Requesting a Degree Audit report using the Albert Student Center

The Albert Student Center is a “one-stop shop” for all your self-service needs in terms of academic information. This document illustrates the steps needed to request Degree Audit.

Degree Audit Report

The Student Center home page is grouped into sections that will guide you through various services; Academics, Holds, Enrollment Dates, To do list, Finances.

There are 2 ways to make a request

1. Use the drop-down menu on the Student Center, select Academic Requirements and click

![Diagram of Albert Student Center interface with highlighted Academic Requirements section]
2. Or, click on the My Academic’s link and then click on View my advisement report link.

3. The screenshots below show the Degree Audit report.
Degree Report

This is the degree audit report; it will show the date it was last generated. Changes which have taken place since this was last created such as: New or changed Enrollment, Transfer Credit, Degree postings, Student Groups would cause the system to generate a new report with updated values shown. For questions in regard to the degree audit report, please send an email to degree.audit@nyu.edu.

Use the scroll bar on the right to view this report from top to bottom.

Reading the Degree Audit

Grade Status will include:

**Taken** indicates the student has completed a course

**In Progress** indicates the student is currently enrolled in a class or has not been given a grade yet.

**Note:** If a student is currently enrolled for a class the system will assume the student will successfully complete this part of the requirement and it will be shown as “in progress” and that part of the rule will be satisfied.

Each requirement will provide a description and notification if it has been satisfied or not satisfied. It will also detail how many units (credits) are required to satisfy this requirement, how many have been taken, and what is still needed. If requirement is satisfied the arrow will be shown as example below. To view the information contained under a rule which as been satisfied, click on the arrow to expand and read additional information.
Click on green arrow to view completed status information.

This is an example of a satisfied requirement.

1. Expository Writing

**Satisfied:** Complete the following courses:

A. WRI-UF 1001 - Prose Composition I
B. WRII-UF 2002 - Prose Composition II

- Courses: 2 required, 2 taken, 0 needed

In the example below the student has met 2 parts of rule created. Notice 2 of the green tabs are “folded up” indicating completion, but the portion which has not been satisfied is open.

**Theatre Area II: Theatre Studies**

**Not Satisfied:** Complete 20 units from 3 areas:

- Required Course: The 500 Block/Group A
- Required Course: The 500 Block/Group A continued
- World Drama & Theatre History: The 700 Block/Group C
  **Not Satisfied:** Complete at least 2 courses from:
  - Courses: 2 required, 0 taken, 2 needed

There can be different notes depending on the particular program. This is one example:
### LSP Notes/Restrictions/Limitations

Notes/Restrictions/Limitations on the Liberal Studies Program.

1. The information contained in this analysis should be used to guide you.
2. It should not take the place of consultation with an academic counselor.
3. You are responsible for checking the Bulletin and with your advisor to make sure you are following all school policies.
4. Should there be any errors, please discuss them with your advisor during your next advising appointment.
5. HIGH SCHOOL GRADUATION - Must supply proper certification of your high school graduation or GED.
6. Transfer credits were entered in various ways.
   - Unless NYU equivalencies have been entered, transfer credit will fulfill general elective requirements only.
   - See appropriate department for evaluation of transfer credit that may be applicable to your major/minor.

### Minimum Units for Graduation

**Not Satisfied:** Complete a minimum of 64 units. Courses with grades below “D” do not count.

- Units: 64.00 required, 38.00 taken, 26.00 needed

The following courses were used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>T01.1001</td>
<td>Writing I</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>T01.101</td>
<td>Writing II</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T02.101</td>
<td>Cultural Foundations I</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>A-</td>
<td>✓</td>
</tr>
<tr>
<td>T02.102</td>
<td>Cultural Foundations II</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T03.101</td>
<td>Social Foundations I</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>B+</td>
<td>✓</td>
</tr>
<tr>
<td>T03.102</td>
<td>Social Foundations II</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T07.5010</td>
<td>Life Science</td>
<td>6.00</td>
<td>Fall 2010</td>
<td>B-</td>
<td>✓</td>
</tr>
<tr>
<td>V41. --</td>
<td>English Transfer Semi-Equiv</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>TE</td>
<td>✓</td>
</tr>
<tr>
<td>V55.1--</td>
<td>Map-Psi Quant Reason</td>
<td>4.00</td>
<td>Fall 2010</td>
<td>TE</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Elective Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE CREDIT</td>
<td>Elective Credit</td>
<td>4.00</td>
<td>Fall 2008</td>
<td>TE</td>
<td>✓</td>
</tr>
<tr>
<td>HIST1-DC5849</td>
<td>The Revolutionary Era</td>
<td>4.00</td>
<td>Summer 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V57. 512</td>
<td>Postwar America Since 1945</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V10. 703</td>
<td>Intro to Business Computing</td>
<td>4.00</td>
<td>Spring 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y10.1101</td>
<td>Math I</td>
<td>2.00</td>
<td>Summer 2010</td>
<td>B+</td>
<td>✓</td>
</tr>
</tbody>
</table>
Grades will also include:

- **TE** = Test
- **OT** = Other Credit
- **TR** = Transfer Credit

If a rule has not been satisfied there are several messages which could be given. One message might indicate totals which have been taken or need to be taken, another message might show specific classes which need to be taken in order to satisfy this requirement.

This example shows this requirement was not satisfied and gives specific information on what should be taken in order to satisfy the rule.

If there are multiple rows click on the view all link to view all rows (classes). Click on the blue link which is the title of the class to view details of this class.