A YES navigation guide to the MED hybrid degree audit
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Online Grading User Guide – Degree Audit
School of Medicine, Hybrid Curriculum

The degree audit is an online tool that allows students, advisers, and administrators to track students’ academic progress toward completion of degree requirements. The audit is available through the YES suite of applications.

Navigating the Degree Audit

1. Log in to YES using your VUnetID and e-password: yes.vanderbilt.edu.

2. Read and accept the Confidentiality Statement.

   ![Confidentiality Statement](image)

   As a school official, you are authorized to access the academic records of students for whom you have an educational need-to-know. Your use of this application should be restricted accordingly. The data you will be viewing contains information protected by the Family Educational Rights and Privacy Act (commonly known as FERPA or the Buckley Amendment). FERPA requires that you maintain the confidentiality of all student records, and that no information from the records be released to a third party without the written permission of the student. When viewing student information, be sure that no other student or outside party can view or access this information.

   To prevent unauthorized use of the protected information contained in this application, it is important that you protect the security of your e-password and not share your password with anyone.

   All third-party requests you receive for student enrollment verifications, degree verifications, and other student records information should be directed to the Office of the University Registrar.

   By clicking Accept, you are accepting responsibility for maintaining the confidentiality of the information within this application.

3. Quick Search: Search for the student using last name, first name.
   - Additional search options (e.g., expected graduation term, major, classification) become available by clicking on Advanced.

4. From the search results, select Degree Audit.

5. The Medical Doctor degree audit will appear.

6. In the top, right-hand corner of the audit, you can see the date that the current report was generated. [Audits are automatically refreshed on a weekly basis. When registration changes are made, audits are refreshed overnight. In addition, audits can be refreshed on-demand by students, advisers, and administrators (see below).]

   ![Date generated: August 30, 2016 04:17 PM](image)
7. The degree audit view defaults to a top-level summary of the degree requirements. Requirements appear as ☑ Satisfied, ✔ Waived, or ✗ Not Satisfied.

Default view:

- **Doctor of Medicine Degree Audit**: A description of the audit.

- **Foundations of Medical Knowledge**: A list of all requirements of the FMK phase and the courses satisfying each. Includes year of completion and grade earned.
- Foundations of Clinical Care: A list of all requirements of the FCC phase and the courses satisfying each. Includes year of completion and grade earned.
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- Immersion Phase: A list of all core and longitudinal requirements of the Immersion phase and the satisfying each. Includes year of completion and grade earned.
  - NOTE: For requirements not yet satisfied, an additional tab will appear: Possible Courses. Click on this tab to see the courses that can be used to satisfy the requirement.
Degree Audit Exceptions
Should a variance to the prescribed requirements be granted for an individual student, an exception can be posted to the degree audit.

In the screen shot below, 1 is a change in the number of courses required to satisfy the FMK requirement. 2 is a course exception to allow IDIS 5045 to count in place of IDIS 5046.
Refreshing the Degree Audit
Audits are automatically refreshed on a weekly basis. When registration changes or changes to major/minor declarations are made, audits are refreshed overnight. Students, advisers, and administrators also have the ability to refresh audits on-demand. Please Note: Unless changes have been made to your academic record (registration, major/minor declaration, etc.), you will not see any changes to the degree audit.

1. Click on Refresh My Audits at the top of the page.

2. It may take some time for the audit to refresh. The refresh will still continue if you navigate to a different application or even if you log out of YES.
What-If Audits
What-if audits allow students, advisers, and administrators to create potential scenarios to see how students could meet degree requirements based on successful completion of courses in the student’s planner (Course Options). **NOTE:** Courses must be tagged with a term in your planner in order to utilize them in the What-If audit. For help with the Academic Planner, please see the user guide: [http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf](http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf).

Disclaimer: “The What-If audit is for hypothetical planning purposes only. Courses, classes, majors, minors, and concentrations may or may not be offered and may have additional stipulations for entry. Please refer to the appropriate school catalog as the authoritative document governing degree requirements.”

Course Options
1. From the degree audit, select the What-If tab.

![Degree Audit](image)

2. Click on **What-If Options**.

   **NOTE:** The Academic Options section allows students to choose different majors or minors to test potential completion of degree requirements. It does not apply to students in the School of Medicine.

3. Ensure that the courses in the student’s Academic Planner are tagged with term information. (The term is necessary in order for the audit to reflect the correct course information.) For help with the Academic Planner, please see the user guide: [http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf](http://registrar.vanderbilt.edu/cms/wp-content/files/YES-User-Guide-Catalog-and-Planner.pdf).

4. From the Course Options section, select the courses to be considered in the What-If audit.
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5. Click **Submit**.

6. The 🎉 icon indicates a What-If course in the audit.

<table>
<thead>
<tr>
<th>Research Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> 3 Research Courses (IDIS 6001-6005) <em>This is designed to be the same course taken three times.</em></td>
</tr>
<tr>
<td><strong>Courses:</strong> 3 required, 2 taken, 1 needed</td>
</tr>
<tr>
<td>Satisfying Courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units Earned</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
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<tbody>
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<td>Research IM: Coll &amp; Molecular</td>
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<td>2015 Year</td>
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