

**A User Friendly Guide for  
The SAGE Colleges'  
DEGREE AUDIT (Academic Evaluation) for  
SCA BACHELOR DEGREE PROGRAMS**

**What is a DEGREE AUDIT?**

DEGREE AUDITS are created for all matriculated students. The DEGREE AUDIT matches the courses you have completed and for which you have registered with an outline of the graduation requirements for your major. The audit serves as a record of progress toward fulfilling degree requirements. It is a computer printout titled "Academic Evaluation" on the top. It is commonly referred to as a DEGREE AUDIT by college personnel.

**How will a DEGREE AUDIT benefit me?**

As you know, you are responsible for ensuring that you meet all of your degree program requirements. The DEGREE AUDIT can help you to do this. You should:

1. Carefully and thoroughly review your DEGREE AUDIT each semester before you meet with your advisor for academic planning.
2. Bring your copy of the AUDIT with you to each advisement meeting.
3. Keep in mind that any exceptions to published requirements for your major must be approved in writing by your advisor and department chairperson for that requirement (i.e. psychology chairperson for PSY course), using the, "UNDERGRADUATE SUBSTITUTION/WAIVER FORM." Any such waivers or substitutions can be recorded in your DEGREE AUDIT only when the completed form is submitted to the Office of Student Services.
4. Ask questions of your advisor and/or the Office of Student Services until you are satisfied you understand what you need to know to track your progress toward graduation.

**How do I make sense of my DEGREE AUDIT?**

A DEGREE AUDIT is made up of a heading, some introductory and supplemental information, an academic evaluation, and an explanation of "Comment" codes. The heading identifies the student, degree program, anticipated completion date, and email address. The introductory and supplemental information include such items as advisor name and GPA. The DEGREE AUDIT is an outline of all degree requirements. The explanation of comment codes helps to guide you through the audit.

**A. Heading**

1. CATALOG: The SAGE catalog year in which your requirements are found. This is determined by the year you matriculated into a degree program at SAGE, or, if later, the first year a new program was offered at SAGE.
2. ANT COMPLETION DATE: This is the month and year you are expected to complete your degree. If you believe that this should be adjusted, please stop by the Office of Student Services and someone will be able to amend that for you.

**B. Program Status**

1. **Summary information:** Total credits and GPA required and achieved and a statement as to whether or not all requirements have been completed. On each DEGREE AUDIT you receive, verify that the "Earned" column is accurate.

- If you are a transfer student, you must have at least 45 SAGE credits in order to graduate.
- All students must have 120 total credits in order to graduate.

**2. Degree Requirements:** Each component of the degree program is shown in detail in the following order: GENERAL EDUCATION LIFE REQUIREMENTS, MAJOR REQUIREMENTS (including major GPA), LIBERAL ARTS REQUIREMENTS AND OTHER COURSES (The last section is a listing of all courses which do not fulfill specific degree requirements, so it includes general electives. Please note that electives are applicable to the extent that they are needed to achieve the minimum number of credits required to graduate). You will find out that, as allowed by academic policy, some courses fulfill requirements in more than one section, but the credits are only counted once. All courses completed and/or for which you are registered in the current or up-coming term are shown in the applicable section of the DEGREE AUDIT..

### C. Comment Codes

1. These codes are the key to understanding your DEGREE AUDIT. Here is a complete definition of each code:

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| N = <u>Not started</u>                           | You have not registered for or completed any courses which apply to this section.                                    |
| I = <u>In progress</u>                           | You have started, but not yet completely fulfilled, the requirement(s) for this section.                             |
| C = <u>Complete</u>                              | You have fulfilled the requirement(s) in this section.   |
| W = <u>Waived</u>                                | Your advisor and Department Chairperson have agreed to waive this requirement.                                       |
| P = <u>Complete pending the current semester</u> | Based on successful completion of courses for which you are currently registered, this requirement will be complete. |
| IP = <u>In progress</u>                          | The course is currently in progress in the current semester  |
| PR = <u>Pre-registered</u>                       | The course is pre-registered for the next semester.  |
| *TE = <u>Transfer equivalency</u>                | This code designates a course accepted for credit from another institution.  |

Once you become familiar with the DEGREE AUDIT format and codes, you will be able to understand and use it to chart your progress. Most questions can be answered by your advisor, but do not hesitate to inquire at the Office of Student Services for additional assistance.

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