Using Your Degree Audit/CAPS

Missouri University of Science and Technology
Office of the Registrar

Electronic degree audit reports are available through Joe'SS. A printed copy of your degree audit report is also available through your department during advising week.

Catalog Year

Each department's degree requirements are stored in the Student Information System database by the year they became effective. As the department's degree requirements change they are stored under new degree program definitions by the year in which they became effective. You are assigned a catalog year that corresponds to the year you entered college. When the degree audit is run for you, the system matches your catalog year against the correct degree audit catalog to provide the basis for the analysis of your degree audit. You are allowed to continue working with the same degree requirements at the time of entry to college as long as you do not discontinue enrollment. If you discontinue enrollment for two consecutive fall and winter semesters, you will be required to follow the catalog in effect at the time of readmission (exceptions can be appealed to your department chair).

Substitutions and Waivers

Deviations from the specified course requirements for your degree require submission of a substitution and waiver form with approval by the department chair and Vice Provost of Undergraduate Studies. These approvals are stored in the student information system and will be reflected in your next degree audit report. Grade Point Averages and total credit hour requirements cannot be waived.

Residency Requirements

Missouri S&T has a requirement that the last 60 credit hours must be taken on campus. You can appeal to your department chair to approve up to 15 credit hours of transfer work in the last 60 hours. The transfer of credit in excess of 15 credit hours in the last 60 hours requires the approval of the provost. Special forms for this purpose are available in the Registrar's Office. This approval will be stored in the degree audit.

Reading Your Degree Audit/CAPS Report

Each degree program is broken into various requirements. These are shown separated by double dashed lines. In the left hand margin of a requirement, next to the requirement number, you will find either a **YES** or a **NO**, meaning it is satisfied or it isn't. You should scan through the report looking for all the **NO**'s to find out what you have left to complete. When you find a requirement with a **NO**, look for subrequirements (a requirement can be broken down into multiple subrequirements) that have not been satisfied. A satisfied subrequirement has a **(+)** next to the subrequirement number; those subrequirements yet to be satisfied are denoted with the **(-)** sign. You can quickly **scan the report** for **NO** and **(-)** to see what requirements and subrequirements remain to be completed. You should then carefully read the detailed information provided in these areas.

Special Symbols

Degree audit reports provide indicators next to the grades in certain courses:

>D   Indicates that this is a duplicate course and not counted in the total hours toward your degree. The degree audit excludes the first occurrence of the course. Note: Regulations will not allow completion of a requirement using a repeated course with a failing grade on the last attempt, even if the first attempt was passing.

>R   Indicates a repeatable course. Credit given for each occurrence.

>C   Denotes cross-listed courses (courses that are the same but listed under several different department's designation). Credit only allowed once for this course.

>S   Excess hours in a subrequirement are split for use in subsequent subrequirements.

>I   Indicates an in-progress course on your Missouri S&T schedule.

IP   "IP" in the grade field indicates an in-progress course on your current schedule.

PR   "PR" in the grade field indicates a transfer course in-progress; you need to provide the final transcript from the previous college.

T   A "T" next to the grade indicates a course transferred from another institution.

E   An "E" next to the grade indicates credit by exam.

Assistance

Please contact Julie Parker, Assistant Registrar, in 103E Parker Hall, if you need assistance or have unresolved problems with your degree audit report.

If you have questions concerning the posting of transfer credit equivalencies, please contact Shelly Maedgen, Coordinator, Student Services/Records, in 103 Parker Hall to report any errors or concerns about the transfer of your credit from other institutions.

NOTE: You must come to the Registrar's Office and apply for graduation if you plan on graduating. You must make application for graduation by the end of four weeks of class in the term of graduation. You will be provided a final graduation audit after the end of the fourth week if you have made proper application for graduation.