HOW TO REVIEW YOUR AUDIT FOR DEGREE COMPLETION

An audit with Requirements Bar at **98%** means: COMPLETE – WITH IN-PROGRESS COURSES (this also means that GRAD 999 is registered for and the application for graduation is in). The Degree Block will have all green checkboxes (which indicate complete) and yellow single tilde boxes (which indicate in-progress).

Here’s an example of an IN-PROGRESS audit’s Progress Indicator and Degree Block:
An audit with Requirements Bar at **97% or less** means: INCOMPLETE – There are requirements which have not been met, the audit needs reviewed. 97% is very often only one requirement missing, and this could be the graduation application if the student is registered for their last semester, but graduation applications have not been turned in or processed yet. So, if an audit is at 97% when being reviewed for the graduation application submission, it’s likely that all other requirements are met. Students, advisors and chairpersons reviewing audits for graduation should review the degree box to check that everything except for graduation application is either a green checkbox ✔️ or single yellow tilde box ❌.

Here’s an example of an audit which is ONLY MISSING THE GRADUATION APPLICATION (It should look like this going into a student’s final semester when their graduation application is being reviewed by their department):

![Example Audit](attachment:exampleaudit.png)

Here’s an example where the audit is at 97%, but the graduation application is in and there are MISSING REQUIREMENT(S):

![Example Audit](attachment:exampleaudit.png)
An audit with a Requirements Bar at **100%** means: COMPLETE – ALL REQUIREMENTS MET (this includes GRAD 999 registration and the application for graduation which are needed in the final semester).

Here’s an example of a student who has ALL REQUIREMENTS MET:

![Degree Progress Indicator](image)

The graduation application requirement goes complete when an application has been received and processed as pending. Once the degree has actually been cleared and awarded, this message will change to show that “your degree has been awarded”:  

![Degree Progress Indicator](image)