Preparing for Graduation

Students can run an online degree audit in BanWeb at any time to see where they are at in the BSME curriculum (see instructions in FAQs below). Contact an academic advisor if anything is unclear to you.

Two semesters prior to graduation:

1. Complete *Application for Graduation*   http://www.mtu.edu/registrar/students/graduation/

2. Contact an academic advisor to update your online degree audit when prompted (usually via email).

   - The academic advisor will review the audit entering any necessary changes and will email the student with required course registration. This should occur before registration begins for the student's planned final undergraduate semester.
   - The audit review will confirm the courses necessary to register for the student's last semester to complete degree requirements.
   - Once the student finalizes registration for the planned last semester, notify an academic advisor to finalize the audit.
   - An academic advisor will review the audit again and email the student regarding any missing requirements, if necessary. Otherwise the academic advisor will mark the degree audit final. The online system will automatically email the student once the degree audit is finalized.
   - The student must inform an academic advisor if any registration changes are made after the degree audit is final. If a student fails any classes after the degree audit is finalized, or if the cumulative or departmental GPA falls below 2.00, the student must contact an academic advisor ASAP to discuss how this affects their graduation plans.

Degree Audit

Online degree audits compare undergraduate student course work against the specific requirements that are in place for a student's degree program. Audits may be run at any time, and a new audit showing progress toward program completion will be generated.

 Source: http://www.mtu.edu/registrar/students/major-degree/interactive-audit/ - Tutorial available

Frequently Asked Questions

What is an online degree audit? A tool for undergraduate students and academic advisors to use in the advising process. It is an automated record of a student's progress toward degree and/or program completion showing all of the requirements needed to receive a degree and which courses are used to satisfy those requirements. Currently, this system is not available for students who started at Michigan Tech under the quarter system or for graduate students.

What are the advantages? P rovides a way for you to track your academic process. It is a useful tool for planning which courses you will need to register for in upcoming semesters, but is not a substitute for academic advising.

Do I still need to meet with my Academic Advisor? Yes, you are strongly advised to meet with your academic advisor. Your advisor will use the online audit tool in the process of advising and can answer any questions regarding degree requirements and course substitutions and/or waivers which must be approved by your department before they can be included in your record.

How can I run and view an audit?

- Sign into **Banweb**
- Select the Student Services tab
- Click on Student Records in the Student Services menu
- Select Degree Audit from the Student Records menu
- Click on Run Audit from the Degree Audit menu
- Click on Run Audit one more time (ensure audit is run using "Latest Requirements" option)
- Note: Students who attended Michigan Tech under the quarter system will not be able to access an audit. Please see your academic advisor.

Will transfer course work show on my audit? All course work, including transfer, exchange, and AP credit, will appear on your audit.

What if approved course changes such as substitutions, waivers or transfer credits are not showing on my audit? This may mean that your transfer credit has not yet been received and/or evaluated, or that your course substitution(s) and/or waiver (s) has not yet been entered into the system. ***SEE AN ACADEMIC ADVISOR***

What if certain transfer or exchange credits are on the audit but are not assigned to requirements? It's likely that the equivalencies are not specific enough to apply to your program requirements. Contact your academic advisor. A course substitution may be required.

What if I find errors in my audit? If you feel that DARS is not correctly analyzing your course information, you should contact your academic advisor to review your audit together.

When should I run an audit?

- Before you register to help you choose the courses that will best satisfy your requirements.
- After you have registered for any given semester to ensure that the courses for which you have registered are fulfilling requirements.
- Whenever you change your major or add/drop a minor or concentration, etc. to see how courses you have taken are fulfilling the new set of requirements.

Is my online audit final confirmation of my graduation? While every effort has been made to ensure its accuracy, final confirmation of degree requirements is subject to department and university approval. Therefore, it is important that you continue to meet with your academic advisor to discuss graduation requirements.

Is my online audit official documentation of my degree? No. The DARS report is an internal document used for academic advising. It is NOT an official documentation of your academic record. An official transcript provides this documentation and can be ordered from the Registrar's Office. If your DARS audit is running complete after graduation, but your degree is not awarded yet, and if you need proof of graduation in the meantime before your diploma is mailed, please email Degree Services and they can issue you a letter stating your degree requirements are complete (degree@mtu.edu).

What if I get no results when I run an audit? If you run an audit and receive no results or receive the message 'Program Not Defined' or 'Degree Audit', it likely means that you are enrolled in a program/major that requires a concentration, but a concentration has not officially been added to your student record. Please carefully check your Major Information provided under the Degree Audit menu in Banweb. If you are in a major that requires a concentration (Business Administration, Computer Science, Biology, Clinical Laboratory Sciences, Chemistry, Physics, Mathematics, Communication and Culture Studies) and you have no concentration listed, please see your advisor. Your advisor will complete the paperwork needed to add the concentration to your student record.

Registrar's Office - Administration Building, Room 130,
Ph. 906-487-2319, Email: registrar@mtu.edu