How To: Read an IS Degree Audit

Your degree audit is an unofficial record that will help you map courses to graduate; it also includes the general UCF graduation requirements. You can retrieve the DARS degree audit from the MyUCF Student Self Service center. Once you log in, click “Student Self Service”. Once the main page loads, under “Academics” there is a drop down box that says “other academics…” Select “Degree Audit” from this drop down box.

1. Check the major that is displayed as well as any minors. Are they correct? If not, you may need to do a change of major/declaration of minor form with the Interdisciplinary Studies Office. Call Interdisciplinary Studies if you have any questions about this procedure or stop by the office.
2. Once you click “Submit Report”, wait a few seconds and click the “Results” tab at the top of the page. Click the “Refresh” button until the new report shows on the page. “View Degree Audit” will be a highlighted blue link when the audit is ready.

**The following is a list of notable information you will find on your audit in the order they appear.**

3. **Legend:** The legend is used to help you read and understand your degree audit. The following are signs and symbols that you will see on the degree audit.

**** LEGEND ****

<table>
<thead>
<tr>
<th>Requirement Completion Status Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Not Yet Complete</td>
</tr>
<tr>
<td>✔ Currently Satisfied</td>
</tr>
<tr>
<td>IP Satisfied</td>
</tr>
<tr>
<td>☐ In-progress Work Included</td>
</tr>
<tr>
<td>☐ Satisfied Planned</td>
</tr>
<tr>
<td>☐ Courses Included</td>
</tr>
<tr>
<td>+ Sub-requirement Complete</td>
</tr>
<tr>
<td>- Sub-requirement Not Complete</td>
</tr>
</tbody>
</table>

**Course Codes**

- IP In-progress Course
- PL Planned Course To Be Taken

**Special Grades**

- RG Current Registration
- FC Future Registration

4. **Graphs:** There are several graphs at the top of the audit that indicate your progress towards completion. Feel free to reference as desired. Your average GPA is also graphed at the top.

5. **“I” or “N” grade notification:** This means you received an incomplete or a missing grade for a course previously taken. Under “To Do” list in Student Self Service, an explanation of the grade will be listed. Contact the professor of the course if you have further questions.
6. **General Education**: List of the required general education courses will be first on your audit. There are 36 hours of required UCF general education courses. Each category with your choices is listed in this area.

7. **State University System Foreign Language Requirement**: If you have completed 2 years of foreign language in high school or the equivalent at another state college, this will be complete.

8. **UCF University-Wide Foreign Language Requirements or Multicultural Requirements**: Bachelor of Arts degree-seeking students will need two semesters of a foreign language or proficiency or three semesters of American Sign Language. Bachelor of Science degree-seeking students must complete either one multicultural course or one course in college-level foreign language, excluding American Sign Language, or proficiency.

9. **Minor Requirement**: Interdisciplinary Studies requires the completion of a minor as part of your degree. This section includes your minor and the courses used to complete it. You must verify completion of your minor with the minor department.

10. **Core Interdisciplinary Studies Courses**: Identifies whether the two Core Interdisciplinary Studies courses, Cornerstone Experience (IDS 3933) and Capstone Experience (IDS 4934), have been completed.

11. **First Subject area in Interdisciplinary Studies**: 15 hours with a grade of C or better must be completed within this area.

12. **Second Subject area in Interdisciplinary Studies**: 15 hours with a grade of C or better must be completed within this area.

13. **Program Exit Requirements**: This section will determine if you have at least 15 upper division hours in the two subject areas combined, and at least 15 UCF hours in the two subject areas combined.

14. **Gordon Rule**: Notifies you of your status towards completion of Gordon Rule (refer to undergraduate catalog for Gordon Rule explanation)

15. **CLAST/CLASP**: College Level Academic Skills requirement. This requirement will be met if you obtain certain test scores from your SAT or ACT. If this requirement is not complete, you will be required to obtain certain grades in math and writing courses, or select another alternative method. Contact University Testing Center (407) 823-5109 with further questions or see an advisor.

16. **University Credit Hour Requirements**: Notifies you of the remaining hours you have to meet the minimum qualifications to graduate from UCF. This is also where you will find your GPA. #1 is Minimum 120 semester hours, which counts the total number of credit hours earned including all transfer and test credit and this is where you will find your overall GPA. Upper division hour requirement is #2 (48 hours or 3000 or 4000 level courses), Residency requirement is #3 (30 of last 39 hours must be in residence at UCF) and 2.0 GPA requirement is #4.

17. **Nine Hours Summer Enrollment**: Required of all UCF students. (Transferring AP/IB/DE/AICE credits will satisfy this requirement). Can be completed in any summer while at UCF. Community college hours will not satisfy this requirement unless you are an AA transfer.

18. **Additional Hours Used to Complete Degree**: Indicates the number of extra hours you have taken that do not count towards the program of study, but do count to satisfy your minimum 120 hour requirement.
19. **Excess Hours:** Credits over and above the required 120 that are not being used to meet degree requirements.