

## DOES THE AUDIT REPLACE ADVISING?

Absolutely not! The audit should reduce the amount of time an advisor spends counting credits and reviewing routine requirements, time which is better spent discussing academic and career goals. Advisors are invaluable in helping a student develop a focus within a major, select courses best suited for such a focus and plan a future beyond the classroom. Advisors must also authorize modifications to requirements for individual students, such as applying transfer course-work to major requirements, thus informing the student about courses still outstanding.

## TRANSFER WORK

The degree audit recognizes only UMass course numbers; therefore, transfer work must be assigned UMass equivalent department names and course numbers.

If, however, the admissions office lacks sufficient information to assign an exact UMass equivalent, it assigns the course a "dummy" course number (.x99) along with a department code, such as 42.199 (english 100 level elective). It is then up to the student and his/her advisor to determine whether a transfer course will satisfy major requirements. The advisor must authorize the substitution of a transfer course for a UMass course in a degree audit requirement. Processing these exceptions are done in the Centers for Learning Advising Center on North Campus.

## HOW TO READ YOUR AUDIT

1. Program requirements - requirements that pertain to your college. Legend codes also appear here: EN=course taken at UML, TR=Transfer Credit, TE=Test Credit, IP=In Progress.
2. General University Requirements - Minimum credits needed, minimum GPA required as well as general information required to graduate.
3. Plan Requirements - Curriculum requirements for YOUR major. As these requirements are satisfied, the sections will become non-bolded.
4. Courses not currently used in any requirement appear at the end of the audit with the heading "courses not used for plan and/or subplan".
5. Check to see that all your courses appear where they belong. If not, see your advisor or go to the Centers for Learning Advising Center.
6. Alert the Advising Center if you feel requirements on your audit are outdated or incorrect. The audit is only valid for undergraduate students entering in Fall 2005 and beyond.

**email: [advisement@uml.edu](mailto:advisement@uml.edu)**

???

### WHAT is a Degree Audit?

A personalized report which shows your progress in meeting graduation requirements.

### WHEN do you get it?

Anytime via self-service.

### HOW can you modify it?

Ask your advisor to authorize exceptions to your requirements.

### WHY does it exist?

To advise students on degree requirements and course choices, and to expedite graduation clearance.

### WHO should pay attention?

You, the student, since your graduation may be delayed if your requirements are not satisfied. The audit is only valid for undergraduate students entering in Fall 2005 and beyond.



The University of  
Massachusetts Lowell

# *Guide to the Degree Audit*

**Centers for Learning  
Advising Center**

# ANATOMY OF A DEGREE AUDIT

## 1. Personal Information

```

REQNO: 1
ID: 012345678 Joe Schmoie
-----
Advisement Report
Name : Joe Schmoie
Student ID: 012345678
Birthdate : 1986-09-09
Sex : Female
Address : 123 Hampshire Street
          Lowell, MA 018501679
          United States
Print Date : 2005-07-12
    
```

## 3. Beginning of Report - Contains important notes regarding this report.

```

-----
- - - - ACADEMIC ADVISEMENT REPORT - - - -
-----
Report on Undergraduate Career
Requirements Not Satisfied

Arts & Sciences Program
Requirements Not Satisfied

****Catalog Year 2005-2006****

PLEASE NOTE: THIS IS AN UNOFFICIAL ADVISING REPORT WHICH MAY CONTAIN ERRORS.
IT IS NOT AN OFFICIAL TRANSCRIPT AND DOES NOT REPRESENT AN IRREVOCABLE
CONTRACT BETWEEN THE STUDENT AND THE UNIVERSITY.

**NOTE: THIS ADVISEMENT REPORT IS NOT VALID FOR STUDENTS ENROLLED AT UML
PRIOR TO FALL 2006.
    
```

EN = course taken at UML  
 IP = In Progress  
 TR = Transfer  
 TE = Test Credit  
 IT = Internal Transfer  
 Units = Credits  
 Program = College  
 Plan = Major  
 Subplan = concentration

The year entered as an undergraduate student.

## 2. Program History/Undergrad. Record

```

----- Academic Program History -----
Program : Arts & Sciences
2004-07-15 : Active in Program
          2004-07-15 : Philosophy (BA) Major
University of Massachusetts Lowell
1 University Avenue
Lowell, MA 01854
United States
Identifying Codes: 978969

----- Beginning of Undergraduate Record -----
          2005 Fall
42  101  College Writing I      3.00
45  201  Intro To Philosophy     3.00  3.00 A-
47  101  General Psychology       3.00
    
```

Note: As requirements become satisfied, lines become non-bolded. **Bolded text means that the requirement(s) are not yet completed.**

## 4. Gives the University's minimum requirements to graduate.

```

General University Requirements (rg5)
Overall Requirement Not Satisfied -

1. A minimum of 120 credits to graduate (r12,ln10)
Requirement Not Satisfied -
Units (required/needed): 120.00/114.00

2. Residency: Incoming freshmen and students transferring from a 4 year
institution should complete a minimum of 30 credits from UMass Lowell. In
order to graduate with any honors distinction, you must have a at least 60
residency units. (r12,ln30)
Requirement Not Satisfied -
Units (required/needed): 30.00/15.00 Units = # of credits

3. You must maintain a minimum overall GPA of 2.0 to graduate. (r12,ln50)
GPA (required/actual): 2.000/3.350
    
```

Courses taken or in-progress will fall in under their respective requirements.

## 5. Plan = Major - Provides specific requirements for degree progress. General Education requirements, major requirements, free electives.

```

Philosophy Plan
Requirements Not Satisfied

BA in Philosophy (rg404)
Overall Requirement Not Satisfied -

I. You must complete the following General Education Requirements (r88) (IP)
Overall Requirement Not Satisfied -

1. College Writing I & II (r88,ln10) (IP)
Requirement Not Satisfied -
Units (required/needed): 6.00/3.00
The following course(s) may be used to satisfy this requirement:
42 101, 42 102

Term Course Description Units Grade Code
2005 Fall 42 101 College Writing I 3.00 EN
    
```

## 6. Subplan = concentration or track related to your plan (major). Most, not all, plans have a subplan. If you are not enrolled in a subplan but it is required, your audit will not be complete.

```

Communications and Critical Thinking Subplan
Requirements Not Satisfied

BA in Philosophy, Critical Thinking Option (rg135)
Overall Requirement Not Satisfied -

III. Philosophy, Critical Thinking option, Major Requirements (r166) (IP)
Overall Requirement Not Satisfied -

1. Exploring the Internet (r166,ln05) (IP)

Term Course Description Units Grade Code
2005 Fall 91 113 Exploring The Intern 3.00 EN
    
```

## 7. Courses taken but do not fulfill any requirements for your plan and/or subplan, will be listed at the end of your audit.

```

COURSES NOT USED FOR PLAN AND/OR SUBPLAN (r162)

Below is a list of courses that do not satisfy any requirements for this
plan and/or subplan. Please see your advisor if you have any questions
regarding these courses (r162,ln10)
    
```