

Requesting a JD Degree Audit report using the Albert Student Center

This document illustrates the steps for JD Law Students to request Degree Audit Report via Albert. (LLM Degree Audit may be available by January 2015.)

Log in to Albert via: Albert.nyu.edu

Degree Audit Report

Use the drop-down menu on the Student Center, select Academic Requirements and click the arrow icon to the right of the drop down box.



Degree Report

The degree audit report will show the date it was last generated. A new report with updated values will be generated if there have been changes to enrollment since your last report request. For questions about the law school degree audit report, please send an email to acadservices@law.nyu.edu.

The screenshot shows the Degree Audit report page. At the top, it says 'New York University | School of Law' and 'This report last generated on 07/28/2014 12:26PM'. Below this, there are buttons for 'collapse all', 'expand all', and 'reset'. Underneath are three status icons: a green circle with a checkmark labeled 'Taken', a yellow diamond labeled 'In Progress', and a blue star labeled 'Planned'. A callout box points to the 'collapse all' button with the text 'Collapse or expand all Requirements.'. Another callout box points to the status icons with the text 'Icons indicate status of class shown.'. A third callout box points to the date with the text 'Report was generated on this date and time.'

Important Considerations When Reading the Law School Version of Degree Audit

Use the scroll bar on the right to view this report from top to bottom.

Non-Law Credits

Please be aware of the limitations of degree audit. Currently degree audit does not accurately reflect the number of non-law credits that count towards the JD degree. You must check your transcript for the correct credit allocation for non-law classes.

▼ JD: LAW

Complete the requirements for the degree as specified below.

NOTES/RESTRICTIONS/LIMITATIONS - JD

1. This report has been generated to assist you. You are responsible for ensuring the accuracy of this information.
2. You must review your record to make sure that you have completed all requirements and have enough units to graduate.
3. **This degree audit may not accurately reflect the number of non -law credits earned. Please check your transcript for the number of non -law credits which are applicable towards your JD. Please also adjust your total JD credit earned. For example the non-law course may indicate 3 credits earned but, the note on your transcript indicates 2.5 credits count towards your JD. Please be sure to compute your total credits using 2.5 non law credits.**

**** Note:** If a student is currently enrolled for a class the system will assume the student will successfully complete this part of the requirement and the class will be shown as “**in progress**” with a yellow diamond shape under the course “Status” column. Additionally, the class will be reflected as satisfying the applicable degree requirement in the report.

When	Grade	Status
Spring 2015		◆
Fall 2014		◆
Fall 2014		◆

Each degree requirement will list a description and below the description there will be a notification as to whether the requirement has been satisfied or remains outstanding. This degree audit report will also detail how many units (credits) are required to satisfy a particular requirement, how many have been taken, and what is still needed. Please note that the “units required” language is not always the correct way to describe a law school degree requirement. However, this is standard language from the University and it cannot be altered. For example, please see below how the Credit/Fail cap is described in degree audit.

Credit/Fail

RESTRICTIONS: CREDIT/FAIL BASIS

A maximum of 2 CR/F upperclass courses may be taken; they may be taken in one semester.

- Courses: 0 required, 0 taken, 0 needed

Adjunct Credits

Again, please notice that the text regarding the adjunct cap says “8 Units required, ‘x’ taken, ‘y’ needed.” Unfortunately we cannot change this text. You are NOT required to take adjunct classes. You should read the text as “Units: 8 allowed, ‘x’ taken and ‘y’ still permitted without more than 83 credits for graduation.”

MAXIMUM ADJUNCT FACULTY COURSES

No more than 8 units of coursework may be taken with adjunct faculty. If you have more than 8 adjunct credits you must compensate. For example, if you have 9 adjunct credits you must graduate with 84 credits.

- Units: 8.00 required, 5.00 taken, 3.00 needed

The following courses were used to satisfy this requirement:

READ AS:

Units: 8 allowed, “x” taken and “y” still permitted without more than 83 credits for graduation.

ABRA Updates to Degree Audit

Please keep in mind that degree audit will be approximately two hours behind the release of ABRA results. So, if ABRA results are released at 1:30pm, degree audit may not contain the most accurate information until 3:30pm that day.

Current 2L Transfer Students

Current 2L transfers students (fall 2014 transfer students) should know that their transfer credits will not be available in degree audit until October 2014. In the interim, the statement of transfer credits distributed at transfer orientation should serve as your accurate account of transfer credits.