

## A Guide to the Degree Summary Report

**A degree summary is made available to all current degree-seeking students completing requirements for any degree program from 1996-97 to the present.** Degree summaries can be viewed through the Voyager Infor. The degree summary shows the results of a computer audit of a student's academic record.

**The degree audit is based on the student's catalog year.** The catalog year noted at the top of the summary report indicates the set of requirements used for the audit. Students may elect to complete requirements in effect the year they matriculated at Lawrence or the year they intend to complete their course of study. Students may not mix-and-match requirements from several different catalogs.

**The degree audit reviews completion of degree requirements only.** Students have ultimate responsibility for selecting a course of study to complete all degree requirements and for monitoring their progress. The degree summary report is a tool to assist students and academic advisors in this process. Monitoring progress in completing requirements for majors, minors, interdisciplinary areas, and areas of emphasis remains a separate task and must be done manually by students and advisors. The completion of at least one major is required for each degree. Students should review their progress in completing degree and other requirements with their academic advisors on a regular basis.

**The degree audit counts only courses completed and transfer work entered on the student's record.** Courses in progress or for which the student is registered in future term are not included in the review.

**The degree audit will apply courses to general education requirements in the order those requirements are listed on the summary and in accordance with the stipulated rules for counting.** A course that could fulfill multiple requirements will be applied to the first ones listed until other courses that fulfill those requirements are completed.

**The degree summary report is a summary only. Students should be familiar with the full text of their requirements as contained in the course catalog.** The course catalog text contains important information about counting rules, exclusions, academic residence and other stipulations that will be applied when an academic record is to be certified as complete.

**The degree summary report is made up of requirement categories.** Except for the "Other Requirements" category, each section shows the student's position relative to the requirements to be completed – completed or lacking. The "Other Requirements" category is not a computed section and contains items that should be monitored closely. This section also refers to the course catalog for more information regarding stipulations pertaining to the requirements, and for information on requirements for majors, minors, interdisciplinary areas, or areas of emphasis.

**Degree summary reports are updated once each week (currently Sunday mornings).** Students and advisors have access to degree summaries through the Lawrence Voyager information system.

**Questions?** Students with questions about degree, major, or other requirements should consult the appropriate course catalog and their academic advisor. Errors in the audit program will be corrected as they are found. If you believe there is an error in the degree audit, please take a few moments to send a description of the problem in writing to the Registrar's Office. Individuals identifying problems will be contacted about the resolution.