

Michigan Technological University

Undergraduate Degree Audit

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How to Run a Degree Audit

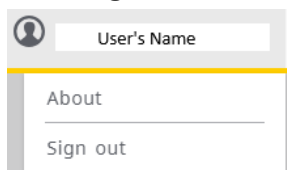
1. In Experience (<https://mtu.edu/experience>), My Undergraduate Degree card, click on Degree Audit

2. Tabs



- **Academic Audit** – the degree audit
- **Academic Plans** – Student Educational Planner (SEP)
- **Links** – Experience, UG Course Descriptions, Grad Course Descriptions, General Education, Essential Education, Undergraduate Advisors, Graduate Program Directors

3. User/Sign out






Academic Audit

This audit is provided for information and advisement only. Every effort has been made to ensure its accuracy. Any apparent discrepancies should be discussed with your advisor. For an official record of your academic course work, please obtain a copy of an official transcript. Final confirmation of degree requirements is subject to University approval.


Icons




- **Print**  - Create PDF degree audit
- **Contacts**  - Advisor email contact information
- **More Options** 
 - **GPA Estimator** (estimate only)
 - Graduation Estimator: Desired GPA at graduation
 - Term Estimator: Enter expected grades to estimate the Term GPA
 - **Course History** – per term including, credits attempted/earned & GPA

Data refreshed

- Data refreshed: Date/time the audit pulled in Banner (student system) data.

Data refreshed 06/02/2025 10:31 AM 

- Data last changed (hover over Data refreshed): date/time Banner data was updated/changed

Data refreshed 06/02/2025 10:31 AM 

Data last changed 05/28/2025 2:04 PM

- Refresh: If a change was made in Banner since the audit was ran, for example, if you registered for courses while the degree audit was open, click on the refresh button to get the latest student data.

Data refreshed 06/02/2025 10:31 AM 

Refresh this student's data from your student system

Student Information Block

Student ID M12345678	Name Husky, Blizz T	Degree Bachelor of Science
Classification UG-Senior	College College of Engineering	Majors Mechanical Engineering, Electrical Engineering
Minor Aerospace Engineering	Concentration Photonics	

Information regarding the degree(s) being pursued at Michigan Tech.

- Degree: the degree(s) being pursued
NOTE: When applicable, click on the dropdown to view the additional degree(s)

Degree
Bachelor of Science ^

Bachelor of Science

Associate of Science

- Classification, College, Major and Concentration, Minor if applicable.

Academic / What-If Audit

- **Academic Audit**
 - **Format:**
 - Student View: full detail
 - Registration Checklist: requirement(s) not met
- **What-If Audit:** used to run a what-if audit for a different curriculum
- **View Historic Audit** – displays the ten most recent audits

- **Degree Progress:** graphs for percentage of requirements completion & Cumulative GPA
- **PROCESS:** checkbox options to run a degree audit with or without In-progress or Preregistered courses

Audit Date

- Displays the date & time of when the audit was ran

Collapse All

1. Collapse all blocks:

Audit date 08/06/2025 10:14 AM

Collapse all ^

Degree in Bachelor of Science INCOMPLETE

Credits required: 128 Credits applied: 9 Catalog year: 2025-2026

2. Open a specific block:

Audit date 08/06/2025 10:14 AM

Expand all v

Degree in Bachelor of Science INCOMPLETE

Credits required: 128 Credits applied: 9 Catalog year: 2025-2026

Major in Mechanical Engineering INCOMPLETE

Credits required: 101 Credits applied: 6 Catalog year: 2025-2026

3. Expand All:

Audit date 08/06/2025 10:14 AM

Expand all v

Degree in Bachelor of Science INCOMPLETE

Credits required: 128 Credits applied: 9 Catalog year: 2025-2026

Major in Mechanical Engineering INCOMPLETE

Credits required: 101 Credits applied: 6 Catalog year: 2025-2026

Block Order

- Degree
- Major
- General / Essential Education
- Co-Curricular / Activities
- If Applicable:
 - Minor(s)
 - Second Degree Check
 - Free Electives
 - Courses Not Used
 - Courses Not Eligible
 - In-progress and Preregistered
 - Exceptions

Degree Block

- Block Status: Complete/Incomplete

COMPLETE

INCOMPLETE

- Credits required: total credits required for the degree
- Credits applied: total credits applied towards the degree
- Catalog year: degree catalog year
- Upper-Division Coursework: upper-level residency check
- Departmental GPA: departmental GPA requirement check
- Overall GPA: overall GPA requirement check
- Major Requirements: major requirements check
- General or Essential Education Requirements
- Co-curricular or Activities Requirements
- Second Degree Requirements: If applicable
- Graduation Application: appears after 90 earned credits are being applied towards the degree
- Block Included: quick links to navigate to specific blocks

Major Block

- Credits required: total credits required in the major block
- Credits applied: credits applied towards the major requirements
- Catalog year: major catalog year
- Minimum Major Credits Required: minimum credits required in the major block, how many have been applied and how many remain
- Major Requirements
 - Requirement
 - Course: applied towards requirement
 - Title: title of course
 - Grade: grade earned
 - Credits: credits earned
 - Term: term course earned in
 - Repeated: was the course repeated

Still needed: requirement(s) that still need to be met

Satisfied by: requirement(s) met by non-MTU courses


- **TR:** Transfer credit. Displays the transfer institution's course and college information
- **CR:** Credit received by exam, advanced placement, or participation. Displays specifically how it was satisfied.

Course link:

- Hover over the blue course link to display the course title, for example:

1 Course in CH 1150 

University Chemistry I - 3 Credits

- NOTE:  a blue checkmark indicates that a prerequisite exists; click on the course to view the prerequisite requirement(s)
- Click on the course link to display Course Information from Banner, including the subject, course number, title, description, prerequisites, attributes, sections, etc...

Course Information

×

CH 1150 - 3 Credits - University Chemistry I

Introduces the foundations of chemistry, including electronic structure of atoms and molecules, intermolecular forces, states of matter, chemical reactions, organic chemistry, chemical equilibria, kinetics, and acid-base chemistry. Includes laboratory component that emphasizes lecture components.

Prerequisites:

MA 1031 (CC) with a minimum grade of D or MA 1032 (CC) with a minimum grade of D or MA 1120 (CC) with a minimum grade of D or MA 1160 (CC) with a minimum grade of D or MA 1161 (CC) with a minimum grade of D or MA 1121 (CC)

Course list links:

- Click on the blue attribute = “” link to view a list of courses with that attribute
For example: [attribute = ECMI](#)
Courses that meet the Essential Education – Communication Intensive requirement

Remarks: Any additional information needed to explain a requirement.

Wildcard: @

@ @ = Subject - Course Number

- Examples:
 - 3 Credits in @ @ with attribute = ECMI
3 credits in any subject, any course number with course attribute “ECMI”
 - 3 Credits in ACC @
3 credits in subject ACC, with any course number
 - 3 Credits in @ 3000:4999
3 credits in any subject, and course number 3000 to 4999

Ctrl+F (Windows) Cmd+F (Mac): Keyboard shortcut to open a search bar to find specific text or course(s) within the degree audit.

General Education Blocks

General Education requirements for the student’s catalog term:

<https://www.mtu.edu/registrar/faculty-staff/advisors/gen-ed/>

- Core
- Humanities, Arts and Social Sciences (HASS)
- Science, Technology, Engineering and Mathematics (STEM)

Essential Education Block

Essential Education requirements for the student’s catalog term:

<https://www.mtu.edu/essential-ed/>

- First Year Experience
- Distribution Pathway

Co-Curricular Block

Required for graduation but not included in the GPA calculation. Only courses on the co-curricular course list are eligible. Half (0.5) credit courses may be repeated to a maximum of one time for co-curricular credit.

Find eligible courses on the General Education page:

<https://www.mtu.edu/registrar/faculty-staff/advisors/gen-ed/>.

Activities Block

Per Essential Education requirements for the student's catalog term:

<https://www.mtu.edu/essential-ed/resources/requirements/#well-being>

Included in overall credits required for the degree.

Free Electives

- Any coursework is allowable, excluding coursework below the 1000-level.
- The number of free elective credits required is dependent on how many additional credits are required beyond Major requirements and Essential Education requirements to reach the total credits required for the degree as indicated on the audit.

Courses Not Used

Undergraduate level courses that are not being used, which may be applicable towards degree requirements.

Courses Not Eligible

Undergraduate level course work not eligible to be used towards degree requirements.

- "I" grades must be made up the close of the next semester or the grade becomes a failure (F). Incomplete grades at graduation are considered 'F' grades in the final GPA.
- An 'X' grade becomes a failure (F) if it is not made up by the close of the next semester. An 'X' grade is computed in the GPA as an 'F'.
- Graduate level courses do not pull into the undergraduate audit.

In-progress and Preregistered

List of the student's in-progress and/or preregistered courses.

Exceptions

Any exceptions made to degree requirements.

- Exceptions will appear within the block:

✓ Operations & Supply Chain Mgmt	KIP 3000	Sports Psychology	A	3	Spring 2024
Exception by: Advisor's Name On: 06/02/2025 Substitute: Replace OSM 3000 with KIP 3000					
Exception example					

The “Details” will appear when you hover over the exception

- All exceptions will also appear as a list at the bottom of the audit:

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace OSM 3000 with KIP 3000	06/02/2025	Advisor's Name	Major in Accounting	Yes
Exception example					

Legend

- ✓ Complete
- ⓘ Complete (with courses in-progress)
- ☑ Prerequisite exists
- (R) Repeated course
- ○ Not complete – see advisor
- ⚠ Nearly complete – see advisor
- @ Any course prefix or any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript. <https://www.mtu.edu/registrar/>

Concentration(s)

The concentration will be noted in the Student Information block. Concentration requirements will be listed in the Major Block.

Minor(s)

Minor(s) will be listed in the Degree block as quick links.

4. In the degree block, click on the blue link to quickly navigate that specific minor.

For example:

Blocks included in this block

[Major in Mechanical Engineering](#)

[Essential Education \(Bachelor\)](#)

[Activities](#)

[Minor in Aerospace Engineering](#)

5. When done, press the Home key on the keyboard to return to the top of the audit.

Double Major

A double major is a Michigan Tech bachelor's degree with two majors and is granted when requirements of both curricula are satisfied at the same time. Link for more information: <https://www.mtu.edu/registrar/students/major-degree/double/>

Degree Works – double majors will appear within the same Bachelor of Science degree but will be listed as separate major blocks that can share courses.

Additional Baccalaureate Degrees

A student enrolled at Michigan Technological University who is currently pursuing (or already has) a Baccalaureate degree(s) can obtain an additional Baccalaureate degree from Michigan Tech. Link for more information:

<https://www.mtu.edu/registrar/students/major-degree/additional/>

Degree Works – additional baccalaureate degrees will appear with the same Bachelor of Science degree but will be listed as separate major blocks and requires 32 unique credits. A Second Degree Check block has been added to ensure that this requirement is met.

○ Second degree requirements - 32 unique credits

Still needed:

See [Second Degree Check](#) section

Please submit an Additional Baccalaureate Degree Completion form to Degree and Curriculum Services. Once all courses on the form have been completed and it has been reviewed by Degree and Curriculum Services, this requirement will be marked complete. This includes additional degrees complete both concurrently and subsequently from the first degree

What-If Audit

A what-if audit allows students and advisors to see how earned credits can be applied to another degree program.

A what-if audit also allows students and advisors the ability to enter future courses to see how they would apply to the student's current curriculum.

What-If Audit for a Different Program

- 1) Open the Academic audit
- 2) Open the **What-If** audit tab

Academic Audit

This audit is provided for information and advice with your advisor. For an official record of your subject to University approval.

Date refreshed 08/25/2025 3:43 AM

Student ID: M12345678

Classification: UG-Senior College: College of Engineering

Minor: Aerospace Engineering

Academic **What-If**

- 3) You may choose to include “In-progress” and/or “Preregistered courses”

What-If Analysis

☐ Use current curriculum ☒ In-progress courses ☒ Preregistered courses

- 4) Choose the Catalog year, Degree and Major. Concentration and Minor are optional.

What-If Analysis

☐ Use current curriculum ☒ In-progress courses ☒ Preregistered courses

Program

Catalog year * 2025-2026 Degree * Bachelor of Science

Areas of study

Major * Minor Concentration

Additional areas of study

- 5) You also have the ability to add Additional areas of study:

Additional areas of study

- 6) And... future courses that will be taken:

Future courses

Subject Number **ADD**

- 7) Click on **PROCESS** to run the what-if audit
- 8) Review the what-if audit.

- 9) You may freeze (save) the what-if audit for reference, if needed, or just return to the Academic audit without saving changes. The ten most recent historical audits will be maintained excluding frozen audits.

Audit Date 06/02/2025 1:22 PM
Save Audit Delete Audit

- Click on Save Audit
 - Freeze Type: What-if Audit (WHATIF)
 - Description: Enter a description of the what-if audit and click on SAVE
- 10) You may re-run what-ifs as many times as you would like and make any necessary changes.
- Press the Home key to return to the top of the audit and expand the What-If Analysis block

Academic **What-If** View historic what-if audit
06/02/2025 at 01:22 PM UG/BS

What-If Analysis

- Make any necessary changes and then PROCESS the what-if audit again.

NOTE: You may also print the What-If audit to pdf:   

What-If Audit – Add Future Courses to Current Curriculum

- Open the Academic audit
- Open the **What-If** audit tab
- Click on the “Use current Curriculum” checkbox

What-If Analysis

☒ Use current curriculum ☒ In-progress courses ☒ Preregistered courses

- Enter the Subject and Number of Future course and then click on the ADD button
For example:

What-If Analysis

☒ Use current curriculum ☒ In-progress courses ☒ Preregistered courses

Future courses

Subject: ACC Number: 2000 **ADD**

- Add as many as needed and then click on the PROCESS button

What-If Analysis

☒ Use current curriculum ☒ In-progress courses ☒ Preregistered courses

Future courses

Subject: ACC Number: **ADD**

ACC 2000 ACC 2000

RESET **PROCESS**

6) Courses will appear on the audit as “PLAN” (planned)

ACC 2000	Accounting Principles I	PLAN	(3)	Planned Term
ACC 3000	Intermediate Accounting I	PLAN	(3)	Planned Term

7) To make any changes to the added courses, press the Home key to return to the top of the audit and expand the What-If Analysis block

Academic

What-If

View historic what-if audit
06/02/2025 at 01:22 PM UG/BS

What-If Analysis

8) Add or remove courses as needed and then PROCESS the what-if audit again

What-If Analysis

☒ Use current curriculum ☒ In-progress courses ☒ Preregistered courses

Future courses

Subject

Number

ADD

ACC 2000

ACC 3000

RESET

PROCESS

9) You may freeze (save) the what-if audit for reference, if needed, or just return to the Academic audit without saving changes. The ten most recent historical audits will be maintained excluding frozen audits.

Audit Date 06/02/2025 1:22 PM

Save Audit

Delete Audit

- Click on Save Audit
- Freeze Type: What-if Audit (WHATIF)
- Description: Enter a description of the what-if audit and click on SAVE

NOTE: You may also print the What-If audit to pdf:   