

## **Understanding the Graduate AAR Transcript**

Welcome to the Graduate Academic Advisement Report video series.

In this video, we will walk through the steps to access the Graduate Academic Advisement Report, also known as the Graduate AAR, followed by a demonstration on how to read a sample Graduate AAR.

Students can access their Graduate AAR by logging into LOUIE. On the Student Home page, click on Academic Progress.

The Academic Advisement Report will then populate. Faculty and staff can also access students' Graduate AAR by logging into LOUIE. On the Faculty/Advisor Home page, click on My Advisees. Select a student from your assigned list of students or click "View Other Student." Enter the student's EMPLID and click "Search." In the "Other Academic Information" drop-down box, click "Academic Requirements." Then click on the arrow. The Academic Advisement Report will then populate.

The Graduate AAR will appear exactly the same for both students and faculty/staff. Any updates to the content of the Graduate AAR will be visible by all parties in real time. Beginning with the Program Information box, you can find the student's program plan name, as well as their catalog year. The degree requirements included in their Graduate AAR will reflect this specific catalog year. This box will also show the student's graduation status, and their expected graduation term.

If the student is in multiple programs, such as a Master's degree and a Graduate Certificate, an arrow will be available on the top right corner to view the same details for the next program.

Next, the Current Academic Summary box provides details regarding the number of units the student has earned at NAU and the number of units the student has transferred into NAU, along with their GPA and Academic Standing. Please note that this box does not include the number of in-progress units, although the remaining parts of the Graduate AAR will include in-progress coursework.

The remainder of the Graduate AAR will outline degree requirements, separated into three levels: Requirement Groups, Requirements, and Requirement Lines. Requirement Groups appear in brown, bolded, all caps font, and consists of one or more Requirements.

Please note the first Requirement Group has purposefully been set to Not Satisfied and includes a brief explanation of the Graduate AAR project, providing direction on which students should be utilizing their Graduate AAR. Remaining students should ignore their Graduate AAR.

Scrolling past this note, we can see two more Requirement Groups on the screen: The first Requirement Group, titled "University Graduate Degree Requirements" is collapsed, indicating the student currently meets the requirement or requirements that comprise this Requirement Group. We may open the Requirement Group to view the completed Requirements; in this case, there is only one Requirement, which appears in brown, non-bolded, all caps font.

Each Requirement is comprised of at least one Requirement Line, which appears in blue title case font. In this case, there is only one Requirement Line, which reads, "Cumulative GPA of at least 3.0 for all NAU grad coursework." By opening this Line, we can see the student currently satisfies this Requirement Line due to having a cumulative GPA greater or equal to a 3.0.

The next Requirement Group reads "Graduate Requirements" and is not collapsed, indicating that one or more Requirements have not been satisfied. The first Requirement is comprised of 10 Lines, a few of which show as Not Satisfied and thus remain open.

The remaining Lines are collapsed, indicating the Line has been satisfied, such as this EDL 651 course. By opening the Line, we can see that the course was completed in Spring 2023 with a B grade. This status, a green circle with a checkmark, indicates a final grade has been earned.

Let's open another Line – for example, this EDL 696 course. We can see that this course is enrolled for Summer 2024, but the status, a yellow diamond, indicates that a final grade has not yet been earned.

If the student receives a satisfactory grade, the status will update to a green circle with a checkmark, and the course will show the satisfactory grade and remain in this Line. As a result, the Line will remain collapsed.

However, if the student receives an unsatisfactory grade, the status will update to a green circle with a checkmark, but the course will show the unsatisfactory grade and automatically move down into the final Requirement Group, which will always be titled "Coursework Not Satisfying a Degree Requirement." As a result, the Line will now open, showing that this course has not been successfully completed.

The second Requirement under this same Requirement Group consists of only one Line, titled "Verify minimum 3.0 GPA in degree requirements."

By opening this Line, we can see that the student's program GPA, calculated by the courses used for this specific program, currently is a 3.67 and is therefore satisfactory.

When all Lines, Requirements, and Requirement Groups have collapsed, this indicates that a student has met all degree requirements to graduate, or is on track to meet all degree requirements pending satisfactory final grades.

At times, due to individual circumstances or unique situations, a Graduate AAR may not fully collapse on its own. For example, a student may have received approval for an individual course substitution not recognized by the Graduate AAR. For these cases, a manual exception may be needed. This process is explained in the next video.

We look forward to collaborating with you in this important endeavor. Thank you for viewing this video.

For questions, please contact [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu).