

Monmouth University, Department of English

Guideline: How to Read the EN and EN/ED Academic Audit

It is essential to check your audit frequently, to make sure requirements are fulfilled and recorded appropriately. The audit is broken down into sections, and this document will follow those sections. As always, if you have questions about your audit, please contact your advisor, or Dr. Susan Goulding, Departmental Advising Coordinator.

Accessing Your Audit: You can open your audit any time through WebStudent, using the drop down box, and selecting “Academic Audit.”

Information at the Top: At the top of the audit, in addition to your name and ID, you will also see the official program and catalogue (“catalogue of record”) you are under. Since there have been program changes, it is important to make sure this information is correct. You can change your catalogue of record through eForms on WebStudent, but consult with your advisor first. **It is important to recognize that substitutions of curriculum do not always carry over when there is a change of program; you will be responsible for re-filing those substitutions (it is a good idea to print your audit before you change programs).** You will also find your advisor’s name and email address in this section. If you are an EN/ED major, you will have two advisors.

Summary Information:

- This section contains your grade point average, overall, and in your major(s), along with the minimum required gpa. If your gpa is below the minimum, you are subject to academic probation, and possibly dismissal; you will not be allowed to graduate with a gpa below the minimum in any category.
- There is also a credit summary, broken down as follows:
 - “Completed at Monmouth,” and “Transfer Credits” are the credits you have already completed
 - “Registered and Future Credits” includes the courses you are now taking, plus those for which you are registered for but have not yet taken.
 - “Balance Needed” is the number of credits, after all of the above have been added, that you still need to complete.
 - Of your total credits, at least 58 must be at the 200 level (usually fulfilled within the major)
 - **It is important to remember that you need a minimum of 128 credits to graduate.** EN majors may complete all requirements in the major and general education, but those credits do not add up to 128; you will need to take electives, and perhaps a minor, to reach the total. EN/ED majors may find they have more than 128 credits, but will still need to complete the requirements of their major(s) and general education before graduating.

English Major Requirements:

- Most of the 200-level survey requirements are self-explanatory: EN 205 and EN 207 are required, and then you take two out of EN 204, 206, 208, or 209. The

Shakespeare requirement (EN 313 and EN 314) is six credits; we usually run EN 313 in the fall and EN 314 in the spring.

- EN 466 or EN 453 or EN 463: This is the language and theory requirement. If you are an EN major, you must take one of these classes; if you are an EN/ED major, you may take one of these, or you may take another 300 or 400 level elective, and file a substitution of curriculum.
- For the section “Select either EN-210...”: you may take one of these courses, or you may take any 300 or 400 level elective, and file a substitution of curriculum.
- Elective Credits: You are required to take 9 additional credits at the 300 or 400 level. For EN/ED majors, three of those credits (one course) must be EN 470 for Elementary Ed majors, and EN 474 for Secondary Ed majors.
- All students are required to take EN 491, Seminar. You must have completed 80 credits total before registering for seminar.
- Note: students who are on a catalogue with “EN07” will have a slightly different structure in the English Major Requirements, with 12 elective credits instead of 9. Students under the 07 program (or earlier) may take one 200-level creative writing course, file a substitution of curriculum form, and count that as an elective. Students under the 07 program (or earlier) may also take EN 463 or EN 453 to fulfill the EN 466 requirement (again, filing a substitution of curriculum).

For EN/ED Majors: The next section is the requirements for the ED major; you will need to meet with your ED advisor to go over those requirements.

Outside the Major Requirements: You are required to take three credits of a foreign language at the 200 level. Many students have little or no background in foreign languages, and will have to take the introductory courses (101 and 102) first; these fulfill the cross-cultural requirement in the general education section.

General Education Requirements

- All students must complete all requirements in this section in order to graduate.
- Experiential Learning: Dr. Oty Agbajoh-Laoye is the CAP for the EN Department. You can speak with her about fulfilling the Experiential Education requirement. Study Abroad fulfills this requirement, and EN/ED majors fulfill it through student teaching.

WT—Writing Intensive Requirement: This is fulfilled within the major with the 200-level surveys. EN/ED majors fulfill it for both majors through major requirements.

(Minor, where applicable): If you have declared a minor, the next section on the audit indicates your minor requirements, and whether you have fulfilled them.

58 Minimum Credits to Graduate: This section will indicate your progress toward the completion of at least 58 credits at the 200 level or higher.

128 Minimum Credits to Graduate: This section will indicate your progress toward the total of 128 credits needed for graduation.

Other Courses: This section includes courses you have taken but not received credit for (withdrawals, for example).