Purpose

The degree audits purpose is to provide the student an analysis of degree requirements for a particular degree, major, minor, or concentration. It is a tool to assist the student and advisor in monitoring the student's progress towards a degree.

Steps

Follow these steps to request a degree audit.

- 1. Log in to Student System.
- 2. Click on "Student"
- 3. Click on "Student Records"
- 4. Click on "Degree Audit"
- 5. Click on "Submit an Audit"

 Note: If you would like to view and audit YOU previously submitted click on "View Submitted Audits". These audits display only those audits that you have submitted.
- 6. For the 'Select Degree Program', it is recommended that you use the default "Latest (all)" so that you get the full picture of requirements met/no met. However, you do have three other option of displaying the audit; List All Requirements, Incomplete Requirements Only or Complete Requirements Only.
- 7. Click "Run Audit"
- 8. Run Audit page is displayed, click on "view submitted audits" to view the audit. If it has not completed running nothing will display.
- 9. From the View Submitted Audits page, click on the link under View Link.







