Producing a Degree Progress Report

The Degree Progress Report (DPR) is a guide to assist students in reviewing their academic progress towards degree completion and is used in the final degree clearance process.

Use one of the following procedures to produce a Degree Progress Report.

**Part A – Using PeopleSoft Proper**

Path: Academic Advisement > Student Advisement > Request Advisement Report

<table>
<thead>
<tr>
<th>What you do</th>
<th>What happens/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter the path as shown above.</td>
<td>The Request Advisement Report – Find an Existing Value page is displayed.</td>
</tr>
<tr>
<td>2. Enter the student’s ID and then click Search.</td>
<td>The Report Request page is displayed.</td>
</tr>
<tr>
<td>3. Click on the button.</td>
<td>The Degree Progress Report is displayed.</td>
</tr>
<tr>
<td>What you do</td>
<td>What happens/Notes</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><img src="image" alt="Report Request" /></td>
<td>Click on the Process Report button to produce a DPR. The View Report link will display the most recent DPR produced.</td>
</tr>
</tbody>
</table>

4. **NOTE:** In the rare instance that a student’s DPR has never been produced, the search will return “No matching values were found.”

In this case, click on the Add a New Value tab, enter the student’s ID, Akron in the Academic Institution field, and report type of ADV. Then click on the button.

After clicking on the button, the Report Request page is displayed.
Part B – Using the Student Center

There are multiple navigations that can be used to access the Student Center. The paths listed here are the most common, however, you can use whatever path you are most comfortable with utilizing.

Path: Self Service > Advisor Center > Advisee Student Center

Path: Self Service > Advisor Center > My Advisees

Path: Campus Community > Student Services Center

<table>
<thead>
<tr>
<th>What you do</th>
<th>What happens/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use one of the paths as shown above.</td>
<td></td>
</tr>
<tr>
<td>2. Depending on your navigation, enter the student’s ID and then click.</td>
<td>The student’s Student Center page is displayed.</td>
</tr>
<tr>
<td>3. Under Academics, click on the drop-down, select Degree Progress Report,</td>
<td>The Degree Progress Report is displayed.</td>
</tr>
<tr>
<td>and then click on the double arrow.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>NOTE:</strong> In the rare instance that a student’s DPR has never been</td>
<td>In this case, produce the DPR via PeopleSoft Proper by following Step #4.</td>
</tr>
<tr>
<td>produced, the page returned will display “the Academic Requirements page</td>
<td></td>
</tr>
<tr>
<td>is not available.”</td>
<td></td>
</tr>
</tbody>
</table>

Select My Degree Progress Report in the drop-down and then click on the double arrow.
Reading a Degree Progress Report

The DPR Header

The DPR Header includes all active Program/Plan information by Career

This student:
- has an active Undergraduate Career
- is in the program UNIVU, and
- is in the Middle Level Education-Language Arts/Science plan

This student:
- has an active Undergraduate Career
- is in the program A&SU,
- is in the Political Science – Criminal Justice Track 2 plan, and
- is also pursuing 3 minors

If the student is active in more than one Career (Graduate, Law or Undergraduate), a drop-down will appear allowing you to switch between careers.
Requirement Groups / Requirements / Requirement Lines

Requirement Groups (RG) contain all requirements for the major. They are indicated by a dark blue bar.

Requirements (RQ) contain the requirement line items. They are indicated by a light blue bar.

Requirement Line Items (L) contain the course requirements that need to be met. They are indicated as a line item.
Column headings can be used to sort the course list based on which column heading was clicked.

Requirements (RQ) and Requirement Lines (L) state what is needed to satisfy the requirement or line.
### Economics - Core Requirement (RQ 1552)

#### Not Satisfied: The BA in Economics requires 32 credits with the major GPA 2.0 or better

- Units: 32.00 required, 31.00 taken, 1.00 needed
- GPA: 2.00 required, 2.00 actual

#### Core Requirement - Economics (RQ1552 L2)

**Satisfied:** Complete the following 4 courses

- Courses: 4 required, 4 taken, 0 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3250 226</td>
<td>Computer Skills for Econ Analys</td>
<td>3.00</td>
<td>2017 Fall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3250 400</td>
<td>Intermediate Macroeconomics</td>
<td>3.00</td>
<td>2017 Spring</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>3250 410</td>
<td>Intermediate Macroeconomics</td>
<td>3.00</td>
<td>2017 Fall</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>3250 426</td>
<td>Applied Econometrics</td>
<td>3.00</td>
<td>2017 Spring</td>
<td>A</td>
<td>✓</td>
</tr>
</tbody>
</table>

View All | First | 1 of 1 | Last

#### Core Requirement - Economics (RQ1552 L3)

**Satisfied:** Complete the following 4 courses

- Courses: 4 required, 4 taken, 0 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3250 200</td>
<td>Principles of Microeconomics</td>
<td>3.00</td>
<td>2015 Fall</td>
<td>A</td>
<td>✓</td>
</tr>
<tr>
<td>3250 201</td>
<td>Principles of Macroeconomics</td>
<td>3.00</td>
<td>2016 Spring</td>
<td>A</td>
<td>✓</td>
</tr>
</tbody>
</table>

View All | First | 1 of 1 | Last

The **When** column indicates the term the course was completed or is enrolled.

For courses that have not been completed, the **When** column will display when the course is typically offered (if this information is indicated in the Course Catalog).

The **Status** column indicates the status of the course(s)

- Taken
- In Progress

Currently registered courses and courses with IP grades are considered In Progress.

As Requirement Lines are satisfied, they will display a green check and the requirement line will collapse.

Requirement lines that were or’d with another line will disappear.

Currently registered coursework will satisfy requirements.

Once all requirements in a Group have been satisfied, the Group will collapse.
Questions about the Degree Progress Report

During June 2017, questions about the Degree Progress Report may be directed to the Office of the University Registrar at dars@uakron.edu.

Coming in July 2017, the new email contact will be degreeprogress@uakron.edu.