

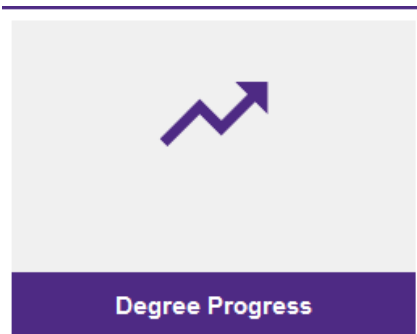
# HOW TO USE THE DEGREE AUDIT TOOL

## QUESTIONS

Questions about the audit tool should be directed to [Law-Registrar@law.northwestern.edu](mailto:Law-Registrar@law.northwestern.edu).

## LOGIN SCREEN

Access the Degree Audit tool by logging into [CAESAR](#) and choosing Degree Progress from the Homepage:



## DEGREE REQUIREMENTS

When the audit opens, you'll see your Program Name followed by the number of required credits, the number of completed credits, and the number of credits remaining. The number of "taken," or completed, credits includes currently enrolled and In Progress courses. Students must successfully pass these courses before the credits will be officially recorded toward degree completion.

▼ JD Degree Requirements (RG 3403)

**Not Satisfied:** Degree of Juris Doctor (JD)

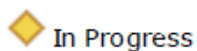
- Units: 85.00 required, 72.00 taken, 13.00 needed

## COURSE STATUS

Courses that have been successfully completed are marked Taken with a green circle + check mark:



Courses that are currently enrolled are marked In Progress with a yellow diamond:



The law audits currently do not have functionality for marking courses as "planned."

## AUDIT SECTIONS

In general, collapsed sections indicate Satisfied requirements, and expanded sections indicate requirements that are Not Satisfied. One exception to this is the Law Elective section. The electives will always be collapsed, but you can determine the number of elective credits to take based on the outstanding credits hours required for your program.

### SATISFIED

#### Experiential Learning

Note – you may click the green arrow to view how you satisfied a particular requirement

### NOT SATISFIED

#### Experiential Learning

**Not Satisfied:** Complete at least 6 credits from courses with the "Experiential Learning" attribute.

- Units: 6.00 required, 0.00 taken, 6.00 needed

## WRITING REQUIREMENT (JD PROGRAM-SPECIFIC)

This section is not a comprehensive representation of all writing achievements, it is simply displaying as much writing as needed to satisfy the writing requirement. Credits in this section are displayed only. They are not calculated in "Taken" credits within this section as they are counted in "Taken" credits elsewhere in the audit, usually under Law Electives.

Note: Journal Note Completion are typically recorded during the Spring term of the 3L year. Students who will complete part of the writing requirement through Journal should not expect to see credit listed until the end of the 3L Spring term.

## IN PROGRESS

Courses listed in this section are either currently enrolled or graded "In Progress." These credits are included in the "taken" (completed) credits, but students must successfully pass the courses before the credit will be officially counted toward degree completion.

## CURRENTLY NOT USED IN PROGRAM

Courses listed in this section are not applied toward any degree requirements, but are included in the CGPA calculation (as appropriate) and recorded on the official transcript. For example, a course with a grade of “W” will appear in this section. As this is a GPA-neutral grade, it is not counted in the GPA, but it will appear on the transcript.

Another example would be a student who only requires 15 credits to complete the degree, but enrolls in 17 credits for their final term. A 2-credit course will be moved into this section as it is not needed to satisfy the overall credits required for graduation, but the course will remain in the GPA (as appropriate) and will be reflected on the transcript.