How To Read Your Graduate Degree Audit

Office of Records and Registration
Issued: Fall 2011
The academic audit matches courses that the student has taken, is taking, or pre-registered for to the actual degree requirements.

Degree Audits are customized to each specific major(s) requirements. It is not an official transcript but rather an evolving review of credits.
The Academic Audits Identifies:

1. Requirements for the degree program
2. MU coursework that is in progress, pre-registered, and completed.
3. Both Overall GPA, Major GPA
4. Transfer course work and MU equivalencies (if applicable) graded “T”, “X”, or “Q”
To access your Degree Audit, start on MU’s home page, proceed to WEBstudent via Current Students or through Academics.
Welcome Guest!

WebAdvisor gives students, staff, and the community access to our databases.

To access your student, faculty or employee records, please login first and then select your point of entry to the right.

Click here for detailed instructions on how to log into WebAdvisor.

No login is required for the following link:

Sections Offered By Term (Search for Classes)
Click on the Log In Tab
Enter your User ID and Password. Click SUBMIT to continue.
To view and print an Academic Audit, choose Academic Audit from the Registration Tools.

WEBRegistration Tutorial
Academic Audit
How to Read the Academic Audit
Undergraduate Curriculum Charts
Undergraduate Sequence Charts
Course Prerequisite Worksheet
Course Schedule Information
Course Schedule Worksheet
Sections Offered by Term (Search for Classes)
WEBRegistration Approval and Blocks
WEBRegistration WORKSHEET 1
WEBRegistration WORKSHEET 2
Choose your program as listed and click SUBMIT.
*If you have more than one program you will have to run them separately*

Choose One

MBA-07 MASTER OF BUSINESS ADMINISTRATION

Submit

Academic Audit

NOT FOR OFFICIAL USE. FOR REGISTRATION PURPOSES ONLY

This process will take approximately 3-5 minutes. Please be patient. Click submit only once per audit.

Note: Data from the right-hand side of the Academic Audit may be truncated when printed. To correct this problem please refer to the "HELP" for this screen.
To print a copy of your Academic Audit, use your browser’s print key. Click “Students Menu” to return.
Sections That Appear On The Audit

- Student Profile
- Summary Information
- Major Requirements

Additional Graduate degree audits block names vary according to major. You can tell the beginning of a new block of requirements because they are always separated by a line like this...

=====================================================================
Each sub-requirement within block of requirements on the Degree Audit MUST be completed for a student to be eligible for Graduation.

The requirement listed will show as completed as seen above.

<table>
<thead>
<tr>
<th>MBA.CORE.05- MBA CORE COURSE REQUIREMENTS</th>
<th>Completed</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS501 ECONOMICS FOR MANAGEMENT (3 CR. S.)</td>
<td>Completed</td>
<td>SS-501</td>
<td>05/SP</td>
<td>B+</td>
<td>3.00</td>
</tr>
<tr>
<td>SM502 MANAGEMENT &amp; ORGAN BEHAVIOR (3 CR. S.)</td>
<td>Completed</td>
<td>SM-502</td>
<td>05/SP</td>
<td>B+</td>
<td>3.00</td>
</tr>
<tr>
<td>EA503 FINANCIAL ACCOUNTING (3 CR. S.)</td>
<td>Completed</td>
<td>EA-503</td>
<td>05/SP</td>
<td>Q</td>
<td>3.00</td>
</tr>
<tr>
<td>SM506 GRADUATE BUSINESS STATISTICS (3 CR. S.)</td>
<td>Completed</td>
<td>SM-506</td>
<td>05/SP</td>
<td>A</td>
<td>3.00</td>
</tr>
<tr>
<td>SM507 PROD &amp; OPER. MGMT &amp; LAB (3 CR. S.)</td>
<td>Completed</td>
<td>SM-507</td>
<td>06/SP</td>
<td>A</td>
<td>3.00</td>
</tr>
<tr>
<td>SK509 MARKETING MANAGEMENT (3 CR. S.)</td>
<td>Completed</td>
<td>SK-509</td>
<td>05/FA</td>
<td>A</td>
<td>3.00</td>
</tr>
</tbody>
</table>
If a requirement is **NOT** completed it will either state “Not Started”, as seen in the example at the right, or it will state “In Progress” or “Partial Complete”.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU521</td>
<td>PATHOPHYSIOLOGY AND HISTOLOGY</td>
<td>Not Started</td>
</tr>
<tr>
<td>NU524</td>
<td>PHARMACOLOGY FOR ADVANCED PRACTICE NURSING</td>
<td>Not Started</td>
</tr>
<tr>
<td>NU535</td>
<td>ADVANCED HEALTH ASSESSMENT</td>
<td>Not Started</td>
</tr>
<tr>
<td>NU543</td>
<td>DIAGNOSIS &amp; TREATMENT OF PSYCHOPATHOLOGY</td>
<td>Completed</td>
</tr>
<tr>
<td>NU544</td>
<td>DIAGNOSIS &amp; TREATMENT OF PSYCHOPATHOLOGY LAB &amp; SEMINAR</td>
<td>Completed</td>
</tr>
<tr>
<td>NU571</td>
<td>ADVANCED PRACTICE PSYCHIATRIC/MENTAL HEALTH NURSING I</td>
<td>Completed</td>
</tr>
<tr>
<td>NU572</td>
<td>ADVANCED PRACTICE PSYCHIATRIC/</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Student Profile contains all the student’s personal information such as

- ID Number
- Name
- Academic Program
- Anticipated Graduation Date
- Academic Advisor
- Advisor E-mail

02/23/08

Monmouth University Academic Evaluation

ID: 9999999
Student: Ms. Judy Jetson
Program: B.S. in Business Administration with a Concentration in Accounting (BUBA07.GE07)
Catalog: C0786
Ant Completion Date: 01/09
Applied to Graduate: YES
Advisor Information
Name / Dept.: Annie Advisor (Accounting)
E-Mail Address: aadvisor@monmouth.edu

______________________________________________________________
THIS ACADEMIC AUDIT IS NOT FOR OFFICIAL USE. IT IS FOR REGISTRATION PURPOSES ONLY.
If a student has applied to Graduate, there will be a YES, and an Anticipated Completion Date as seen below.

A Student should apply for graduation at least one year prior to the time they expect to finish their degree.

02/23/08
Monmouth University
Academic Evaluation

ID: 999999
Student: Ms. Judy Jetson
Program: B.S. in Business Administration with a Concentration in Accounting (BUEA07.GEO7)
Catalog: C0708
Ant Completion Date: 01/09
Applied to Graduate: YES

Advisor Information
Name / Dept.: Annie Advisor (Accounting)
E-Mail Address: aadvisor@monmouth.edu

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Graduation Deadlines

The deadline to apply for a January graduation is November 1st.

The deadline to apply for a May graduation is March 1st.

The deadline to apply for a July graduation is June 15th.

The deadline to apply for an August graduation is August 1st.
All seniors and graduate students receive an e-mail notice at the beginning of each semester reminding them that they MUST APPLY FOR GRADUATION.

The “Outlook” publishes several weekly ads alerting students of deadline dates.

Once a student has applied for graduation an official degree audit will be sent.
Summary Information displays a short summary of the information contained in the audit. Look Below for an example of Student Profile Section.

Summary Information

Your are urged to review this audit with your department in order to eliminate any discrepancies which might exist concerning completed courses. Any discrepancies or errors in this audit are not binding. Graduation may only occur upon meeting all requirements set forth in the applicable University catalog.

### SUMMARY INFORMATION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Program Requirements Completed?</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Overall GPA (Min. 3.00 required)</td>
<td>YES</td>
<td>3.57</td>
</tr>
<tr>
<td>Major GPA (Min. 3.00 required)</td>
<td>YES</td>
<td>3.57</td>
</tr>
<tr>
<td>Credit Summary: Completed at Monmouth</td>
<td>18.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer and Other Credits:</td>
<td>18.00</td>
</tr>
<tr>
<td></td>
<td>Registered and Future Credits:</td>
<td>12.00</td>
</tr>
<tr>
<td></td>
<td>Balance Needed:</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Summary Information displays a short summary of the information contained in the audit. Look Below for an example of Student Profile Section.

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**THIS ACADEMIC AUDIT IS NOT FOR OFFICIAL USE. IT IS FOR REGISTRATION PURPOSES ONLY.**

It is your responsibility to review this academic audit with your advisor / program director to eliminate any discrepancies which might exist concerning completed courses. Any discrepancies or errors in this audit are not binding. This academic audit may be customized with specific substitutions or waivers by using the appropriate electronic e-FORM available from your WEBstudent account.

Graduation may only occur upon meeting all requirements set forth in the applicable University catalog.

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**SUMMARY INFORMATION**

- **All Program Requirements Completed?** NO
- **Overall GPA (Min. 3.00 required):** YES 3.70
- **Major GPA (Min. 3.00 required):** YES 3.70 LIBERAL STUDIES
- **Credit Summary:**
  - Completed at Monmouth: 3.00
  - Transfer Credits: 0.00
  - Registered and Future Credits: 6.00
  - Balance Needed: 24.00

**WebAdvisor Degree Audit Evaluation Statuses Color Key:**
- Program Requirements Complete
- Program Requirements Not Complete
- Program Requirements Not Started
There are four basic areas in the **Summary Information**, there may be more depending on whether you double major, or add a minor to your program.

- All Course Requirements Completed?
- Overall GPA
- Major GPA
- Credit Summary
Summary Information

All Course Requirements Completed?

One of the following scenarios will appear:
(see next slide for specific information on each scenario)

**Scenario #1:** All Course Requirements Completed?  NO

**Scenario #2:** All Course Requirements Completed?  NO (Anticipated Complete)

**Scenario #3:** All Course Requirements Completed?  YES
Summary Information

All Course Requirements Completed?

Scenario #1

<table>
<thead>
<tr>
<th>SUMMARY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Program Requirements Completed?</strong></td>
</tr>
<tr>
<td><strong>Overall GPA (Min. 3.00 required):</strong></td>
</tr>
<tr>
<td><strong>Major GPA (Min. 3.00 required):</strong></td>
</tr>
<tr>
<td>Credit Summary: Completed at Monmouth:</td>
</tr>
<tr>
<td>Transfer Credits:</td>
</tr>
<tr>
<td>Registered and Future Credits:</td>
</tr>
<tr>
<td>Balance Needed:</td>
</tr>
</tbody>
</table>

This student still needs to fulfill a requirement on their degree audit.

THE STUDENT MUST TAKE ACTION!
All Course Requirements Completed?

This student is currently **on target** for graduation, **provided** that the student passes all registered and/or pre-registered courses in progress, he/she will graduate on the date anticipated.

<table>
<thead>
<tr>
<th>SUMMARY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Program Requirements Completed?</td>
</tr>
<tr>
<td>Overall GPA (Min. 2.00 required):</td>
</tr>
<tr>
<td>Major GPA (Min. 2.10 required):</td>
</tr>
<tr>
<td>Credit Summary: Completed at Monmouth:</td>
</tr>
<tr>
<td>Transfer Credits:</td>
</tr>
<tr>
<td>Registered and Future Credits:</td>
</tr>
<tr>
<td>Balance Needed:</td>
</tr>
<tr>
<td>Credits Needed for 58 Cred Requirement:</td>
</tr>
</tbody>
</table>
This student has completed all of the program requirements for graduation, however, this does NOT mean that the student will definitely graduate.

Students still have to complete the other requirements listed in Summary Information in order to be considered for graduation (i.e. Both the Overall GPA, and the Major GPA must be a minimum of 3.00, and the student must also have a zero credit balance needed).
MU requires a minimum Overall GPA of 3.00.
If the student has not completed this requirement, he/she is NOT eligible for Graduation even if they have completed all other degree requirements.
The student must meet their chosen major's GPA minimum in order to qualify for Graduation.

The above example shows a Business Administration Major which has a minimum GPA of 3.00. The student has a 3.87, which completes the requirement and results in a YES.

Any GPA below a 3.00 would NOT complete the requirement and result in a NO.
This area of the Summary Information is where students seem to have the most difficulty.

It is suggested that you print the next several pages of the tutorial in order to help guide you in better understanding your degree audit.
### SUMMARY INFORMATION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Program Requirements Completed?</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Overall GPA (Min. 3.00 required):</td>
<td>YES</td>
<td>3.87</td>
</tr>
<tr>
<td>Major GPA (Min. 3.00 required):</td>
<td>YES</td>
<td>3.87 BUSINESS ADMIN</td>
</tr>
<tr>
<td>Credit Summary: Completed at Monmouth:</td>
<td></td>
<td>51.00</td>
</tr>
<tr>
<td>Transfer and Other Credits:</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Registered and Future Credits:</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Balance Needed:</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Completed at Monmouth:** These numbers reflect all the courses that have been completed at Monmouth University ONLY.
### Summary Information

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Program Requirements Completed?</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Overall GPA (Min. 3.00 required):</td>
<td>YES 3.87</td>
<td></td>
</tr>
<tr>
<td>Major GPA (Min. 3.00 required):</td>
<td>YES 3.87</td>
<td>BUSINESS ADMIN</td>
</tr>
</tbody>
</table>

| Credit Summary: Complete Monmouth:               | 51.00      |
| Transfer and Other Credits:                     | 3.00       |
| Registered and Future Credits:                  | 0.00       |
| Balance Needed:                                 | 0.00       |

**Transfer Credits:** This number includes all course credits transferred to Monmouth University from another college/University.
**Credit Summary**

### Registered and Future Credits:
This number includes all course credits registered for a current semester, and, if applicable, the following semester(s) as well.

*If a student has any **Incomplete Grades**, these credits, are included in this area as well.*
Balance Needed: This number indicates if any additional credits are necessary.

Students should be aware that if an audit shows a **zero balance** yet states “NO” next to “All Course Requirements Completed”, there is non-credit requirement that is unfulfilled.

The audit must be examined from beginning to end to detect the missing requirement; you MUST review each requirement on every page!
The sections following Summary Information are requirements of your major. They are referred to as “Blocks”.

Each degree contains several Blocks of Requirements in order to complete your degree.

Below are “Blocks” that appear on most degree audits.

Some students may see additional Blocks of requirements depending on their degree, concentration(s).

- **Core Course Requirements**
- **Beyond the Core**
- **Minimum Credits To Graduate**
The next section of the academic audit deals with Major Requirements. These requirements vary according to the major, the example above shows some of the “Major Requirements” for a Business Major.

REMEMBER when scheduling classes that the primary source for determining courses should be the appropriate curriculum chart for the student’s major.

It is important to only use the academic audit as a reference to see where courses on a student’s transcript are being used to fulfill degree requirements.
Beyond The Core Requirements

The next section of the academic audit deals with “Beyond The Core” Requirements.

These requirements vary according to the Major, the example above shows “Beyond The Core” requirements for a Business Major with a Concentration in Healthcare.
The next section of the academic audit deals with “Minimum Credits” Block

Each student is required to complete a **minimum** number of credits in order to graduate with a Master’s degree. The minimum number is specific to each program. Please check the curriculum chart in order to determine the minimum number for your program.

The example above shows that the requirement is “Completed”. The classes that fulfill this requirement may also be used elsewhere on the degree audit to fulfill another requirement.
This concludes the tutorial on how to read your degree audit, should you have any questions regarding your audit, please make an appointment to visit your academic advisor or feel free to contact Records and Registration.

732-571-3477 (P)
732-263-5141 (F)

registrar@monmouth.edu

GOOD LUCK!