

DEGREE PROGRESS REPORT INFORMATION SHEET

What does this report do?

The Degree Progress Report matches the credits recorded on your transcript against a template of graduation requirements then tracks your progress toward completing requirements for your degree, major and minor programs as of the date printed on the top left corner of the report. The report is an *unofficial guide* that is meant to supplement, not replace, regular meetings with your adviser and careful reading of the Undergraduate General Catalog, the General Education Requirements Checklist, and departmental handbooks and other department publications. In the case of disagreement between this report and the Undergraduate Catalog or department checklists, the catalog and department information will rule.

How are requirements ordered on the report?

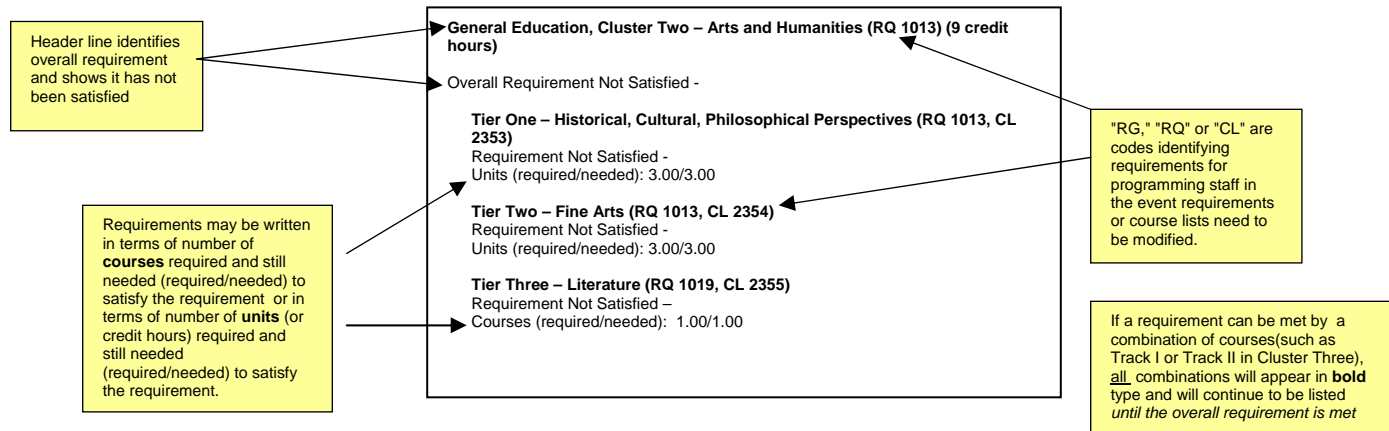
- I. General Education requirements appear at the beginning of the report in order by Cluster and by areas or tracks within each Cluster.
- II. General Education requirements are followed by specific degree requirements (such as BS, BA, or BBA degrees), then cognate, core, concentration and elective requirements for the major program.
- III. Minor requirements appear after the major requirements.
- IV. Major and minor requirements will end with a requirement line that verifies minimum GPA and earned hours in the major and minor programs.

How do I read the report?

To read the report, begin with the first requirement group (General Education Program) printed after the 'ACADEMIC ADVISEMENT REPORT' and "Report on Undergraduate Career" and "Undergraduate General Program" header lines. Note that the "**Report on Undergraduate Career**" and "**Undergraduate General Program**" lines will appear as *not satisfied* until ALL requirements listed in the body of the report have been met.

General Education requirements appear in the same order as they are presented in the *General Education Requirements Checklist* (refer to http://www.jmu.edu/gened/gened_program.html). There may be some deviation between the way requirements appear on the checklist and on the report because of catalog changes, but the degree progress report as it is written will track completion of requirements regardless of catalog year. As an example, we will use Cluster Two, Arts and Humanities. Students must complete *each of three tiers* to satisfy Cluster Two. Cluster Two will appear as follows on the Degree Progress Report for students who have **not** completed any Cluster Two courses:

Example of unmet requirement



Example of partially met requirement

The next example shows the same Cluster Two requirement for a student who has met Tier One and is enrolled in Tier Two, but has not completed Tier Three.

General Education, Cluster Two – Arts and Humanities (RQ 1013) (9 credit hours) (IP)

Overall Requirement Not Satisfied -

Tier One – Historical, Cultural, Philosophical Perspectives (RQ 1013, CL 2353)
Units (required/needed): 3.00/0.00

Term	Course	Description	Units	Grade	Code
Fall 2004	GAMST 200	INTRO TO AMERICAN ST	3.00	CR	TR

Tier Two – Fine Arts (RQ 1013, CL 2354) (IP)
Courses (required/needed): 1.00 /0.00

Term	Course	Description	Units	Grade	Code
Spr 2006	GMUS 203	MUS IN AMERICA	3.00		EN

Tier Three – Literature (RQ 1013, CL 2355)
Requirement Not Satisfied

Courses (required/needed): 1.00/1.00

Since the Cluster requirement is not met until all the components are completed, the identifying header line will print in **bold** type with phrase "Requirement Not Satisfied"

IP code - indicates requirement is being completed in current semester

Satisfied requirement lines appear in regular type along with semester taken, course and description, units earned, grade, and credit code*

Example of completed requirement

General Education, Cluster Two – Arts and Humanities (RQ 1013) (9 credit hours)

Tier One – Historical, Cultural, Philosophical Perspectives (RQ 1013, CL 2353)
Units (required/needed): 3.00/0.00

Term	Course	Description	Units	Grade	Code
Fall 2004	GAMST 200	INTRO TO AMERICAN ST	3.00	CR	TR

Tier Two – Fine Arts (RQ 1013, CL 2354)
Courses (required/needed): 1.00 /0.00

Term	Course	Description	Units	Grade	Code
Fall 2003	GMUS 203	MUS IN AMERICA	3.00	A	EN

Tier Three – Literature (RQ 1013, CL 2355)
Courses (required/needed): 1.00/0.00

Term	Course	Description	Units	Grade	Code
Spr 2006	GENG 239	STUDIES IN WORLD LIT	3.00	B	EN

*Credit codes show the nature of the credit:
EN - earned through enrollment at JMU (or transfer credit prior to Fall 1999)
TR - earned as transfer credit
TE - earned as test credit

What else is on the report?

Course substitutions and waivers: Approvals to substitute one course for another are noted after the cumulative total line on the unofficial transcript. The substituted course will be listed as the course for which the substitution was made. For example, if HIST 000 is substituted for HIST 263, *then it will print as HIST 263 on the degree progress report.* Waivers are noted within the body of the report.

Elective courses: Courses that satisfy requirements appear in the requirement lines. Electives (or courses that do not meet specific requirement lines) are listed as "other courses completed in undergraduate program." Major and minor elective courses are listed in a category titled "Other courses in the major (or minor)" and are included in the major/minor GPA calculation.

GPA Calculation: To graduate from JMU students must earn a minimum of 120 credits with a minimum cumulative GPA of 2.0 overall and in the major and minor programs. The overall cumulative calculation is part of the unofficial transcript, so it is not repeated in the body of the Degree Progress Report. A separate grade point average is calculated, however, for the major and minor programs. Students taking major or minor courses on a repeat forgiveness basis during the **current** term should note that the major/minor GPA is inflated. This is because the report automatically deducts the credits and grades earned on the initial attempt from the GPA calculation even though the repeat forgiveness attempt is not completed.

Non-Course credit: Non-course credits (such as the General Education Technology Competency Tests or exemptions based on SAT II test scores) are recorded as "milestones" and tracked on the degree progress report as 'conditions.' If a condition has been satisfied, then the condition status will be **true.** If a condition has *not* been satisfied, then the condition status will be **false.**

What if I have questions?

This report is meant to supplement and not replace meetings with your academic adviser. If you have questions about requirements, you need to see your major or minor adviser. Questions about General Education requirements that are not answered in consultation with your adviser should be referred to the University Studies office in Hillcrest. **If there are errors on the report, circle the error in red and submit it to the registrar's office at MSC 3528 or bring the report to Warren Hall, Room 300.**