



HELP WITH DEGREEWORKS

Free Electives

You should know that the number of free electives required depends on many factors. DegreeWorks is scribed to complete (i.e., check off in green) at the point where the student meets the minimum number for the degree. HOWEVER, students may need more hours to reach the minimum number of hours. The Dean's Office staff tries to adjust these hours at the time of the senior check/graduation audit when it appears the student will need additional hours, but we cannot look at every student's free electives every semester, so it is important you watch the total number of hours the student has earned to graduate. Read the next section to find out how to do this.

Hours to graduate

Remember, students must complete the minimum hours required for their particular degree (122-128 hours) even if they complete all the actual coursework prior to reaching that number of hours. This can happen due to the way courses can double count in various areas. Therefore, a student's audit can show that all classes are complete, but the student may not have enough hours to graduate. How can you tell how if the student has enough hours?

Look at the first block on the student's audit for proxy advice in a light gray bar. This proxy advice automatically adjusts as students earn hours. If the student does not have the minimum number of hours for the degree, there will be proxy advice that says:

"A minimum of XXX hours is required. You currently have XXX (this includes the courses for which you are registered); you still need XX more semester hours after completing your current coursework to meet the minimum requirement. However, you may need additional hours to complete all remaining degree requirements. The last 30 hours must be taken in residence."

Once the minimum number of hours has been reached, this proxy advice disappears.

CAUTION—Grade Forgiveness Courses (Repeats)

When a student is currently repeating a course that he/she has already passed (i.e., received a grade of A to D-), DegreeWorks assumes both attempts of the course are eligible to meet requirements until the grade for the current term posts. So during the term in which the second attempt is in progress, you may see the same course being used to meet two different requirements on the audit. **This is WRONG**; students may only earn credit once per course. Due to the way the University processes grade forgiveness courses, there is no way to fix this in DegreeWorks. Keep this in mind when advising students, especially in their last 2 semesters.