GRS into that area manually – the student just needs to let us know.

Grade Limit: If the student got a "D" in the course, will this D put the student over the 2 **unit** limit within Gen Ed? Again, if the student has additional courses that could be moved into an area that will remove one of the D courses from Gen Ed, we can do that as well.

### Major/Minor

If courses you expect to show in the major or minor are not appearing on the audit, check for one of these reasons:

Grade Limit: One unit of "D" work is allowed in majors/minors, so if the student already has a course with a D grade in the major/minor, it will not allow a second one. Some majors/minors have more strict limits as well (such as no grade below a "C").

Substitution Needed: If the major/minor specifies a list of courses that can fulfill a specific requirement and the student takes something else (or the course number changes), they will need a substitution form from the department chair in order to count the course in the major/minor.

This is still the case for an Independent Study, even if the Independent Study form explains they are taking this course since a required course isn't offered. This is because only those specific course numbers listed in the catalog are built into the degree audit.

Course Exclusions: Some majors/minors have courses not allowed in the major/minor. We have written these exclusions into the text at the beginning of the major/minor for those we find in the catalog text. See image on right.



**Major in Business**  INCOMPLETE

Catalog year: 2020-2021    GPA: 3.40

No more than one unit of 'D' work can be counted toward the major. No more tha requirements. ACC 113 and BUS 340 cannot be used in the Business major.

### Insufficient Courses

There may be a block on the student's audit called "Insufficient". That section will show any courses that were withdrawn from, received a failing grade in, currently have an Incomplete grade in, or anything currently being repeated. This section can be helpful as well.