



UM Achieve Degree Audit – Degree Planning Guide

If you have declared your degree program, [UM Achieve](#) will run a declared audit for you based on your degree program, Major, Honours field and/or Minor selections and the appropriate Academic Calendar year for your declared degree.

At any point, you are also able to run a “What-If” audit and select any degree choice available in Arts (or another faculty), and the Major, Honours field and/or Minor course selections you are interested in to see your progress in that program. If you are undeclared, you will use the “What-If” option to create an audit for yourself.

Components of the Audit

Charts:

- Pie and Bar Charts symbolizes how many credit hours in your Major/Honours field, Minor and Options courses are complete (green), in progress (blue) or unfulfilled (red).
- The GPA is based on the courses used in the Major/Honours field, Minor and Options sections only.
- Depending on the chronology of your course selections, some requirements you need or courses you have completed may fall to Excess courses and will not be included in these calculations.
- For these reasons, these charts are only representations of your progress and not to be used as a true calculation on completeness of your program or official GPA.

Courses:

- A pre-determined selection method is used to place courses throughout the audit. The result may not be the only way in which courses could theoretically be placed.
- Courses used in the audit are in chronological order (i.e. first completed).
- If you complete a course that fulfills a requirement, it will be used in the audit first regardless if you complete a course at a later date with a higher grade.
- Only courses matching the audit criteria (i.e. chronology, grades, lists, etc.) will be used.
- Sometimes this results in preferred or more appropriate courses being used in the Faculty Requirements section only or falling to Excess Courses (which are not used in your audit).
- Arts Academic Advisors can review the audit and determine if an exception or notation on your audit needs to be made to optimize the use of courses or to correct any potential errors.

Major/Honours field and Minor:

- Lists the course requirements for that Major/Honours field and Minor as outlined in the specific [Academic Calendar](#) for that year.

Options:

- Lists the course requirements that you can choose as your electives.
- You should be using your electives to meet the additional Faculty Requirements of your degree.

Faculty Requirements in the Arts Degrees:

These are requirements that may be fulfilled by or in addition to courses used in the Major/Honours field, Minor, Options, but all must be completed in order to graduate.

For audits with Catalogue/Calendar Year 2021, courses used in the following requirements that were taken in addition to the Major/Honours field, Minor or Options will appear in these requirements as opposed to the Excess courses section.

Audits with an older Catalogue/Calendar Year, will display additional courses in the Excess courses section and an exception to your audit by an Academic Advisor may need to be made if a course can be used in these requirements instead.

- **5 Subject Field Requirements** – 6 credit hours in 5 different subjects.
 - Can be comprised of courses taught by the Faculty of Arts or another faculty.
 - Can be a 6 credit hour spanned course or two 3 credit hour courses from the same subject.

- **Courses from the Faculty of Arts** – total number of credit hours of courses that must be taught by the Faculty of Arts.
 - Outstanding courses in your Major/Honours field and Minor (if your Minor is taught by the Faculty of Arts) will count towards this total.
 - If you are still in progress to complete your Major/Honours field or Minor take this into account and adjust your planning accordingly.

- **Courses at the 2000 level or higher** – total number of credit hours that must be completed above the 1000 (first year) level.
 - Outstanding courses in your Major/Honours field and Minor can count towards this total.
 - If you are still in progress to complete your Major/Honours field or Minor take this into account and adjust your planning accordingly.

- **Humanities Requirement** – 6 credit hours taught by a discipline that focuses on Human Culture.
 - The Faculty of Arts has defined which subject and/or courses will fulfill this requirement in the [Academic Calendar](#) for reference, and in the specific “Select From” list in the audit.

- **Social Sciences Requirement** – 6 credit hours taught by a discipline that focuses on Human Society and Relationships.
 - The Faculty of Arts has defined which subject and/or courses will fulfill this requirement in the [Academic Calendar](#) for reference, and in the specific “Select From” list in the audit.

- **Sciences Requirement** – 6 credit hours taught by a discipline that focuses on structure and behaviour of the physical and natural world through observation and experiment.
 - The Faculty of Arts has defined which subject and/or courses will fulfill this requirement in the [Academic Calendar](#) for reference, and in the specific “Select From” list in the audit.

- **Written (English) Requirement (W)** – 3 credit hours from a course with significant content in Written English.
 - The University of Manitoba has defined which courses will fulfill this requirement in the [Academic Calendar](#) and in the specific “Select From” list in the audit.
- **Mathematics Requirement (M)** – 3 credit hours from a course with significant content in Mathematics.
 - The University of Manitoba has defined which courses will fulfill this requirement in the [Academic Calendar](#) and in the specific “Select From” list in the audit.
- **Residency Requirement** – total number of credit hours that must be taught at the University of Manitoba.
 - This requirement limits the amount of credit hours you are permitted to use from transfer credit awarded either prior to your admission to the Faculty of Arts or on a [Letter of Permission](#).
 - The audit only counts U of M courses from the Major/Honours field, Minor and Options section towards this requirement.
 - Consult an advisor if you have questions about this requirement and your courses.
- **Residency Requirement for Université de Saint-Boniface** – students who transfer from Université de Saint-Boniface (USB) must complete a minimum number of credit hours at the Fort Garry campus. This sub-requirement of the audit tracks the total number of credit hours taken through USB.
 - The audit only counts USB courses from the Major/Honours field, Minor and Options section towards this requirement.
 - Consult an advisor if you have questions about this requirement and your courses.
- **BA Minimum Credit Hours for Graduation** – minimum number of credit hours that must be completed with a passing and/or required grade to be awarded your degree.
 - As this is a minimum, dependent on your course selections and performance, you may be required to complete more than the minimum to meet all degree requirements.
 - The B.A. General degree requires a minimum of 90 credit hours.
 - The B.A. Advanced degree requires a minimum of 120 credit hours.
 - The B.A. Honours degree requires a minimum of 120 credit hours.
 - The audit only counts U of M courses from the Major/Honours field, Minor and Options section towards this requirement.
 - Consult an advisor if you have questions about this requirement and your courses.

Excess Courses:

This section lists the courses that are not being used in the audit.

- Review this section carefully to identify if there are any courses or credit hours that do not seem appropriate in this section.
- There may be instances in which courses that should be used in the audit have been placed in this section. Consult with an Arts Academic Advisor if you have any questions or concerns about courses in

the Excess Courses section and we can review the audit and determine if an exception or notation on your audit needs to be made.