Running a Degree Audit

1. Begin by logging into your CIS and going to your Student Homepage. Then click the “Degree Audit”.

2. Proceed by clicking the “Run Audit” button.

3. Your declared program(s) will appear, and you can run a degree audit by clicking the “Run Declared Programs” button.
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4. What-If audits allow you to explore potential degrees. Click on the “Not Declared?” button. Fill in the information for the degree you are exploring. Run your What-If Degree audit by clicking the “Run Selected What-If Audit” button.

Request an Audit

Choosing a degree program here will not change your declared degree program.

College:  
Major:  
Degree:  
Program:  
Catalog Year:  

Advanced Settings  Click to view available options.

Run Selected What if Audit  Cancel

5. It will take a few seconds for the degree audit to load. Once it is complete, it will appear on your screen like the image below. To access your degree audit, click the “View Audit” button.
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6. Refer to the key for help understanding your audit. Green is completed, Blue is in progress, and Red is unfulfilled. Your bachelor’s degree is your chosen field of study or the college you belong to. An emphasis is a specialty within a major. Not everyone has an emphasis. You can click on any part of the graph for a more in-depth look at that section.

7. As you scroll down, you will see more information about your general education and bachelor’s degree requirements, including your minimum GPA and the number of credit hours earned, still needed, and in-progress.

GENERAL EDUCATION AND BACHELOR’S DEGREE REQUIREMENTS

- **MINIMUM U OF U GPA REQUIREMENT**
  
  **EARNED:** 3.838 GPA

- **TOTAL HOUR REQUIREMENT**

  **MINIMUM OF 122 CREDIT HOURS REQUIRED**

  *** In progress hours are not included in total "EARNED"

  *** "NEEDS" is based on successful completion of all in progress hours

  *** Totals may not accurately reflect removal of duplicate credit if the courses are currently in progress or the duplication involves a course completed at another institution

  **EARNED:** 80.00 HOURS
  **IN PROG:** 25.00 HOURS
  **NEEDS:** 17.00 HOURS

  **U OF U COURSE CREDIT HOURS THAT WERE COUNTED TOWARDS THE 122 TOTAL HOURS REQUIRED.**

  **77.00 HOURS EARNED**
  **25.00 HOURS**

  **TRANSFER COURSE CREDIT HOURS COUNTED TOWARDS THE 122 TOTAL HOURS REQUIRED.**

  **3.00 HOURS EARNED**
8. When you scroll down, you can view “General Education Requirements” or “University Bachelor Degree Requirements”. Here, the audit will list how many of each course you need to take to fulfill the requirement.

- When a requirement is complete, a green check mark will appear, along with the class name and final grade you received.
- When a requirement is in progress (IP), a blue box with dots will appear, listing the current course.
- When a requirement is not complete, a red X and a list of suggested courses to fulfill the credit will appear. See image below for reference.
Running a Degree Audit

9. Below your “General Education” and “Bachelor’s Degree” requirements are your “Major Requirements”. This section of the audit will list what has been completed and what still needs to be completed for your major requirements.

10. Lastly, below your major requirements are your test and transfer credit summaries. At the very bottom is a summary of all courses taken at the University.

- If any test or transfer credit does not appear on your audit, you can check the status with Admissions or the sending institutions. You can also email the CFA Advising Team at advisor@finearts.utah.edu.