# Student Self Service Degree Audit

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.
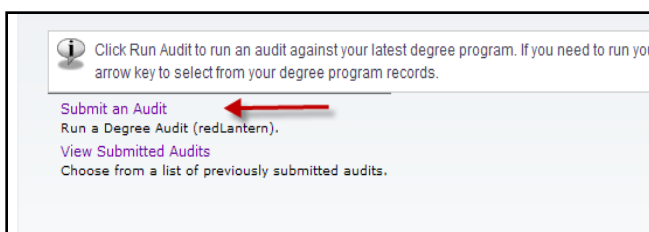
Steps

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"
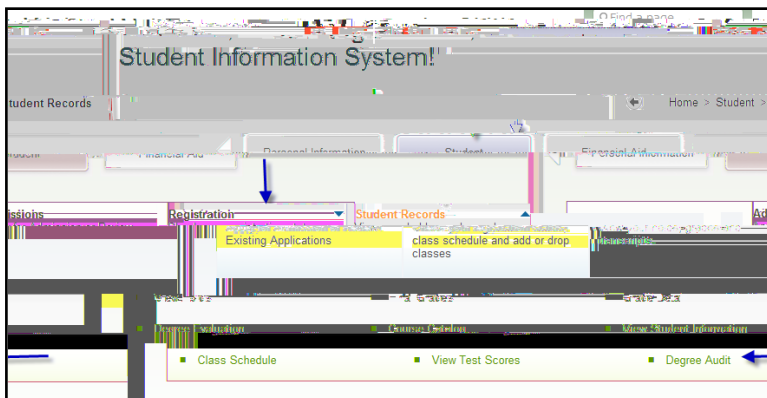
5. Click on "Submit an Audit"
   Note: If you would like to view and audit YOU previously submitted click on "View Submitted Audits". These audits display only those audits that you have submitted.

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.**
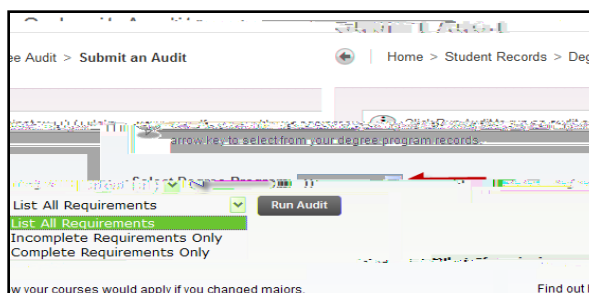
7. Click "Run Audit"
8. Run Audit page is displayed, click on "**view submitted audits**" to view the audit. If it has not completed running nothing will display.
9. From the View Submitted Audits page, click on the link **under View Link**.