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## **Accessing and Understanding the University Degree Audit**

### **About the Online Degree Audit**

One of the most effective ways you can ensure that you are making satisfactory progress toward a degree is by regularly accessing your degree audit in PAWS. A degree audit provides an up-to-date record of your progress toward a degree. It not only shows you how your EIU and transfer work applies but also how your in-progress courses *will* apply. In addition, it documents completion of graduation requirements, including the foreign language requirement, the Electronic Writing Portfolio, and EIU's residency requirements.

### **Accessing the Degree Audit**

1. Login to PAWS at [www.eiu.edu/paws/](http://www.eiu.edu/paws/) or by following the link from the EIU home page.
2. From the Main Menu, select "Student."
3. From the Student Menu, select "Student Records."
4. From the Student Records Menu, select "Degree Audit Reporting System."
5. Click on "Submit an Audit."
6. For Select Degree Program, choose "Latest (all)" and "List All Requirements", then click "Run Audit."
7. Choose "View Submitted Audits." If your name does not appear on the list, wait a few seconds and click "Refresh List."
8. Once your name appears, select your audit and click on "View a Printer Friendly Report."

Note: If you receive an error message, try running a "What-if?" audit for your major or as an undeclared student. Students who have not declared a major concentration may only be able to run a "What-if?" audit until a concentration is declared within the major.

More information about accessing and understanding the audit is available on the Academic Affairs website at <http://castle.eiu.edu/acaffair/DARS/>.

## Understanding the Degree Audit

Degree audits of *undergraduate* programs are comprised of five basic parts: 1) the Header; 2) General Education; 3) the Major; 4) Graduation Requirements; and 5) the Transcript.

Within each section of the audit you can see courses the student *has taken* to fulfill requirements, and courses the student *could take* to fulfill unmet requirements. If the student has completed all courses required by a segment, the word "OK" appears in the left margin. If not, the word "NO" appears. In the example below, the student has not completed the Language component. Consequently, the audit describes the requirement in detail and identifies which courses he or she can "select from" to complete it. However, because a portion of the requirement (that is, a "sub-requirement") is complete, the software inserts a "+" sign next to it, as in "+ 1) English: Completed." Conversely, the "-" sign next to "- 2) Communication Studies," indicates that this sub-requirement has *not* been met.

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=====
NO      Language

        Complete three courses: Two in reading and writing (ENG)
        and one in listening and speaking (CMN).  You must earn
        a C or better in these courses.

        EARNED:   6.00 HOURS
--> NEEDS:      3.00 HOURS

+  1) English: Completed
      6.00 HOURS EARNED
    FA09 ENG 1001G      3.00 B      COMP AND LANG
    SP10 ENG 1002G      3.00 A      COMP AND LIT

-  2) Communication Studies:
      SELECT FROM: CMN 1310G OR 1390G
=====
```

Below, you will see another example; this one detailing the University graduation requirement that students complete a minimum of 120 total hours and maintain a minimum GPA of 2.0.

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=====
NO      Total Hours and GPA
        You must complete at least 120 hours with a minimum GPA
        of 2.0.

        Your cumulative GPA is 3.40.

        EARNED:   35.00 HOURS
IN PROGRESS 33.00 HOURS
--> NEEDS:      52.00 HOURS
=====
```

The online audit details all your requirements for graduation in this section by section approach. Therefore you can easily see what your requirements are and which courses have or will fulfill each requirement for graduation.