



# Degree Works Tips

## Partial Unit Courses

Students may count up to 2 units of partial unit courses toward the 32 course count requirement.

When counting overall course count, one thing you will want to be aware of is whether or not the student has any fractional/partial unit courses. If so, students may combine up to 2 units of those to count as 2 course count. We do have to make a manual adjustment on the audit for those students.

We advise you to count total courses in the class history (see Tips—Issue 1) and then add in the 1 or 2 units of partial courses when determining course count needed. This does require a full unit to count (ex. 4 courses taken at .25 units each would count as 1 course count; 2 courses taken at .5 units each would count as 1 course count). Since this requires a manual adjustment, there are two ways to see if that adjustment has already been made on the audit:

a. Exceptions block: You may scroll down to the bottom of the audit and see if there is an Exceptions block. If you see “Adjustment for Partial” you can hold your cursor over the blue label and see there was an adjustment made to count 1 unit of partials. See image on right.

Exceptions		
Type	Description	Created on
Remove Course and/or Change the Limit	Adjustment to count 2 units partials	02/14/2022
Adjustment to count 2 units partials as 2 course count		

b. Degree block: If you see that the current course count and “still needed” counts do not match the minimum required, this is likely due to an adjustment that has already been made. See example below that shows the student has completed 19 courses and needs 11 more. This adds up to 30 courses, not 32. So, if you then scroll down to the Exceptions box, you will see an adjustment has been made.

Degree in Bachelor of Arts <span style="border: 1px solid red; padding: 2px;">INCOMPLETE</span>		
Units required: 32 Units applied: 23.5 Catalog year: 2019-2020 GPA: 2.19		
<input type="radio"/> Minimum 32 Units Required	<b>Still needed:</b>	You currently have 23.5 units; you still need 8.5 more.
<input type="radio"/> Minimum 32 Courses Required	<b>Still needed:</b>	You currently have 19 courses; you still need 11 more.
<input checked="" type="radio"/> Minimum 16 Units at Illinois Wesleyan		

If you notice a student has partial unit courses, have them contact the Registrar's Office to make the adjustment once they have completed either 1 or 2 units of those. We don't typically make the adjustment until the courses are complete in case the student withdraws from any.