Degree Audit FAQs

What is a Degree Audit?

A Degree Audit is a web-based tool that provides an unbiased detailed evaluation of a student's progress toward degree completion. The Degree Audit outlines program requirements and compares them against a student's academic history. The audit is not an official certification of the student's academic record, such as a transcript, but is a planning tool. Loaded with special features, the degree audit can be used as a mechanism by faculty/staff advisors to supplement advising meetings with students, and by students to plan and monitor their academic journey. The Degree Audit becomes a vital tool for academic planning, course selection, and scheduling and should be used in conjunction with regular advising practices.

Why should I use a Degree Audit?

The degree audit can help a student

- determine what requirements need to be fulfilled to complete a degree and/or certificate,

- view individual course grades and cumulative grade-point average (GPA),

- determine which courses have been taken or transferred, and which ones count as electives,

- view transfer credits, waivers, and exemptions applied toward degree and/or certificate,

- see how coursework could be applied toward another degree and/or certificate using the "What-If" option, and

- learn the prerequisites and corequisites that exist for some of the courses by clicking on the course numbers.

Who can use a Degree Audit?

All students will be able to view a Degree Audit. Advisors, faculty, and selected staff will also have access for the purpose of supporting student progress through their academic career.

Is my information confidential?

Yes. Like other processes you use through PioneerWeb, the Degree Audit is accessed through your secure login. Remember that your advisor, faculty, and authorized staff will be able to view the information contained on the audit.

Can I register for courses from the Degree Audit?

No. Registration (including prerequisite checks) will continue within the student portal registration system.

Can I change my major from the Degree Audit?

No. Contact your program advisor or the [Office of the Registrar](#) to change your major.

Can I save or print a Degree Audit?

Yes. With the "Save as PDF" button, you can save or print a PDF version of a Degree Audit Worksheet. If printing for a student, please be aware of [FERPA regulations](#).

Who do I contact if I feel like the Degree Audit is incorrect or missing information?

There could be several reasons information may not be correct. One is that the Degree Audit may not have refreshed since a change was made (the information is refreshed nightly). Click the process button to generate a new Audit Worksheet. Second, there could be some paperwork that still needs to be completed. For example, if you are transferring in courses from another college, it is possible that DU has not received an official transcript or the coursework is pending review. Some additional errors may be as follows:

- Multiple Degree and/or Certificate Declarations.
  Check the drop-down menu under program type if you have declared more than one degree and/or certificate program.

- Degree and/or Certificate Is Wrong on My Audit.
  If you have not officially changed your program of study, contact your current advisor for instructions. If you have already officially changed your program of study, the Degree

Audit will only display your active degree and/or certificate audit. If your change is effective for a future term, the change may not reflect until that term.

- The Requirements for a Degree and/or Certificate Are Wrong.
  Look at the catalog term that appears on the degree and/or certificate requirements block of the audit. According to our records, this is the catalog (bulletin) that you are using to complete your degree and/or certificate requirements. If you believe you should be using older or newer requirements, contact your advisor.

- Transfer Courses Don't Appear in the Right Place.
  If you are concerned about a transfer course that should be applying in the audit, contact your advisor.

- Classes Are Not Applying in the Right Place.
  Degree Works uses a 'best fit' approach for meeting requirements so that classes may apply to different sections as you take more courses. If you have further questions, please contact your advisor.

- My Advisor or Department Chair Gave Me Permission to Substitute a Course, But It's Not Showing on My Audit.
  Talk to your academic advisor.

Contact the Office of the Registrar if there is an error that is not listed in this FAQ and you need additional assistance.

Can I access a Degree Audit from any computer?

Yes, since the Degree Audits are web-based. Just log into PioneerWeb and click on Degree Audit link.

When should I look at my Degree Audit?

You should check your Degree Audit frequently and get familiar with the contents. At minimum, you should always review your audit

- before you meet with an academic advisor to discuss registration for an upcoming semester,

- after you register to ensure that the courses you selected have been applied to your requirements like you thought they would,

- after your grades for each semester are posted, and

- any time you make a change to your schedule or major.

What does a subject prefix, followed by two numbers separated by a colon mean?

This is a range for courses. If it appears after a subject prefix (i.e., ENG 1000:2000), it means that you can take any course with that subject prefix that falls between the numbers (any course in English between 1000 and 2000).

What does a subject prefix, followed by an @ mean?

This is a wildcard for courses. If it appears after a subject prefix (i.e., ENG @), it means that you can take any course with that subject prefix (any course in English regardless of level). If it appears before the course number (i.e., @ 2000), it means that you can take any course header that has a 2000 level course.

What happens to "extra" credits?

"Extra" credits will appear in the "electives" section or under "courses that do not apply" at the bottom of the audit. For example, if your program requires a minimum of three credits in Math and you take a four-credit course, three of the credits will appear under the Math requirements and the additional credit will either appear in electives or under "courses that do not apply" at the end of the audit. Minimum credits may vary with degree type. Check with advisor for more information.