



READING DEGREE AUDITS IN POPULI

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Populi's Degree Audit (DA) shows you what your program's course requirements are and how you are fulfilling them. Here's a typical DA, broken up into parts:

Degree	BAM - Bachelor of Arts in Ministry
Catalog Year	2014-2015
Specialization	Pastoral

General Degree Requirements Not satisfied

✓ Cumulative GPA	3.0	2.00 required
Cumulative Credits	57	120.00 required
✓ Resident Credits	48	24.00 required
In Progress Credits	3.00	

 Catalogue year = since our requirements change from time to time, this is the year of the requirements you are fulfilling (usually the year you *started* on the program).

 Resident credits = the number of credits you've taken as a resident student at Prairie compared to the number required (12 on 1-yr programs, 24 on 2-yr, 30 on 3 and 4-yr).

In progress credits = the number of credits you're enrolled in but haven't received a grade for. Requirements listed in **green** are satisfied; those in **black** are not.

Note that we've blacked out the student's gpa; we've also blacked out some information in the examples below.

 Tells you whether you have satisfied all these requirements. For example, this student has a high enough gpa and enough resident credits, but doesn't yet have enough total credits to complete the degree.

Degree Course Requirements Not satisfied

1. BAM Required Courses			
24 credits earned / 42.00 required			
Minimum course grade points: 1.00			
Show	<input type="radio"/> All <input checked="" type="radio"/> Completed <input type="radio"/> Not completed		
Course	Name	Grade Status	Applied
BT 101	Reading the Bible in the 21st Century	+ 3 credits completed Fulfilled by BT 100	✓
HF 111	Thinking & Writing	+ 3 credits completed	✓
NT 119	Luke & Acts	+ 3 credits completed	✓
OT 111	Genesis Through Deuteronomy	+ 3 credits completed	✓
OT 223	Old Testament Historical Books	+ 3 credits completed	✓
SS 170	Christianity in the 21st Century World	+ 3 credits completed	✓
SS 210	Introduction to Psychology	+ 3 credits completed	✓
TH 100	Introduction to Christian Theology	+ 3 credits completed	✓

1 The titles of course groups on your program. Different programs will show different groups (see below).

2 This shows the number of credits you've earned in this Course Group and the total number of credits it requires. Subtract earned credits from required credits to find out how many you still need (this student needs $42 - 24 = 18$ needed to complete this Group). If you got transfer credit, subtract both earned and transfer credits from required credits. For example:

1. BAM/HU Required Courses

18 credits earned, 15 transferred / 42.00 required

Minimum course grade points: 1.00

This student needs 9 credits ($42 - 15 - 18$).

3 By clicking on these buttons, you can show either completed courses in the group, courses still to complete, or both.

If this is a group of *required courses* (as in the example shown):

All = all the courses required in the Group

Completed = the courses you've completed in the Group

Not completed = the courses you still have to complete in the Group

If it's a group of *electives*:

All = a list of courses you choose from to get the number of credits required for the group

Completed = the courses you've completed in the Group

Not completed = a list of courses you choose from to get the number of credits you still need for the group

Once you fulfil the requirements of the Group, the credits line will show credits earned in green, with a checkmark:

1. iii. TH 210 God of the Gospel/TH 211 Creation to New Creation

✓ 3 credits earned / 3.00 required

Minimum course grade points: 1.00

You can click on any course ID or course title (if it's shown in blue) to get more information on that course.

- If you complete a course that's equivalent to the required course or is substituted for it, the title of the course in the group will be black, but there will be a grade for the equivalent/substituted course under 'Grade' and a note under 'Status' (see BT 101 above).

- If you're enrolled in a course but haven't received a final grade, this is what you'll see:

4. Aviation Required Courses			
0.00 credits earned / 32.00 required			
Show	All	Completed	Not completed
Course	Name	Grade	Status
AV 100	Private Pilot Ground School	IP	3 credits in progress

IP = 'In Progress.' You don't have a grade yet.

-- = I grade

The checksheets show that the courses are applied to this course group (whatever it is), but they won't show up on the 'credits earned' line (above).

- If you haven't enrolled in a course, the title is black and 'Grade,' 'Status,' and 'Applied' are blank:

SC 142	Wilderness Survival		
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A very important column! Occasionally a course can fit into more than one group. Once you complete it, it will be shown in *both* groups, with a gray checkmark-in-a-box in the 'Applied' column for the group *it counts in* . It will have a note and a gray box but no checkmark in the other group .

1. iii. TH 210 God of the Gospel/TH 211 Creation to New Creation			
✓ 3.00 credits earned / 3.00 required			
Minimum course grade points: 1.00			
Show	All	Completed	Not completed
Course	Name	Grade	Status
TH 210	The God of the Gospel		3 credits completed
TH 211	Creation to New Creation		Applied to 2. BAIS Bible/Theology Electives

2. BAIS Bible/Theology Electives			
6.00 credits earned / 12.00 required			
Minimum course grade points: 1.00			
Show	All	Completed	Not completed
Course	Name	Grade	Status
TH 211	Creation to New Creation		3 credits completed

How Groups are organized and listed:

--On 1, 3, and 4-year programs, the first group is usually the required courses on the program, followed by (as applicable) Bible/theology electives, Arts and Science electives, General Electives, and, in a separate section, Major (Specialization) courses (if any).

--On some 2-year programs, we group the courses by year.

--We have made a separate group where there is a choice of two or more courses to fulfil a single requirement. Each set of choices has its own group. For example:

1. i. ST 200 Discipleship/NT 251 Reading Hebrews to Revelation			
0 credits earned / 3.00 required			
Minimum course grade points: 1.00			
Show All <input checked="" type="radio"/> Completed <input type="radio"/> Not completed			
Course	Name	Grade Status	Applied
1. ii. ST 300 Worship & Prayer/OT 243 Reading Psalms & Wisdom Lit			
0 credits earned / 3.00 required			
Minimum course grade points: 1.00			
Show All <input checked="" type="radio"/> Completed <input type="radio"/> Not completed			
Course	Name	Grade Status	Applied
OT 243	Reading the Psalms and Wisdom Literature	<input checked="" type="checkbox"/> Applied to 2. BAM <input type="checkbox"/> Bible/Theology <input type="checkbox"/> Electives	<input type="checkbox"/>

Either ST 200 or NT 251 is needed to fulfil requirement 1.i. 1.ii could have been fulfilled by OT 243, but that course has been applied to a different group instead, so there is a note under 'Status' and no checkmark in the 'Applied' column. As you can see , this student still has to take a 3-credit course to fulfil this group. ST 300 is the only choice left.

Notice that these are requirements for the Degree. Requirements for the 'Specialization' follow the same pattern.

Other items:

If you take *more courses than you need* in a group—you need two elective courses and you take three, for example—they'll show up in that group with this note under 'Status': '3 credits unused.' Unused courses that don't fit into a group have their own listing at the bottom of the DA.

To *enrol in courses* use your Degree Audit in conjunction with the Sample Course Plan for your program and year (click on 'Enrolment & Course Scheduling' [here](#)) and the course timetables in Populi. Step-by-step guide [here](#).

If you have *any* questions about Degree Audits, please get in touch with us: 2nd Floor Maxwell Centre, 403-443-3044, douglas.lewis@prairie.edu, cheryl.mclim@prairie.edu.