How to Request a Degree Audit

1. Log in to MyUI by clicking [here](#).

2. Select **Student Information** in the banner at the top and then **Degree Audit** under **Advising**.

3. To submit your request, click **Request Audit**.
   - Make sure the Declared Program of Study radio button is selected and that the program of study (i.e., major, minor, or certificate) that you want to review is selected.*

*Click [here](#) if the Declared Program of Study radio button is inactive and you do not have a declared program of study listed in the Degree Audit text box.*
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4. After your request has been submitted, a green banner will appear and you should have a new degree audit within 60-90 seconds.

5. Click **Check for Completed Audits** and then **view** to see the requested audit.
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Not all programs of study have a degree audit. If the Declared Program of Study radio button is inactive and you do not have a declared program of study listed in the Degree Audit text box, it may be because your program of study does not have an audit.

To find out if your program of study has an audit, search the options listed in the What if? dropdown menu by selecting the What if? radio button and searching for your program of study.

If you find your program of study in the What if? dropdown menu:
1. Contact regr-adms-degree-audit@uiowa.com for assistance so your program of study audit will appear. In your email, please include your name, University ID number, and the name of the program of study.
2. In the meantime, to view your requirements and progress using a What if? audit, click Request Audit and follow steps 4-5 above.

If you do not find your program of study in the What if? dropdown menu, your program of study does not have a degree audit. Please contact your advisor with questions about the program of study requirements.