Degree Audit Reports in DataMarts - Quick Reference Guide

Disclaimer: This document is a Quick Reference Guide for a handful of graduation clearance-related reports available in the Degree Audit Reports folder in DataMarts. These reports are new, and as such, subject to revision which may affect the accuracy of the instructions contained in this guide. All questions, suggestions, and requests should be communicated to dgrmap@gwu.edu.

"W" Courses - Audit
View a list of students who have a course applied to the WID requirement with a term prior to the term in which the student took UW 1020.

Page 1 of the Report Selection Criteria:
 Select the College(s); click Next.
 Select the Degree(s); click Next.
 To view all students, scroll to the bottom and click Next.
 Otherwise, select the specific majors/minors/concentrations, clicking Next after each selection. Then scroll to the bottom and click Next.

Page 2 of the Report Selection Criteria:
 On the split columns, very few of the selection criteria are required.
 In the upper left-hand side, select "Junior – 03" and "Senior – 04."
 Scroll down to Last Term Attended (toward the bottom on the left-hand side), click the current term.
 Limit by # of W Courses Taken is a required field.
  If a student has only taken 2 W courses and the student is on this report, it is likely that they will need an additional W course to fulfill the WID requirement (or an exception to University policy). If the student has taken 3 or more W courses, it is likely that the student has met the WID requirement. An "apply here" petition could be entered to use only the appropriate term courses.
 Click "Finish" to run the report.

How many students have completed x% but have not applied for graduation?
View a list of students who have completed a designated percentage of their degree program but have not applied for graduation. The output includes the students' e-mail address to facilitate communicating with those students directly.

Page 1 of the Report Selection Criteria:
 Select the College(s); click Next.
 Select the Degree(s); click Next.

To view all students, scroll to the bottom and click Next.
Otherwise, select the specific majors/minors/concentrations, clicking Next after each selection. Then scroll to the bottom and click Next.

Page 2 of the Report Selection Criteria:
On the split columns, very few of the selection criteria are required.
Select the current term in Last Term Attended (toward the bottom on the left-hand side).
Select the range or ranges of percentage completed.
Suggested ranges: "80 – 97.99" and "98% and higher" (Ctrl+click to add multiple selections)
Click "Finish" to run the report.

Students with x number of credits (Pre-degree clearance check)

View a list of students who have finished a designated number of credits, their overall requirements complete status, graduation application status, and a list of requirement blocks with unmet requirements.

Page 1 of the Report Selection Criteria:
Select the College(s); click Next.
Select the Degree(s); click Next.
To view all students, scroll to the bottom and click Next.
Otherwise, select the specific majors/minors/concentrations, clicking Next after each selection. Then scroll to the bottom and click Next.

Page 2 of the Report Selection Criteria:
On the split columns, very few of the selection criteria are required.
On the upper right-hand side, select the range or ranges of completed credits.
Suggested ranges: "80-99.9", "100-119.9", "120-139.9" credits (Ctrl+click to add multiple selections)
Scroll down to Last Term Attended (toward the bottom on the left-hand side), click the current term.
DegreeMAP Status: Leave the default at "Any" for the broadest search;
Graduation Application Status: Leave the default at "Any" for the broadest search;
Click "Finish" to run the report.

Students Who Have Applied for Graduation with In Progress Courses

View a list of students who have applied for graduation who have In Progress courses. This report is useful at the end of the semester to identify students who have not had all grades

reported (and therefore shouldn't be cleared to graduate). Run this report at the end of the semester prior to clearing students for graduation.

Page 1 of the Report Selection Criteria:
Select the College(s); click Next.
Select the Degree(s); click Next.
To view all students, scroll to the bottom and click Next.
Otherwise, select the specific majors/minors/concentrations, clicking Next after each selection. Then scroll to the bottom and click Next.

Page 2 of the Report Selection Criteria:
On the split columns, very few of the selection criteria are required.
In the upper left-hand side, select "Senior – 04."
Scroll down to Last Term Attended (toward the bottom on the left-hand side), click the current term.
Next to the Last Term Attended selection is the Graduation Term selection. Click on the term or terms that are appropriate.
Click "Finish" to run the report.

Students with Failing Grades in the Graduation Application Term
View a list of students who have received a failing grade in the term in which they have applied to graduation. Students who appear on this report aren't automatically disqualified from being cleared to graduate, but if a student appears on this report their record should be given additional scrutiny prior to degree clearance.

Page 1 of the Report Selection Criteria:
Select the College(s); click Next.
Select the Degree(s); click Next.
To view all students, scroll to the bottom and click Next.
Otherwise, select the specific majors/minors/concentrations, clicking Next after each selection. Then scroll to the bottom and click Next.

Page 2 of the Report Selection Criteria:
On the split columns, very few of the selection criteria are required.
In the upper left-hand side, select "Senior – 04."
Scroll down to Last Term Attended (toward the bottom on the left-hand side), click the current term.
Next to the Last Term Attended selection is the Graduation Term selection. Click on the term or terms that are appropriate.
Click "Finish" to run the report.