uAchieve Degree Audit Tool for Graduate Programs
Goals

• help students track progress to degree
• be a transparent way for departments to track student exceptions to requirements
• have students, departments & advisors see the same report of requirements needed
• help units to certify degrees by bringing banner data into one place for review
uAchieve

- Also called DARS, DARWIN
- Used at Illinois for undergraduates for two decades
- Maintained by AITS, Office of the Registrar, and Graduate College
- Student data that populates the audit comes from Banner and other student systems
- Departments can grant exceptions that can be displayed in the system
- Individual units will still certify that students are ready to graduate using the GCP
System Access

• All students have access to their record only
• Not all faculty and staff have access to view records
• Those who do
  • have roles that are relevant to advising or degree completion,
  • are required to have completed FERPA training within the last 5 years, and
  • have been approved by their department and academic college
• If access is needed, please contact me
Run an Audit

- https://uachieve.apps.uillinois.edu/uachieve_uiuc/
- Log in with your NetID and password
- Select a student using UIN or by name
- The audit will default to run the current primary program with the correct Catalog Year for that program
- Choose “Run Declared Programs”
- Click “View Audit”
Audit Sections

The audit is divided into sections by orange horizontal lines.

• Header
• Charts
• Text
• Summary of Courses in Progress
• ESL (for international students)
• Degree Requirements
• Other Requirements (varies by department)
• Preliminary and Final Examination Results (for doctoral students)
• Minor and/or Concertation Requirements (if on the student’s academic record)
• Graduate College Requirements
• Graduate Total GPA
• Graduate Total Hours
• All Coursework
• Legend
• Exception Summary
Important information in the header includes:

- The student’s current degree program
- Their Catalog Year for the program being audited. If the program has changed and they wish to follow newer requirements, they need to petition the Graduate College to change their catalog term.
- The time and date the audit was run. Audits DO NOT refresh automatically. If an audit displays as soon as you open the audit, it is probably an old audit.
Charts

• The two charts on the left are cumulative: Total Hours and Total GPA.
• The horizontal bar charts are made using the courses counting toward the degree.

A link to the printer friendly version is here also
Drill Down

- Click on the MAJOR bar TWICE to drill down and see more details about the courses counting toward the degree (hours and GPA).
Course History Tab

- Clicking on the Course History Tab will show a complete history of courses, including the course title, status and section ID.

- This table may be sorted by any of the fields shown.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Term</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Completion Information

• Below the charts the audit can display messages summarizing the overall completion status.

  ----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----

  ----> ALL COURSE REQUIREMENTS COMPLETE USING IN PROGRESS COURSE <-----

  ** ALL COURSE REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET **

• Students can also see if they are on the degree list.

  ************************** ATTENTION **************************
  **************************** THIS STUDENT IS ON THE FALL DEGREE LIST ****************************
• Text
  Emphasizes UNOFFICIAL. That means departments still certify graduation.

• QUESTIONS should be directed to the department.

• Lists DEADLINES for the upcoming terms.

• ATTEMPTS to clarify the need to be on the degree list.
Summary of Courses in Progress

• Hours in Progress
  • Shows everything the student is currently enrolled in for all terms
  • IP means in progress

• ****ATTENTION****
  • Shows all courses that have a grade that will stop the graduation processing
    • NR - The instructor did not record a grade. See your instructor.
    • I – work for this course is Incomplete. See your instructor.
    • DF (DFR) – Assignment of the grade is waiting for completion of the project
      • DF grades in 599 (thesis) will be changed to S when your thesis is accepted by the Graduate College

• Between the 2 parts of this section, all terms and hours of 599 are listed. This can be used to correctly complete TDAs.
ESL (English as a Second Language)

• This **does not** tell what courses students are required to take, only the courses they have taken/enrolled in.

• Students required to take ESL courses must start to enroll in those courses during the first year of their graduate program.

• Inclusion of which courses are required/recommended will be available in the future. (Coming soon!)
Degree Requirements

• This section varies greatly by major and degree.

• Bold text at the top of this section indicates additional requirements.

• Completion of non-course-based requirements needs to be sent to the Graduate College by the department to be included in the audit.

• This section is not complete unless 1) the “Needs:” line at the top of the section does not have any hours or courses listed as needed. And 2) the program is not showing the orange X indicator or purple calendar icon.
Sub-requirements

• The degree requirements are made up of sub-requirements or sub-groups
  • Each sub-requirement (sub-req) has a title and lists any courses being applied to that requirement.
  • It may also show how many hours or courses are required to meet it.
  • If a course must be chosen from a list of options, the sub-req will show a “SELECT FROM” list. When a course is taken, it is removed from the list. When the sub-req is completed, the list will no longer show.
  • Some sub-reqs have a maximum number of hours that can be applied to the degree. In these cases, all the courses and hours will be listed, but only the maximum number of hours will be counted toward the hours earned for the degree. Thesis credit is usually a good example of this.
Other Requirements

• These vary by major and degree.
• Some programs do not have any Other Requirements.
• These are usually cumulative requirements, for example, Take 20 hours in the major, or Take 16 hours of 500-level courses.
• This section combines all the courses that were applied to the degree in the Degree Requirements section.
Prelim and Final Exam Results

• These will normally be posted within a week of the Graduate College receiving the exam results from the unit.

• Policies for second prelims and final deposits are shown in these sections.

• These sections do not revert to the Unfulfilled red X when the deadline is past. For example, when the first prelim becomes too old. If 5 years have passed, a second prelim will be required, but the audit will not show that.

• Requirement that students be registered for their exam term are not captured by the audit
Minor and/or Concentration Requirements

• If students have petitioned to have a minor added to their records, the requirements for that credential will be added to the audit.

• Requirements to complete the minor should be documented in the petition to add the minor. Those requirements will be added to each student’s audit.

• If students are seeking a concentration and have petitioned to have it added to their records, its requirements will also be displayed.
Graduate College Requirements

• The audit automatically checks that the Graduate College requirements are completed:
  • a minimum of 12 hours at the 500-level (599 included), and
  • A minimum of 8 hours at the 500-level in the major (used toward the degree).
Graduate Total GPA

• This section displays the program’s required GPA and the student’s current GPA.

• The Graduate GPA is calculated using all graded (A through F) coursework taken while enrolled as a graduate student.

• This may include undergraduate coursework.

• Students with a low GPA may be on academic probation, but that does not display on the audit.
Graduate Total Hours

• This is the sum of the hours taken as a graduate student.
• This may include undergraduate coursework.
• If a student took non-degree graduate coursework or earned a previous graduate degree at Illinois, those hours may also be included. If hours were applied to a previous degree, they may not be used to complete another degree. If those hours need to be removed from the current audit, contact the Graduate College at gradgcpaudit@illinois.edu.
All Coursework

• All graduate coursework taken in the current program is listed chronologically from oldest to newest, along with credit hours and grades.

• This may include undergraduate coursework.

• The number of hours listed here may not be the same as the number of hours applied to the degree.

• If a student previously earned another graduate degree at Illinois, those courses may also be listed. The Graduate College can “hide” these from the current program audit.
Legend

• Some courses may carry more than one item from the legend, but only one will be displayed. For example, a repeatable course that is in progress may show >R or >I.
Exceptions

• If an exception has been made, the requirement will show a text note indicating which course the exception was made for.

• Exceptions may be requested using the Graduate College petition or by receiving departmental approval. Department granted exceptions need to be sent to the Graduate College by the department to be included in the audit, gradgcpaudit@illinois.edu.

• The Exception Summary at the bottom of the audit tells if the audit has been manually adjusted. This is usually the result of an approved petition or exception, or the completion of a non-course related requirement.
What-If Audits

• A student may want to see how their coursework would fit into another program, for example, to earn a master’s on the way to the PhD or a joint program.

• To do this:
  • Click “Request an Audit”
  • Click “Run a Different Program:”
  • For School, select UKS – GRD
  • Select the program from the alphabetical drop-down list
  • Choose the Catalog Year the program will be started
Curricular Changes

• When a unit revises their program (or creates a new one), that is done using the CIM-P system. At the Graduate College review step, we preview how the audit will function and may ask questions.

• When the program is fully approved, we will contact the unit to make sure the new audit is functioning correctly and will be applied correctly to new students in the effective term.

• If current students would like to follow the new requirements, they will have to petition to change their catalog term. (They could run a what-if audit to see how their courses would be applied.)
Joint Programs

• Students in approved joint degree programs may run a What-If audit and choose their program from the list.

• These programs are in alphabetical order under “Joint.” Students may choose whether the program is a bachelor/master program “UG/GR:” or a joint graduate program “GR/GR:” or graduate joint with professional “GR/PR:”
Release

• We are planning for communication of the system and login information the week of October 18th.

• We anticipate there will be questions from students, and we wanted units to be aware of this in advance.

• Resources will be posted on the Graduate College web page, and links will be included in the introductory emails.

• Lowry, Graduate Degree Audit Systems Specialist
Questions

- Contact Mary Lowry, Graduate Degree Audit Systems Specialist
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  - 217-333-9391