

Grad Audit Checks for Major/Minor/Interdisciplinary Area Confirmation Process using Degree Works

- Once you have verified all items below, use the Notes section of Degree Works to confirm you have reviewed the audit. In DW go to the Notes section and select Add a New Note.
- Select Predefined Notes and find the ***Graduation Notes*** section.
- Select the applicable predefined note.
- You can add necessary text to supplement the note. Please add the supplemental text after the predefined text.
- Advisors do not have the ability to edit or delete notes. If an edit is needed, please submit a follow up note with the updated details.
- We will be able to run reports from the Graduation Notes. However, the notes do not generate an alert to the registrar's office or the student. If the note requires immediate attention from the registrar's office, please send an email to degreeaudit@lawrence.edu as well as adding the note.
- You can add multiple notes for the same student. (Senior experience titles will not be picked up through the notes; the student must submit the Senior Experience Title form in order for the title to be added to the student's record.)
- Be sure to include the specific major/minor/IA you are checking.
- Please include course subject/number (ex. ENG 401) for additional or in-progress courses needed.
- Please include planned term for each course/requirement still needed.
- If you need to create a graduation note that does not fit the predefined options, please use the *Graduation Other*: predefined note so we are aware this is related to graduation.
- The notes are viewable by faculty, students, and staff with Degree Works access. Please keep this in mind when posting notes. The notes appear at the bottom of the audit.
- Include as many details as possible to help registrar's office, other advisors, and students understand if the student has completed the major/minor/IA or what is needed to complete.
- If requirements are incomplete on the audit, but there is a course/waiver that should apply, see the [Exception processing](#) documentation below.
- The registrar's office will make a similar note in DW once the GERs have been checked.
- The grad check documentation will be included in the Links section at the top of the page in Degree Works soon.

The screenshot shows the Degree Works interface for a student named Alan. The user is Angi Long. The interface displays the student's classification as Senior and their academic standing as Good Standing. The degree is listed as Bachelor of Arts. A dropdown menu is open, showing options: GPA Estimator, Academic History, Request For Exception, and Notes. The Notes option is highlighted with a red circle and a red arrow points to the menu icon. Below the dropdown, the text 'Transfer Units earned through AP/IB/A-Level 36' and 'Preferred Name Alan' are visible.

Notes



There are no notes for this student.



ADD A NEW NOTE

**** GRADUATION NOTES ****

Student has completed all major course requirements for (list major):

Student is on track to complete all major course requirements (list major), (list outstanding requirements):

Student will not complete all major course requirements (list major), (list reason student will not complete):

Student has completed all minor course requirements (list minor):

Student is on track to complete all minor course requirements (list minor), (list outstanding minor requirements):

Student will not complete all minor course requirements (list minor), (list reason student will not complete minor):

Graduation Other (list minor or major if applicable):

UPDATE to previous graduation note (list minor or major):

Notes

Created on 11/13/2022



By Long, Angi

Student is on track to complete all major course requirements (list major), (list outstanding requirements):
Physics major. Student needs PHYS 650 in fall 2022.

Notes

Created on 11/13/2022

By Long, Angi

**** REGISTRAR USE ONLY **** GERs met

Items to verify:

❖ General Education Requirements

❖ Overall GPA

Academic What-If Financial Aid

Format Student View

Degree progress

100% 95%

Requirements Units

Cumulative Degree GPA

3.373

In-progress

PROCESS

❖ Units-

- **Units Earned-** At the top of the audit you will see Units Earned. This is the total number of units the student has earned.

[Advanced search](#)

Program B.A. Degree Program Major Psychology Minor Statistics and Data Science Classification Junior Academic Advisor(s) L. Ng **Units Earned 107**

Transfer Units from Another Institution 107 Preferred Name Cassie

- **Units applied-** At the top of the **Degree in Bachelor of XXXX** block you will see Units applied. This includes units earned and in progress.
- **Minimum Total Units Required-** In the **Degree in Bachelor of XXXX** block, the first line is “Minimum Total Units Required” with guidance on the students earned/in progress/remaining units to reach the 216.

Degree in Bachelor of Arts INCOMPLETE

Units required: 216 **Units applied: 150** Catalog year: 2022-23

Last 54 Units must be from Lawrence University Unless Major is Complete. If a requirement is not complete and you have taken the required course, please contact your advisor or Registrar's office at registrar@lawrence.edu for assistance. Note: Click here for more information for transferring credit from another institution.

- **Minimum Total Units Required** **Still needed:** You currently have 150 units including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 66 additional units and all graduation requirements.

- ❖ **Major and/or Minor Requirements-** If there are major/minor requirements not correctly reflected in the audit, please submit a request for exception for each issue that needs to be resolved. Please submit one request for exception for each issue. See [Request for Exception documentation](#) below.
- ❖ **Major/Minor GPA-** Verify the major/minor GPA is above 2.0. If the student's GPA is at risk of falling below the 2.0 requirement, please submit a GPA note. See GPA note documentation below.
- ❖ **Senior Experience Title-** If the student has submitted a senior experience title for the applicable major, it will appear at the bottom of the major block. If you do not see the senior experience title, the student most likely has not yet submitted the title. If this is the case, please reach out to the student and ask them to submit their senior experience title.

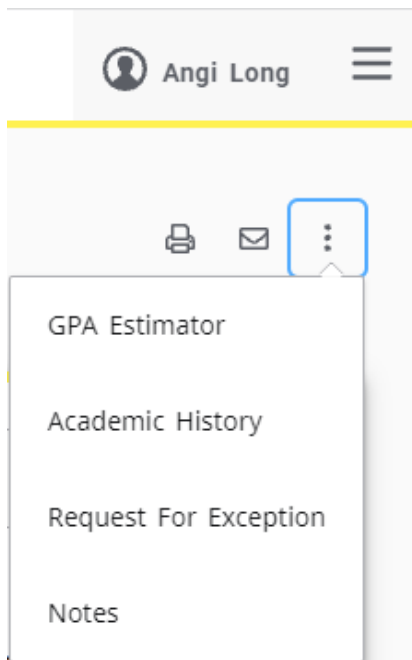
SENIOR EXPERIENCE TITLE

Exploring Quantum Computer Algorithms - advisor(s): Megan Pickett

Request for Exception

Request for Exception is the area advisors will submit requests to allow courses or exceptions to major/minor/IA requirements.

The ellipsis at the top right under your name includes options that are helpful for students and advisors. If you want to force a requirement to be completed you can use the Request for Exception link here. Once you submit the Request for Exception, it will appear as a task for the Registrar's office to process. Once we process the exception, it should show as desired in the audit. If we do not have enough information to process the exception, we will reject the exception with tips on how to resubmit.



Request For Exception



There is no Request For Exception for this student.

[ADD A NEW REQUEST FOR EXCEPTION](#)

Select [ADD A NEW REQUEST FOR EXCEPTION](#) and use the description box to submit the request to the Registrar's office for processing.

Tips for Requests for Exceptions:

1. **Be brief**- Limit the number of words in each request for exception. A lengthy description is not necessary. If this is complicated, an email can be sent to degreeaudit@lawrence.edu for further guidance on how to submit a Request for Exception.

Example:

YES	NO
Substitute GLST 399 Fall 2021 for GLST 280 in major requirement	Hello, Larry University took an independent study in GLST 399 this year since the original class would not work in his schedule. This course covers the same basic content so we decided to allow this class to fulfill the requirement in the major. Thanks! Have a great day! Go Vikings!

2. Although we want the info to be brief, **please include enough information** to ensure the Registrar's Office applies the exception properly. All transfer work (AP/IB/A Level excluded) has been brought in over the years with a subject code of TRCR and course number of 1, 2, 3, etc. per institution. This means a student with transfer work from multiple schools would have multiple courses with TRCR 1 on their record. It will be imperative that the requests for exception are clear enough for the Registrar's office to know which course and exactly which requirement it should meet. Include title and/or school with the request.

YES	NO
<ul style="list-style-type: none"> - TRCR 1 Principles of Biology from UW Superior is approved to meet BIOL 150 in the BIOL major - TRCR 1 US Hist to 1865 from Bay de Noc CC is approved to fulfill the any level history elective in the History minor 	<ul style="list-style-type: none"> - TRCR 1 approved to meet a lower level Biology requirement - TRCR 1 approved to meet any History requirement

3. **Submit only one substitution/waiver per request for exception.** We can only process one exception per submission.

YES	NO
<ul style="list-style-type: none"> - Request for Exception 1: Substitute ART 230 for ART 240 in the minor - Request for Exception 2: Waive Math 140 in the major 	Request for Exception: Substitute ART 230 for ART 240 in the minor and waive MATH 140 in the major.

4. **Requests for Exceptions are for major/minor/IA requirements only.**

YES	NO
<ul style="list-style-type: none"> - Email degreeaudit@lawrence.edu with any questions regarding overall degree requirements. 	<ul style="list-style-type: none"> - Do not use the Request for Exception process to ask questions or correct overall degree requirements.

<ul style="list-style-type: none"> - Email degreeaudit@lawrence.edu with questions about unfulfilled GERs the student/advisor feel should be met or waived by a course/AP/IB work already completed. - If a student wants a transfer course to fulfill a GER, they will use the LU petition process. 	<ul style="list-style-type: none"> - Do not request GER subs/waivers through the Request for Exception process.
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5. **Submit Requests for Exceptions as they are identified.** “the sooner, the better!”

YES	NO
<ul style="list-style-type: none"> - Advisor notices as soon as a student declares their major that 2 courses to be used in the major are falling to electives. The advisor submits 2 request for exceptions right away. - An advisor agrees a student can take a class in their major in place of a required class, the request for exception is submitted at the time it is decided. 	<ul style="list-style-type: none"> - Do not wait until a student’s final term to submit all major/minor/IA exceptions. We understand as Degree Works originally rolls out, this will be harder to manage. As time goes on though, advisors should be able to submit the exceptions as they are determined - If the advisor goes on leave, sabbatical, or leaves the university, the agreed sub will already be in place on the audit. Exceptions can be submitted prior to the course being completed. Just be aware if the student decides to take the required course rather than the sub, an additional request for exception will be needed to remove the original exception.