General Overview about the Degree Audit Interface

An online degree audit lists all degree requirements in a graphically friendly output referred to as the “Audit Request.” The online degree audit is a great tool for helping you stay on track for graduation and to prepare for advising appointments.

The interface produces Audit Requests or snapshots-in-time, of your registered, completed and transfer courses, as well as placement scores, and how they are applied to your degree requirements at the time you submitted the request.

A Frequently Asked Questions (FAQs) page, as well as other documentation are available by visiting: 
http://www.clarku.edu/offices/registrar, select Degree Audit

Using the Degree Audit interface
An overview about the Degree Audit is contained in the following sections.

- Access and Location
- How the Audit Request works
- Generating an Audit Request
- Viewing the Audit
- Printing your Audit
- Logging off
- Getting help

Access and Location
Secure log in through CUWeb. Select Student Services & Financial Aid tab. Select Degree Audit.

How the Audit Request Works
The Degree Audit compares all of the courses on your official academic record to a set of computer-coded requirements from the university's catalogs. The result is an estimate of your status in meeting these requirements.

If changes to your record have occurred since your last Audit Request was run, such as the addition of transferred courses, a new semester’s registration, addition or changes in grades, changes in registration status, or course exceptions approved by your adviser, you will need to request a new Audit Request for those changes to be included in the audit displayed to you.

Generating a Degree Audit Request
To create a new Audit Request, select the Run Declared Programs from the Request an Audit screen.

New requests are available upon demand; generating a new request for your current declared major(s), minor(s) and concentration(s), on demand.
After you have registered each semester, create a new request to see if your courses will apply to your degree as you expected. Any courses you do not complete satisfactorily will not fulfill degree requirements.

**Viewing the Audit**
You may view Audit Requests that you have generated or requests that have been generated by others, such as your adviser, or the Office of the Registrar. Each Audit Request shows your progress toward meeting program requirements at the time the Completed Audit Request was created.

The Completed Audit Request history will be refreshed weekly, retaining audits that have been run within past seven (7) days. The Degree Audit permits the individual generating the audit the ability to print, or save the request in a PDF format, at the time the request was run.

Audit Requests include all courses of record for past semesters. Some audits will include your current courses, courses for which you have registered for future semesters or a combination. At the time the audit is run, it will compile all of your course information against current program requirements and present them in the interface.

**Printing your Audit**
You may print your Degree Audit by selecting print from the web browser you are using to view the audit. You should be aware that if you are printing in a public area where one or more printers are shared with other users, the confidential information about your courses and grades may be seen by others in that area.

**Logging off**
When you have finished using Audit Request Interface, log off to protect the confidentiality of your academic record.

**Getting Help**
In addition to this Overview document, two Instructional documents are also available (one that is mainly screen shots, the other text only), as well as a Frequently Asked Questions document specifically for Degree Audit questions.

For additional questions about your degree program or how your courses are counting toward your degree, contact your academic adviser.