

Understanding the DARS (Degree Audit Reporting System) Audit

The categories in this guide are ordered as they report on the audit.

Header Information

This includes the date and time the audit was prepared, the program code and year chosen, the student name and MHCC ID#, and the title of the program.

PREPARED: *Date – Time* ID: xxxxxx
Student Last Name, First Name
PROGRAM CODE: AAOT135 CATALOG YEAR: 08-09

Associate of Arts – Oregon Transfer Degree

More Header Information

This additional header information comes from CX, the MHCC Student Information System. It lists the current major and advisor recorded for the student.

Educational Institution: *MHCC*
Declared Major: *LPSY – Psychology*
Declared Advisor: *Advisor name*

The DARS Overall Certificate/Degree Completion Indicator can be one of three statuses.

1. “AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED” - there are courses to complete in one or more of the requirements before the certificate or degree is complete. This is in addition to any “In Progress” (IP) courses.

OR

2. “ALL REQUIREMENTS COMPLETED - IN-PROGRESS COURSES USED” - the certificate or degree will be complete as soon as all IP courses are completed. (Any IP courses listed in “Courses in Excess” are not required for completion of the certificate or degree.)

OR

3. “ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET” – the certificate or degree has been completed.

Total Hours and MHCC GPA Check

- There is a minimum of 90 credits required with a minimum 2.00 cumulative MHCC Grade Point Average.
- Grades from other schools are not calculated into the MHCC GPA, but are calculated in the other institutional GPA requirements. (See GPA Requirements below.)

Residency

- Students must earn at least 24 credits at MHCC and be in attendance the term in which the certificate or degree is earned. Non-traditional credit (CLEP, AP, Challenge and International Baccalaureate) will not satisfy this requirement.
- This requirement will show the last term registered at MHCC in which a course was used toward the certificate or degree.

Transfer Credits Used

“**Transfer Credits Used**” will print on the audit if official prior college transcripts have been entered into DARS. Prior college transcripts are entered into DARS when students request a transcript evaluation or when they apply for graduation.

GPA Requirement

This requirement checks the 2.00 GPA requirement for all courses being applied toward the degree. It averages several requirements together and will not be “OK” or be able to report whether the 2.00 GPA is met until all of the requirements are complete.

Please Note: There are three institutional 2.00 GPA requirements

1. A minimum cumulative MHCC 2.00 GPA, checked in the Total Hours and GPA requirement above
 2. A minimum 2.00 GPA in the core or major courses averaged together* (For the General Studies and Transfer degrees, the “core” GPAs are calculated on the general education courses.)
 3. A minimum 2.00 GPA requirement for all courses being applied toward the degree
- *For some programs, a grade of C or better (not an average) is required in some or in all of the courses.
 - Grades from other schools are not calculated into the MHCC GPA, but are calculated in the other institutional GPA requirements.

Program Requirements

The categories of courses required for each certificate or degree are displayed in the same general order for all programs and are identified as:

- core
- general education
- additional courses
- electives or related electives

Students should choose their courses to satisfy each requirement from the “Select From” list.

DARS Requirement Completion Indicator

Each category or requirement * will have a status:

- **“OK”** - The requirement is satisfied.
- **“IP”** - The requirement will be satisfied or will change to “OK” once the IP Courses are completed.
- **“No”** - The indicated coursework for that requirement is not complete, even with any IP courses.

* Note: Elective categories do not have a completion indicator, but will be satisfied when the number of credits designated in the text has been completed.

Courses in Excess

This category “catches” all courses not used in the audit. The courses could be certificate or degree eligible, but are not being applied for the audit selected. This includes transfer courses that have not been evaluated (UNKNOWN) and/or any unused MHCC courses. Students should contact their advisor if they feel there are courses listed here that should apply toward the certificate or degree.

Not Applicable Toward Degree

This category captures courses that are not eligible for any certificate or degree (remedial courses, courses with grades of W, F, X, I, K, N, etc.)

Certain course sequences must be taken in order. For example, WR121 must be taken before WR123 and CH104 must be taken before CH105. In the event that an “earlier” course in such a sequence is taken after a “later” one, the earlier one will be captured here and noted as out of sequence.

Legend

The Legend is located at the end of the audit and explains all of the symbols used in the audit.