

Welcome to the College of Arts and Sciences!

The College uses a computerized degree audit system to produce a Degree Progress Report. Now that you are a student in the College, these reports will be an important source of information for you because they indicate which degree requirements you've completed and which ones you still need to complete in order to graduate. College general education and major requirements are outlined in-depth in the College of Arts and Sciences Bulletin at <http://www.indiana.edu/~bulletin/iub/>. Your Degree Progress Report personalizes this information for you by explaining *your* progress towards meeting degree requirements.

You can access your Degree Progress Report over the World Wide Web through OneStart (<http://onestart.iu.edu>) by clicking on the "View My Degree Progress Report" link. **Be sure to speak with your advisor or consult the Bulletin if you have any questions or concerns about your College degree requirements.**

Here are some guidelines for reading your Degree Progress Report. If you need further assistance, consult the College Recorder's Office in Kirkwood Hall 001 or at coasrecd@indiana.edu:

1. *Your Degree Progress Report is organized into "requirement groups", which are made up of multiple requirements.*
 - Your major(s) and minor(s) each have their own "requirement group" which include all of the major/minor requirements from the Bulletin. Within the "requirement groups" for majors and minors, you will see a listing of all requirements as listed in the Bulletin. Each individual requirement within the major/minor is flagged with a double asterisk **.
 - There are additional "requirement groups" on your Degree Progress Report. For example, the "requirement group" for "Fundamental Skills" includes the individual requirements for English Composition, Intensive Writing, Mathematics and Foreign Language.
2. *Every "requirement group" has a main heading. Requirements within that group are indented and listed below the heading.*
 - If the heading is printed in bold, with the phrase "Overall Requirement Not Satisfied;" then you have not yet completed one or more requirements within that "requirement group."
 - If the requirement itself is printed in bold, with the phrase "Requirement Not Satisfied" then you have not yet completed that particular requirement.
 - If the heading is not in bold, then you have completed all of the requirements within that "requirement group."
 - If any requirements are completed using in-progress coursework, this is indicated with an "(IP)." In progress coursework includes any course with a grade of "I" (Incomplete).
3. *Certain requirements on your Degree Progress Report indicate your progress in earning credit hours towards your degree.*

For example, near the beginning of your report, there is a requirement heading "**122 hours required for a College degree.**"

 - The heading will remain in bold until completed, and specify the number of hours required (listed first), the number of hours taken so far (listed second), as well as the number of hours still needed (listed last).
Example: 122.00 / 109.00 / 13.00
 - Once the minimum number of hours has been completed, the heading will no longer print in bold.
4. *Other requirements on your Degree Progress Report look for specific courses.*

For instance, the "Foreign Language" requirement will list the course(s) you've taken toward completion of the Requirement (i.e. FRIT-F 100). It will also show the grade that you earned in the course.

 - The heading will remain in bold until all courses needed to fulfill the requirement have been completed with the appropriate grades, or until the courses are in your current or future enrollment.
5. *Each course on your Degree Progress Report is assigned a course code, and eventually a grade.*
 - When there is no grade recorded, the course is in your current or future enrollment.
 - For a full description of codes, see the "Key" at the beginning of your Degree Progress report as well as on the back of this letter.

Key to PeopleSoft Degree Progress Report

Status Indicators:

Bold Type Heading – Requirement is not complete

“(IP)” – An in-progress course (one in current or future enrollment) is being used in the requirement. In progress coursework includes any course with a grade of “I” (Incomplete).

Course or Credit Codes:

“EN” – Past/Present/Future enrollment on any IU campus

Caution: This includes current semester coursework for which the student will receive a “W” or “WX.”

“TR” – Transfer course

“TE” – Credit awarded from a test score

Grade Codes:

“T” – Transfer course with no specified grade recorded for it.

“T” followed by a letter grade – Transfer course with the specified grade (does not count in GPA). i.e. TA = transfer course with a grade of A

“NT” – Transfer course that has not been accepted (usually due to an unacceptable grade below a C)

“NR” – Grades that have not been reported by a professor or instructor after the deadline to report them has passed

“NY” – Grade that cannot be reported until completion of an extended course. i.e. an Overseas Study course

“R” – Deferred. This is a special kind of “expected incomplete” grade used for only a few classes such as individual research courses.

“S” - Satisfactory. This grade is sometimes used for special credit. Some courses are graded only S/F (Satisfactory/Fail). An “S” grade does not affect the GPA, although an “F” does. In addition, the Intensive Writing requirement now uses a grade designation of “S/N” (Satisfied/Not Satisfied). Neither of these designations affects the GPA.

Blank field – no grade available because course is either current or future enrollment

Other Notes:

** The double asterisk precedes all requirements within the major or minor

“Units” = Credit Hours

#1 Report Results

Degree Progress – No Transcript Included
 Indiana University Bloomington
 Name : Student, Iman Average
 Student ID : 0000000000
 Print Date : 6/3/2005
 Request Nbr : 00000000

- - - - - **Academic Program History** - - - - -

Bloomington Program : University Div Pre-Education
 1997-08-01 : Elementary Education BSED Preparation
 1998-01-01 : Social Studies Educ BSED Preparation

Bloomington Program : Education Undergraduate
 1998-08-01 : Social Studies Educ BSED Major

Bloomington Program : Arts & Sciences Undergraduate
 2004-08-04 : Sociology BA Major
 2005-01-01 : History BA Major
 2005-01-01 : Sociology MIN Minor

- - - - **ACADEMIC ADVISING REPORT** - - - -

Report on Undergraduate Career
 Requirements Not Satisfied

Arts & Sciences Undergraduate Program
 Requirements Not Satisfied

College of Arts & Sciences, Bloomington. THIS DEGREE PROGRESS REPORT IS "IN DEVELOPMENT". PLEASE REPORT ANY PROBLEMS TO YOUR ADVISOR OR THE COLLEGE RECORDER'S OFFICE (KIRKWOOD HALL 001).

This worksheet indicates progress toward an academic degree. It is produced for advising purposes only and does not constitute an official record. Although every effort has been made to insure accuracy, there may be errors in some cases.

Please report all errors and direct questions to your academic advisor or to the College Recorder's Office, Kirkwood, 001 (855-1821). Students are ultimately responsible for fulfilling all degree requirements as stated in the College Bulletin.

This report was generated based on 2004-2005 requirements. If you matriculated at IU in another year, you may be held to different degree requirements. Students not graduating within eight (8) years will be placed on new degree requirements.

A requirement is not satisfied until the courses are completed with the appropriate grades. The information shown reflects the Registrar's files as of the date the worksheet was prepared.

#1 The Degree Progress report begins with basic information about you:

- 1) Your name
- 2) Your ten digit university identification number
- 3) Your Academic Program History

Your Academic Program History shows all changes in majors and minors throughout your academic career. You can tell the following about this student:

1. He/She began in the University Division Pre-Education program in Fall 1997.
2. He/She entered the Social Studies Education Preparation program in Spring 1998. (Still in University Division)
3. He/She was accepted into the School of Education and was pursuing a BSED in Social Studies in Fall 1998.
4. He/She was accepted into the College and was pursuing a BA in Sociology in Fall 2004.
5. He/She changed to a BA History major and declared a minor in Sociology in Spring 2005.

The degree Progress Report begins with text explaining the purpose and the function of the report.

< This states that the Degree Progress Report is "In Development." It asks you to report errors to your academic advisor or to the Recorder's office.

< This is reiteration that there is the possibility of error in the Degree Progress Report. It informs you that it is not an "official record."

< This is a reminder to report errors to your advisor or the Recorder's office once again. It also emphasizes that YOU are ultimately responsible for completing all of your degree requirements.

< This section states the requirement term (year) that the Degree Progress Report is based on. This is the only place that the requirement year is mentioned in this report. You are also informed that you will be placed on new requirements after eight years. This particular report uses requirements for 2004-2005.

Requirement term (year) = matriculation date = when you officially started coursework at Indiana University.

#2 MISCELLANEOUS COURSE INFORMATION						
Courses with grade of F						
Term	Course		Description	Units	Grade	Code
Spr 2003	HISP-S	105	FIRST YEAR SPANISH	4.00	F	EN
Courses with grade of Incomplete						
Term	Course		Description	Units	Grade	Code
Sum 1 2000	SOC-S	340	SOCIAL THEORY	3.00	I	EN
No Degree Credit: Ineligible Courses						
Term	Course		Description	Units	Grade	Code
Fall 2002	MATH-M	25	BASIC ALGEBRA	4.00	B-	EN
Four Year College Transfer Credit						
Term	Course		Description	Units	Grade	Code
Fall 2000	HISP-S	100	ELEMENTARY SPANISH	4.00	TA	TR

#2 MISCELLANEOUS COURSE INFORMATION
This area of your Degree Progress Report will show you important information that is related to your College academic record.
<ol style="list-style-type: none"> 1) Courses with grades of "F." 2) Courses with grades of "I" (Incomplete). 3) Courses with grades of "W" (Withdrawn) or "WX" (Withdrawn during the first week of class). 4) Courses with grades of "R" (Deferred). 5) Duplicate courses. 6) Transfer credit. 7) Courses that do not count toward degree credit.
Note: These headings are only listed if there are courses that fall under them. For example, if you have no transfer credit, you will not see "Four Year College Transfer Credit" or "Junior College Transfer Work" listed on your report.

#3 OVERALL HOURS & GPA
Overall Requirement Not Satisfied -
Overall College GPA (IP) Units / Courses / GPA (actual) : 124.00 / 43.00 / 3.068
122 hours required for a College degree (IP) Requirement Not Satisfied - Units (required / actual / needed) : 122.00 / 117.00 / 5.00
42 hours in (Major) will count toward graduation Units / Courses / GPA (actual) : 24.00 / 8.00 / 3.388
OPTIONAL: Excess major hours & non-College courses (22 hour max. to count toward graduation) Units / Courses / GPA (actual) : 18.00 / 7.00 / 3.460
Term Course Description Units Grade Code Fall 1998 EDUC-W 200 USING COMPUTERS IN E 3.00 B+ EN
Additional Graduation Requirements Overall Requirement Not Satisfied -
36 hours at the 300-400 level Units / Courses / GPA (actual) : 43.00 / 16.00 / 3.292
26 Senior Residency Hours (IP) Requirement Not Satisfied - Units / Courses / GPA (actual) : 24.00 / 9.00 / 3.138

#3 OVERALL HOURS & GPA
The following information can be found on this particular example on the left.
<ol style="list-style-type: none"> 1) The student has not yet fulfilled the "Overall Hours & GPA" requirements. 2) The student's cumulative GPA is currently 3.068, well above the required minimum of 2.000. 3) The student has not yet taken the minimum 122 hours required in the College for his/her degree. He/she needs to take 5 more hours to fulfill this requirement. <ol style="list-style-type: none"> a) "(IP)" indicates that the student is currently enrolled in courses counting toward this requirement. 4) The student has not yet fulfilled the "Additional Graduation Requirements." <ol style="list-style-type: none"> a) The student has completed at least the minimum 36 hours required at the 300-400 level. b) The student still needs to take 2 more senior residency hours to complete the minimum 26 hour requirement. "(IP)" indicates that the student is currently enrolled in courses counting toward this requirement.
Note that some headings are in bold print while others are not. The headings that are in bold are not yet completed. After a requirement is completed, the font will no longer be in bold. This makes it easier to determine what requirements still need to be completed. The tally of courses/hours is also discontinued once a requirement is fulfilled. For example, 36 hours at the 300-400 level. Notice that the number of courses/hours that have been completed is no longer detailed. The fact that this is not printed in bold is the only indication that the requirement has been satisfied.
BEWARE: Work in progress is included. Watch for "(IP)" designation. Watch out for Incompletes as they are considered in progress "(IP)" coursework. Please be advised that the actual fulfillment of the requirement is based on your satisfactory completion of all courses.

#4 DISTRIBUTION

Overall Requirement Not Satisfied

Topics Course

Requirement Not Satisfied

Arts and Humanities - 4 courses

Requirement Not Satisfied

Social & Historical Studies - 4 courses

Requirement Not Satisfied

Term	Course	Description	Units	Grade	Code
Fall 1998	HIST-H 106	AMERICAN HISTORY II	3.00	B+	EN

Natural & Mathematical Sciences - 4 courses

Requirement Not Satisfied

Term	Course	Description	Units	Grade	Code
Fall 1998	GEOL-G 103	EARTH SCIENCE-MATLS/	3.00	B	EN

Culture Studies

2 courses required (at least one course must be from List A).

Units / Courses / (actual) : 6.00 / 2.00 / 3.500

Term	Course	Description	Units	Grade	Code
Fall 1998	CMLT-C 145	MAJOR CHARACTERS IN	3.00	B+	EN
Spr 2000	HIST-A 356	AFRO-AMERICAN HISTOR	3.00	A-	EN

 Units / Courses / GPA (actual) : 3.00 / 1.00 / 3.700

Spr 2000	HIST-A 356	AFRO-AMERICAN HISTOR	3.00	A-	EN
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#4 DISTRIBUTION

This area of your report details all courses taken toward fulfilling the Distribution Requirements.

You can determine the following by viewing this area:

- 1) This particular student has completed the Culture Studies requirement.
- 2) This particular student has not completed the following:
 - a) Topics course
 - b) Arts & Humanities (four more courses needed)
 - c) Social & Historical Studies (three more courses needed)
 - d) Natural & Mathematical Sciences (three more courses needed)

Once this student completes each individual Distribution requirement, the bold print will be removed. Once all of these requirements have been satisfied, the "Distribution" heading will no longer be in bold print.

Culture Studies: The student has taken two courses that count in the Culture Studies requirements (CMLT-C 145 & HIST-A 356). HIST-A 356 is from List A.

Note the way in which the Culture Studies requirement is printed:

< All courses that count toward the Culture Studies requirement print first.
(List A and List B)

< All courses from List A then print beneath the dividing line.