How to Read the Interactive Audit
A Manual for Graduate and Law Students

Updated 10/18/2018

Accessing the Interactive Audit

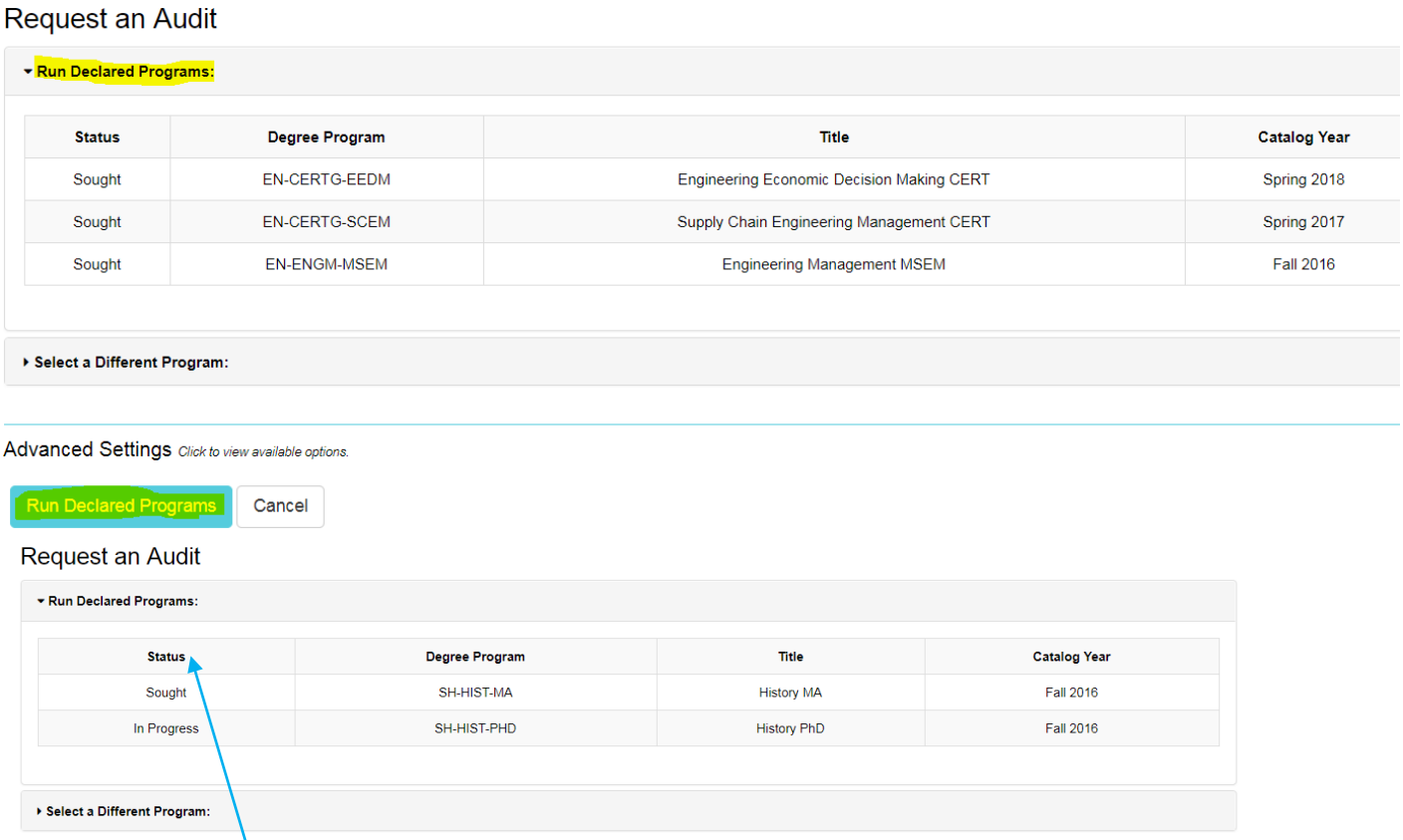
*****Do NOT use IE for your browser when you log into myNortheastern. Use Chrome or Firefox****

You will access the degree audit from your myNortheastern page, search for Degree Audit

Always run a new audit every time as the data is a live feed from Banner so you can pick up any changes to course registration, grades, and exceptions made to your programs, etc.

You will be presented with two options.

Run Declared Programs: This option will run audits for your programs listed under Run Declared Programs. This is the default option for when you reach this screen. To run the audits for declared programs, click Run Declared Program

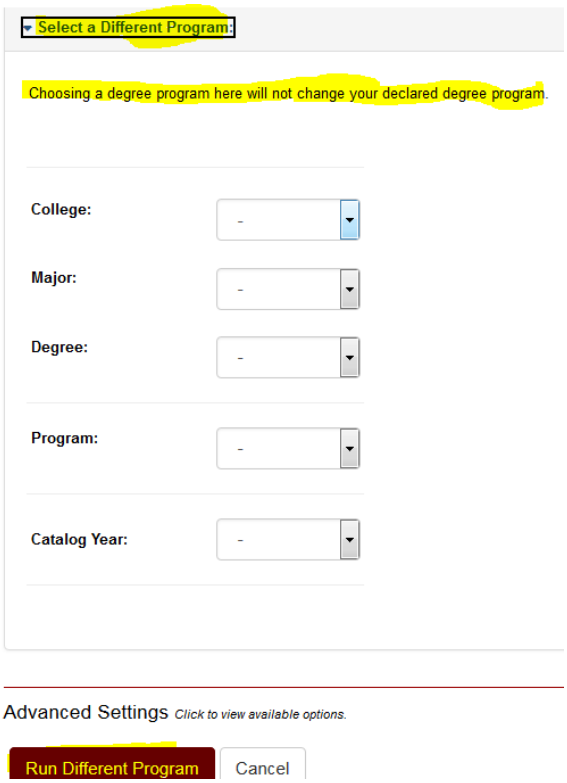


The status column: Sought (your applied for graduation), Awarded (the degree was awarded), In Progress (corresponding program is in progress). Awarded degrees will appear for 1 year after the degree was awarded.

What If Audit

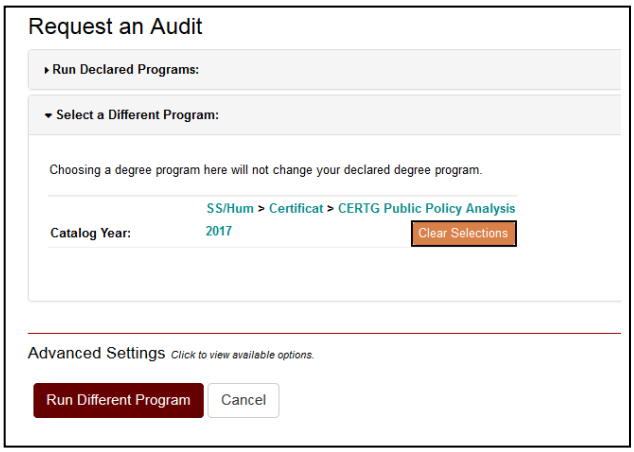
(ie select a different program):

This option allows you to generate a "what if" audit for any program. This tool can be used to see how your academic record fulfills requirements for other programs. To select this option, click the "Select a Different Program"



Select the College, Major, Degree, Program, and Catalog year for the program for which you would like to generate an audit.

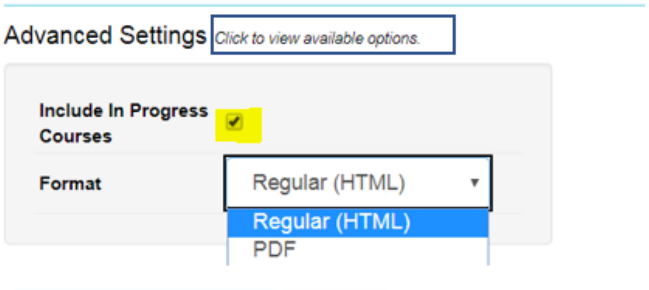
Please note you must select those options in the top-down order they are listed, as each field below another field will only populate with options after you have selected the field above it.



After making the selections from the dropdown, click Run Different Program to run the audit.

Notice the disclaimer that "Choosing a degree program will not change your declared degree program." Running a what-if audit does not change your program; it is solely an exploratory function.

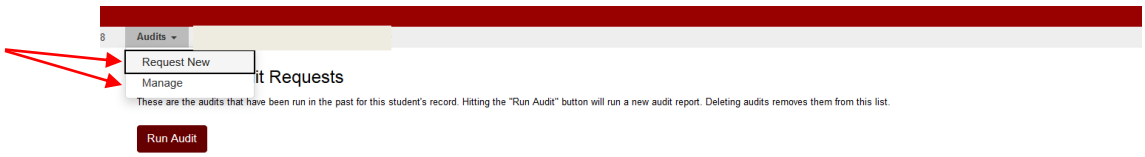
You may also notice the Advanced Settings at the bottom of the screen. The default is to always include In-Progress coursework; if you do not want to see current or future registration you will uncheck the box before running the audit. You also have format option, HTML is the default if you want to print an audit you should run as a PDF.



View the Audit

Once you run the audit (either the declared program or different program) you will be brought to the screen below. The newly created audit will fall to the top of the queue containing all your audits currently available for viewing. Click view audit in the far-right column to bring up the audit. Check the time and date under the Created column to make sure you are selecting the correct audit.

The Audits section on the horizontal toolbar can be used to either Request New audit or Manage (return to the audit queue).



Manage Audit page (history of audits that have been run)

Audit Type: Blank = default Program(s) run

WHAT-IF = explore other programs "what if" audit run (does not change your declared program)

ID	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View
289273	EN-ELEE-MSECE	Fall 2018	09/13/2018 1:33 PM		HTML	[redacted]	IP	View Audit
289267	EN-ELEE-MSECE	Fall 2018	09/13/2018 11:58 AM		PDF		IP	View Audit
289265	EN-ELEE-MSECE	Fall 2018	09/13/2018 11:58 AM		HTML		IP	View Audit
289263	BV-ABA-CAGS	2019	09/13/2018 11:58 AM	WHAT-IF	HTML		IP	View Audit
289261	EN-ELEE-MSECE	Fall 2018	09/13/2018 11:51 AM		HTML		IP	View Audit
288845	EN-ELEE-MSECE	Fall 2018	08/23/2018 2:30 PM		HTML			View Audit
288843	EN-ELEE-MSECE	Fall 2018	08/23/2018 2:24 PM		HTML			View Audit
288807	EN-ELEE-MSECE	Fall 2018	08/23/2018 8:52 AM		HTML			View Audit

Format default is HTML
If you want to print or run audit as PDF use the Advanced Settings (see above)

Course type indicator: blank = no current registration

IP- IP = in progress courses

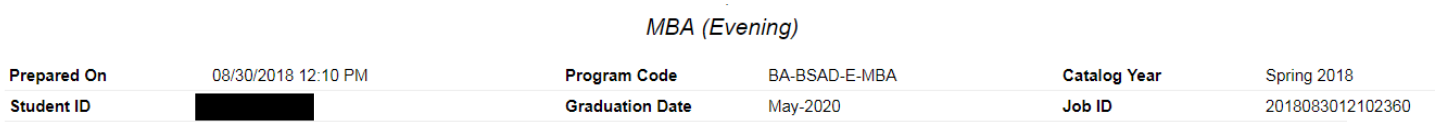
Calendar icon = future term registration

Reading the Interactive Audit (IA)

Once you select view audit, you will be brought to the Audit Overview
(note: this section of the guide will use screenshots from different programs that best illustrate key points)

Header

The top of the audit is a heading which provides the following information: your name, Program, Date/time the audit was run, catalog term/year and graduation date.

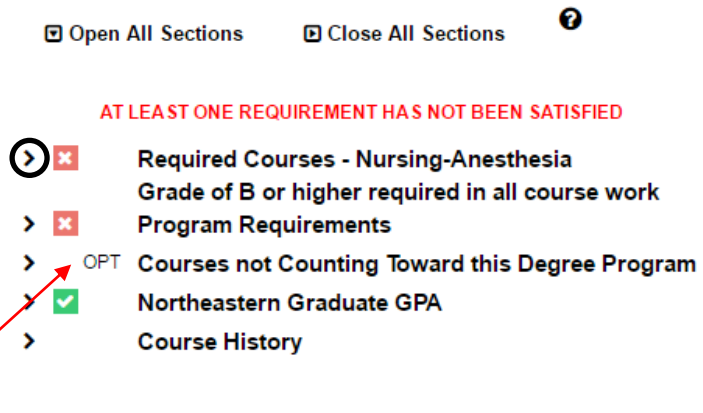


Graduation Date

The graduation date changes format when your degree seeking status changes:
May-2020 month-year format = In progress
01/2019 month/year format = Sought (applied for graduation)
12/16/2017 month/day/year format = Awarded

Degree Requirements

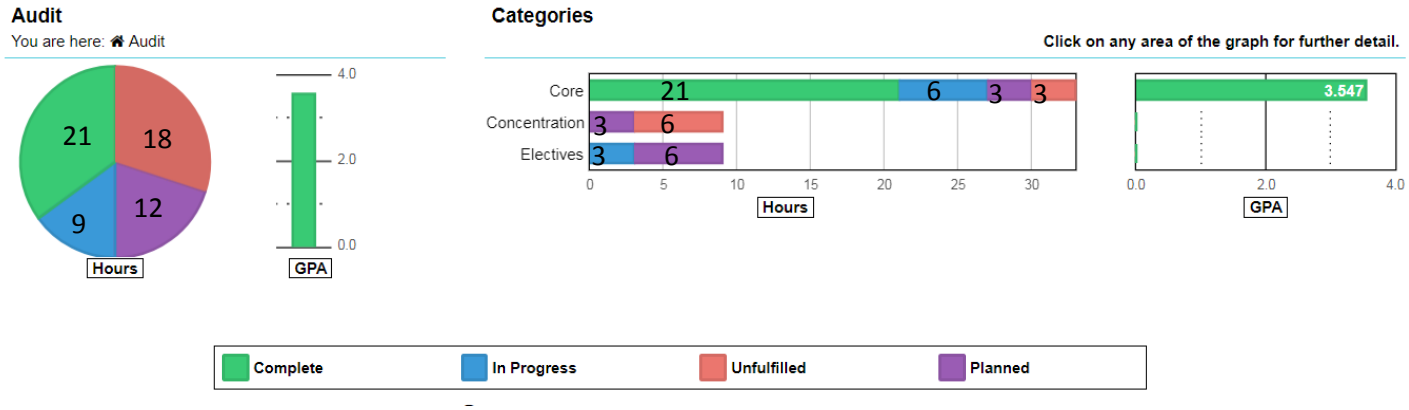
When you first open the audit, the degree requirements are collapsed. Click "Open All Sections" to expand the audit to show the details for all requirements. If you wish to view details of an individual requirement, click the small, black arrow to the left of the requirement title or use the graphs at the top of the audit to drill down to specific requirements.



Requirements with 'OPT' to the left of the requirement are not required and are informational only.

Charts and Graphs

Between the header and the degree requirements you will see several charts and graphs



Here is a brief rundown of the different charts and what they mean:

Pie Chart: The pie chart represents the minimum total number of credits required for this degree. If you position your cursor over a section of the chart, the credits for that section will be displayed.

NOTE: The pie chart does not reflect the total number of credits taken; it reflects the total number of credits being applied toward this degree program.

The values on the pie chart, as with all charts and graphs in the IA, will change depending on the viewing level (i.e. Audit, Categories, Requirements) of the charts.

GPA Vertical Bar Graph: The vertical bar graph next to the pie chart indicates the GPA for all GR or LW level courses you have taken at Northeastern.

Horizontal Bar Graphs: These graphs display the hours needed: in-progress (current term registration), completed, and future term registration (planned) in each component of your degree program. The set of graphs to the right of the hours graphs displays the GPA for each component of your degree. Placing your cursor over any portion of the graph will bring up exact figure for that portion of the graph.

Drilling Down in the Audit

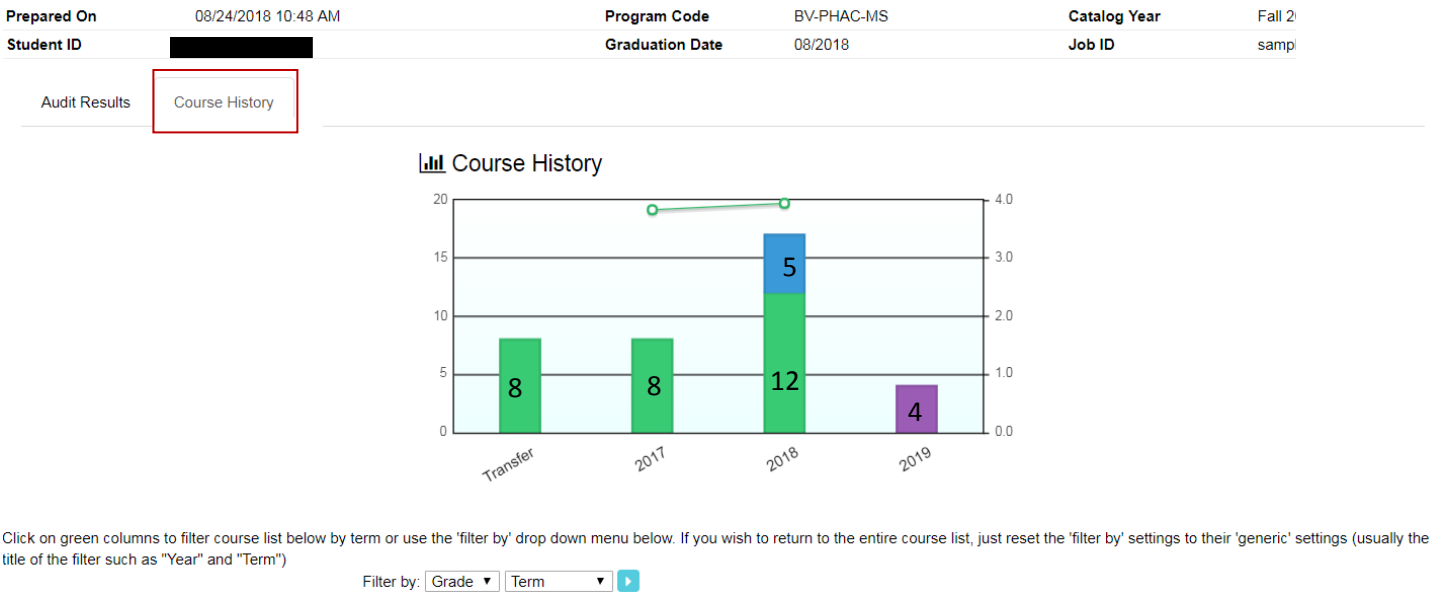
Each of the bars in the categories column represents a category in the audit that consists of at least one requirement.

You may drill down to view these individual requirements and their associated charts and graphs by clicking on the category label on the bar graph.

You may drill down another level to view individual sub-requirements and the associated charts and graphs for those sub-requirements by clicking on the requirement label on the bar graph.

Course History tab

Clicking on this tab will bring up a new screen with course history. To get back to the audit click the audit results tab.



The course history bar graph displays the complete, in-progress and future registration hours by academic year, and also provides a plot line tracking the GPA. The Transfer bar includes all transfer courses.

The course history list is searchable by clicking on column headings or by year (using the bar graph above)

Term	Course Term	Course	Hours	Grade	Title	Status
Transfer	SP15	PHSC6962	4.00	T	Elective	✔
Transfer	SP15	PHSC6962	4.00	T	Elective	✔
2017	SP17	PMCL6261	2.00	A-	Pharmacology 2	✔
2017	SP17	PHSC5310	2.00	A-	Cellular Physiology	✔
2017	FL16	PHSC5300	2.00	A	Pharmaceutical Biochemistry	✔
2017	FL16	PHSC5100	2.00	A	Concepts in Pharmaceutical Sc	✔
2018	SM18	PHSC5360	4.00	RG	Anti-Infectives	IP
2018	S118	PHSC5976	1.00	RG	Directed Study	IP
2018	SP18	PMCL6262	2.00	A	Receptor Pharmacology	✔
2018	SP18	PMCL6260	2.00	A-	Pharmacology 1	✔
2018	SP18	BIOL6381	2.00	A	Ethics in Biological Research	✔
2018	FL17	PHSC6216	2.00	A	Hmn Physiology/Pathophysiolog	✔
2018	FL17	PHSC6214	2.00	A	Experimental Design/Biostats	✔
2018	FL17	PHSC6210	2.00	A	Drug Design Eval & Developmnt	✔
2019	FL18	PHSC6300	1.00	FC	Pharmaceutical Science Semina	📅
2019	FL18	PHSC5555	3.00	FC	Pharmaceutical Toxicology	📅

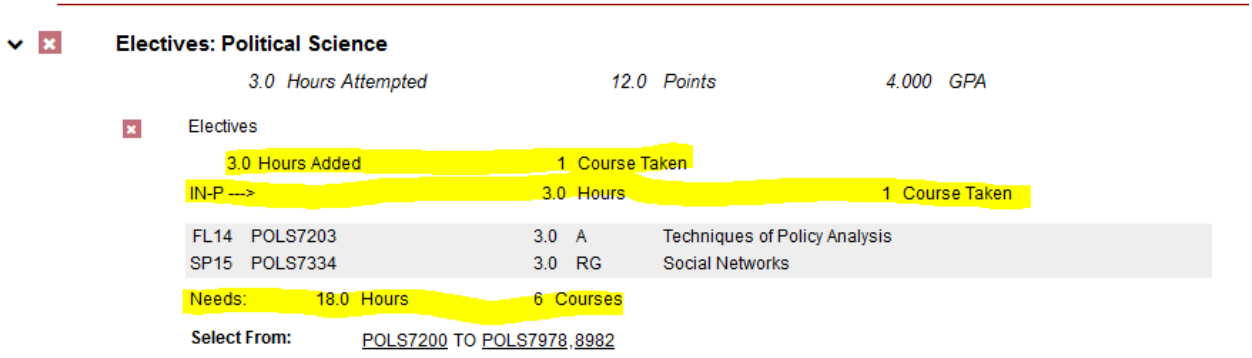
Legend

✔- Completed Course
IP- In Progress Course
📅- Planned Course

Reading Requirements in Detail

Simple Requirement

All requirements have at least 1 sub-requirement that specifies required courses and/or credits to be completed for the degree program.



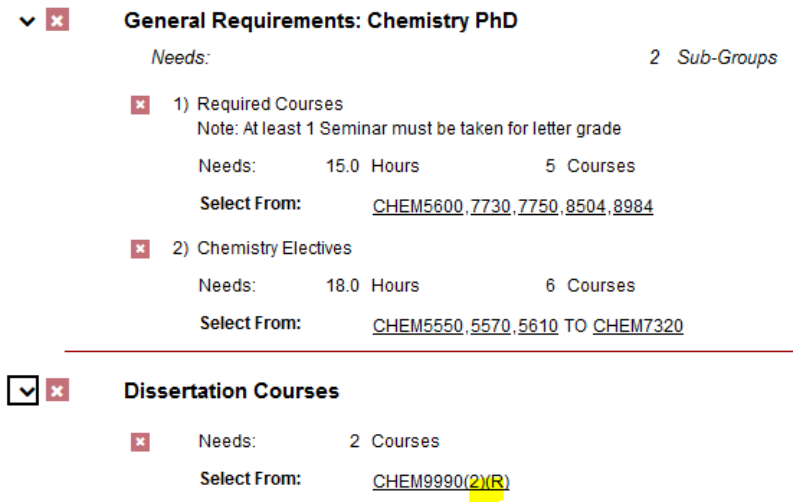
- You need a total of 8 courses or 24 hours for this requirement to be fulfilled. Because the requirement is partially fulfilled, however, the needed hours/courses only states what is left.
- In this case, you have 1 completed course and 3 completed hours, 1 in progress course and 3 in progress hours, and still need 6 courses and 18 hours.

- This information is reflected on the highlighted portions of the above screenshot in that order.

If a sub-requirement is not completed, the courses or range of courses that will satisfy the sub-requirement are displayed after the "Select From" section.

Multiple Sub-Requirements

Here is an example of a requirement with multiple sub-requirements, none of which are fulfilled.

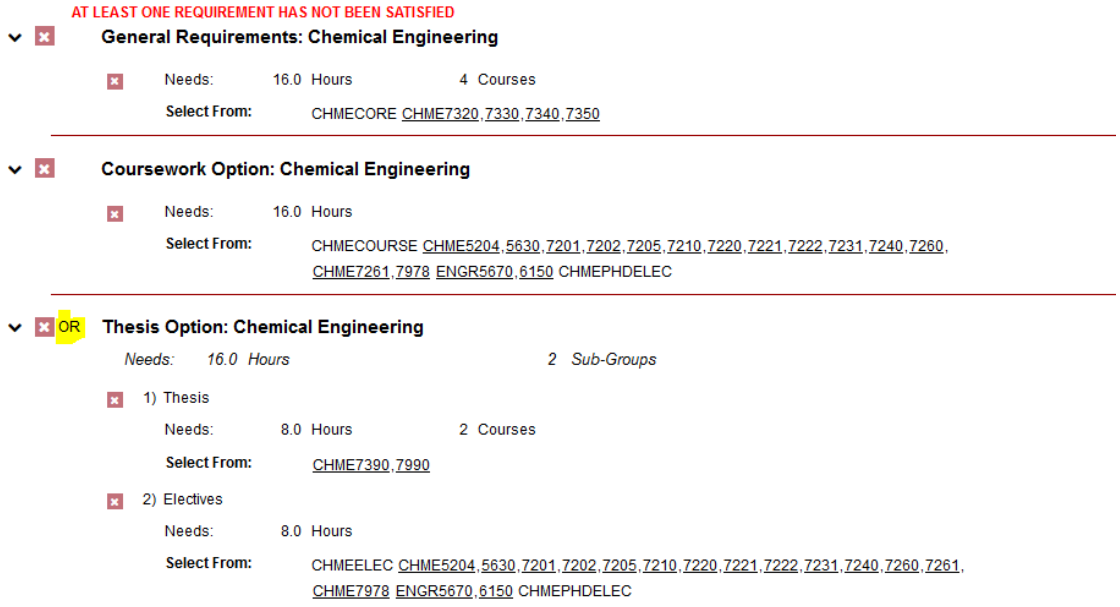


If there is more than 1 sub-requirement in a requirement (as in the top example-1st requirement), the audit states how many sub-groups (sub-requirements) are required.

- Requirement 1: General Requirements

  Sub-requirement 1 (Required Courses) lists courses separated by commas. In this case, five courses are required and only five are listed, so it is implied without overtly specifying that all 5 of these courses are required.
  Sub-requirement 2 (Chemistry Electives) requires 18 hours from a range of courses (CHEM5610-7320) with an additional 2 courses (CHEM5550 & 5570) specified. You can choose any 18 hours from the course list.
- Requirement 2: Dissertation

  2 courses are required and 2 are listed. University policy dictates that Dissertation must be taken twice before Dissertation Continuation can be taken. The sub-requirement specifies you must take CHEM9990 twice, so the audit notes this accordingly. In parenthesis after the course code, the (2) indicates that the course must be taken twice, and the (R) indicates that this course(s) is required.

Or'd Requirements

Requirements themselves can also be Or'd on a degree audit. In the example below, you have two study options to complete a degree; through core coursework and additional electives, or through core coursework and a combination of electives and a thesis.