Your Online Degree Audit

The online degree audit is a great tool for helping students stay on track for graduation and prepare for advising appointments. For undecided students, the online degree audit allows users to run "what if" degree audits for all the majors across campus to help explore degree options.

Using this tool in collaboration with your academic advisor will help you make the most of your time, money, and course selection while attending UNT. By reviewing your degree audit online, you can monitor your progress toward completing your degree, check which requirements you still need to complete, and even preview what your progress might be in another degree program.

Tip: Quickly go to a section by clicking on the Table of Contents.

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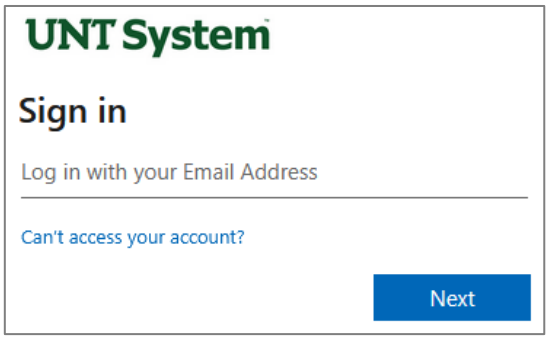
How to access your degree audit

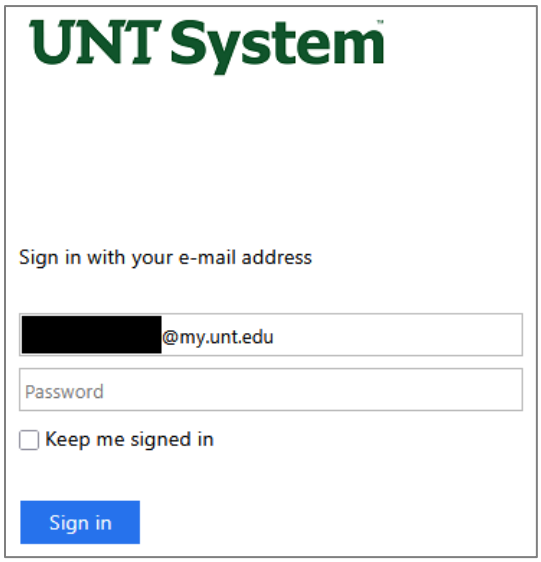
Log in to the degree audit website:

1) Go to the UNT degree audit website at mydegreeaudit.unt.edu.



Student employees: You may have student and employee access permissions for different UNT websites. When using a work computer, to ensure the degree audit system uses your student access instead of your employee access, you may need to open a new private or incognito window or clear cache and cookies before going to the degree audit website. Otherwise, you may receive an error when you log in.

2) Enter your UNT student email ending in @my.unt.edu.
3) Click the 'Next' button.
4) In the 'Password' field, enter your password. **Note:** It is the same password you use to log into myUNT.
5) Click the 'Sign in' button.
    a. **Note:** You may be taken to Duo Security for two-factor authentication.



Did you know? You can also get to the online degree audit through myUNT:

1) Go to the "Advising & Orientation" tile.
2) Go to the "Degree Audit Report" page.
3) Click the "Request Audit" button in the upper-right corner.

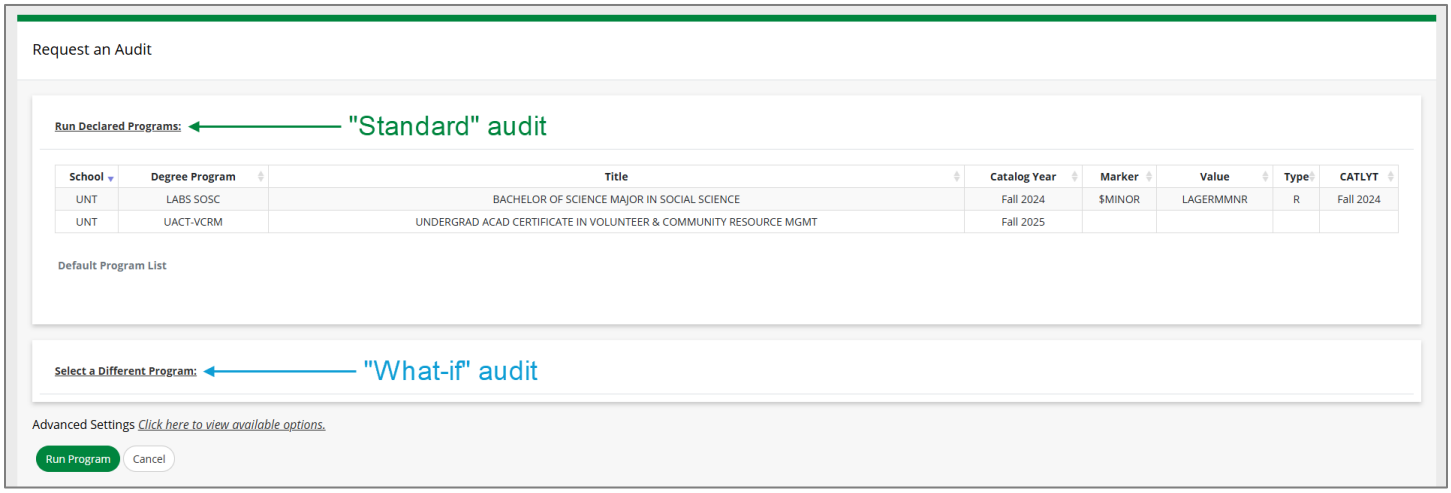
After logging in, you'll be on the 'Request an Audit' page, where you can run an audit for your official major or run an audit for another program.

How to run a degree audit

Request an audit

When you log into the degree audit, you'll be on the 'Request an Audit' page. There are two sections you can expand: 'Run Declared Programs' and 'Select a Different Program'. These sections correspond to the different types of audits available. The 'Run Declared Programs' section will be expanded by default.

Types of audits

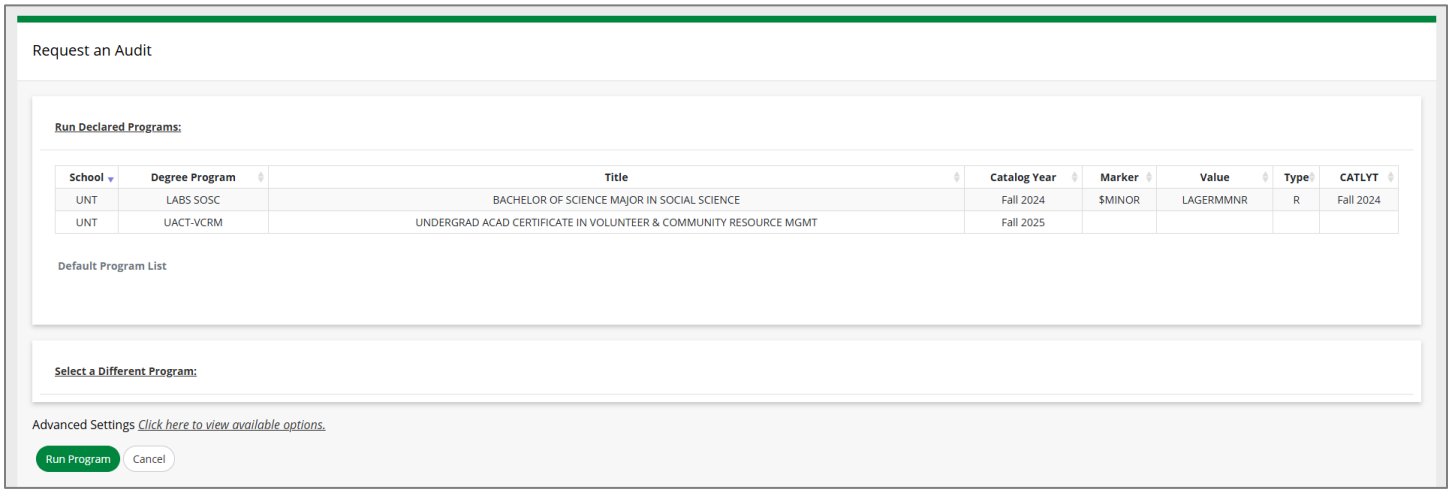


There are two types of audits you can run: an audit for your official major or an audit for another program.

- The first type, sometimes called a "standard" audit, is an audit for your declared program (official major). It shows what your current requirements are and your progress toward fulfilling those requirements.
- The second type, sometimes called a "what-if" audit, is an audit for a different program. It allows you to see "what if" you changed your major to that different program.

Declared program (official major)

Your declared program is your official major, which is displayed in the 'Title' column under the 'Run Declared Programs' section. This is the standard report many students request. It shows your progress toward completing the requirements for your current program.



The 'Run Declared Programs' table shows information about your official major in the degree audit system:

- **School:** UNT.
- **Degree Program:** The program code for your declared program (official major). The program code is a shorthand name for the college, degree, and major.
- **Title:** The name of the program. For example, "BACHELOR OF ARTS MAJOR IN HISTORY."
- **Catalog Year:** The year, or version, of the UNT Catalog for the program. For more information about catalog year, see "Why is the catalog year important?"
- **Marker, Value, Type, and CATLYT:** These columns show information about minors, if you have any officially declared minors. The 'Marker' and 'Type' columns show information used by the degree audit system to process minors. The 'Value' column shows the shorthand name for the minor, similar to the program code. The 'CATLYT' column shows the catalog year/term for the minor. If the catalog year is the same for both the minor and the program, the 'CATLYT' column may be blank.

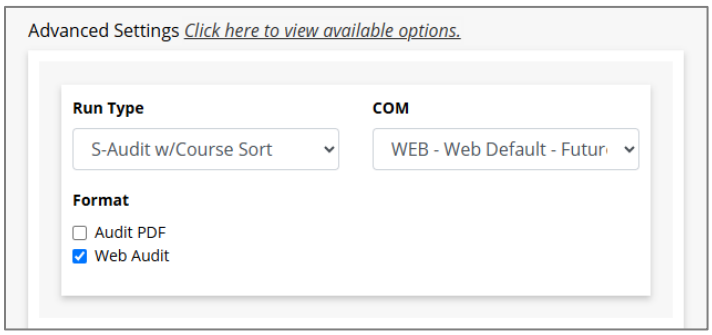
If you are pursuing a double major / double degree, please see "I'm a double major or I'm considering a double major."

How to run an audit for your declared program (official major)

To run an audit for your declared program(s):

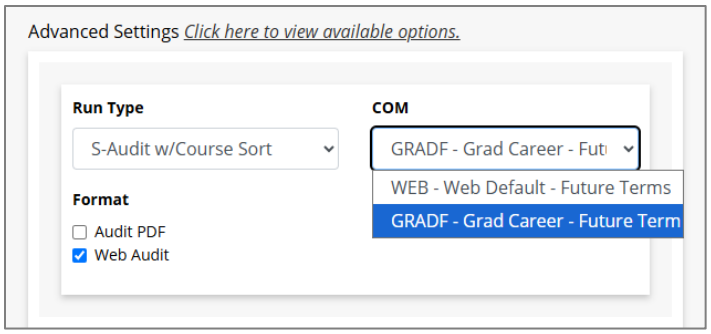
1) Ensure the 'Run Declared Programs' section is expanded.
2) Change Advanced Settings if needed.
    a. To change the audit format:
        i. Click "Click here to view available options" next to "Advanced Settings".
        ii. For 'Format', select at least 1 format:
            1. **Audit PDF:** A static document suitable for printing.
            2. **Web Audit:** An interactive web document viewable in your browser. (This option is checked by default.)

Tip: You may run an audit with both formats.

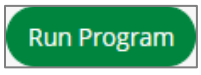


    b. To run the audit for a **graduate program**:
        i. Click "Click here to view available options" next to "Advanced Settings".
        ii. For 'COM', select "GRADF - Grad Career - Future Term" from the dropdown menu.

Note: Using the default settings for a graduate program may result in incorrect information being displayed on the audit.

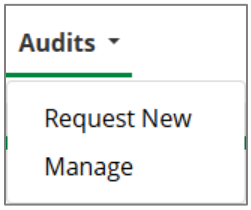


3) Click the 'Run Program' button.



Note: 'Run Declared Programs' will run an audit for all programs assigned to you in the degree audit system. If you have any certificates, multiple majors, or previously completed programs at UNT, an audit will be run for each program.

To request a new audit, you can click ‘Audits’ in the navigation bar and then click ‘Request New’.



Not sure how to read your degree audit? See the How to read your degree audit section.

Different program (“what-if” audit)

Running an audit for a different program, also known as a “what-if” audit, allows you to run an audit for any program (major/degree or certificate) at UNT to see how it might work for you.

Note: This will *not* change your declared program. If you would like to change your official major, contact an academic advisor in the department of your new major.

You can run “what-if” audits for any undergraduate major/degree, any undergraduate academic certificate, and certain graduate programs.

“What-if” audits for undergraduate academic certificates

You can run an audit for an undergraduate academic certificate by selecting “Undergraduate Academic Certificate” from the ‘College’ dropdown menu. The major will be the specific certificate, and the degree will be “Academic Certificate.”

“What-if” audits for graduate programs

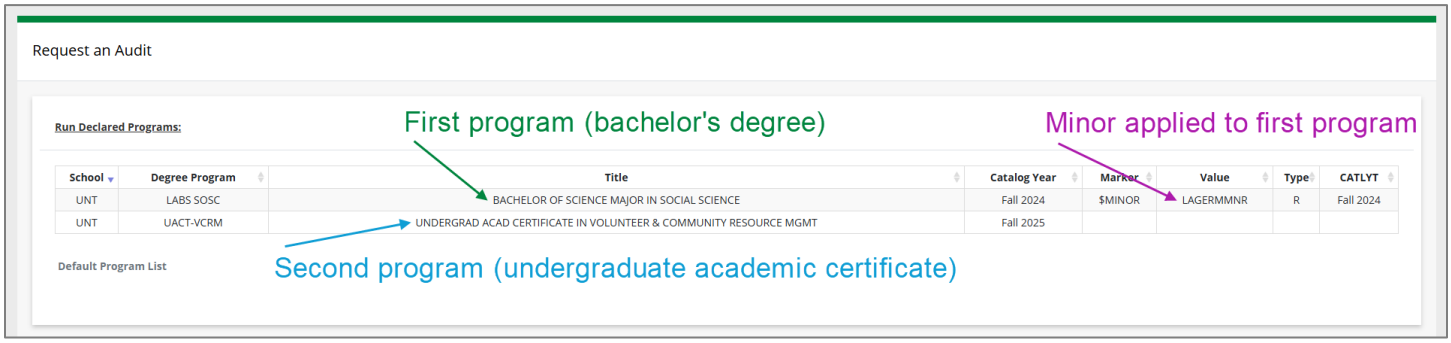
You can run an audit for a graduate program by selecting the college with “-Graduate” at the end from the ‘College’ dropdown menu. For example, to run a what-if audit for a graduate program in the College of Engineering, you would select “College of Engineering-Graduate”.

Note: Remember to change the ‘COM’ option in Advanced Settings to **“GRADF - Grad Career - Future Term”** so that the graduate audit shows accurate information.

"What-if" audits for minors (not possible)

It is not possible to run an audit for a different minor. This is because minors do not have separate audits. Instead, minors are added to a degree program audit, which allows the audit system to correctly count courses toward major or minor requirements.

The image below shows a student pursuing a B.S. in Social Science with a minor in German and an undergraduate academic certificate in Volunteer and Community Resource Management. The bachelor's degree is the first program, noted in green, and the certificate is the second program, noted in blue. The minor, noted in purple, is applied to the bachelor's degree. In this example, running an audit for this student's declared programs would result in one audit with the bachelor's degree and minor requirements and another audit with the requirements for the undergraduate academic certificate.

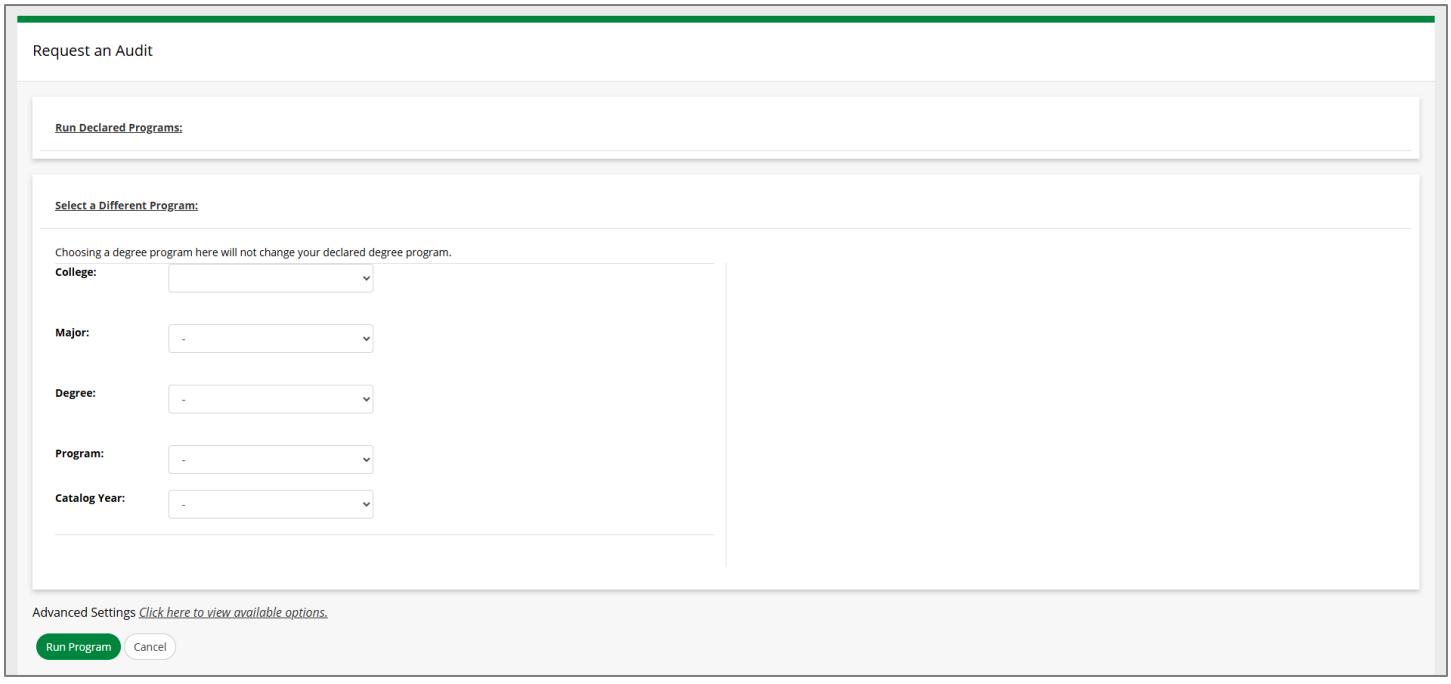


If you have questions about minors, it is recommended to contact your academic advisor.

How to run an audit for a different program ("what-if" audit)

To run an audit for a different program:

1) Expand the 'Select a Different Program' section.



2) Select options for each of the following dropdown menus:
    a. **College:** Select the college where the program is offered. After selecting the college, the 'Major' dropdown menu will populate with a list of all the majors in that college.
        i. Undergraduate and graduate programs are in separate 'Colleges'. The 'College' for graduate programs will have "-Graduate" at the end. For example, "College of Information" and "College of Information-Graduate".
        ii. Undergraduate Academic Certificates are in their own 'College', which is "Undergraduate Academic Certificate".
    b. **Major:** Select the major for which you want to run the audit.
        i. **Note:** Some majors may be abbreviated, especially majors with concentrations.
    c. **Degree:** Select the degree for the major. If only one degree is listed, select that option.
        i. **Note:** This step is required since some majors have multiple degrees. For example, the Biology major in the College of Science is available both as a Bachelor of Science and a Bachelor of Arts.
3) Confirm the program is correct. The program will automatically populate based on your choices for college, major, and degree.
    a. **Note:** The program code is included at the end of the program name. Checking the program code may help you confirm whether you selected the correct program.
4) For **'Catalog Year'**, select the appropriate year from the dropdown menu. It is recommended to select the same catalog year as your current program if possible.

Note: The catalog year always begins in the Fall term, even if you started at UNT or switched your program during the Spring or Summer terms. So, for example, if you started at UNT in Spring 2025, you would select "Fall 2024."

Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	LABS SOSC	BACHELOR OF SCIENCE MAJOR IN SOCIAL SCIENCE	Fall 2024	$MINOR	LAGERMMNR	R	Fall 2024

The catalog year for your declared program is shown on the 'Request an Audit' page in the 'Run Declared Programs' section.

Why is the catalog year important?

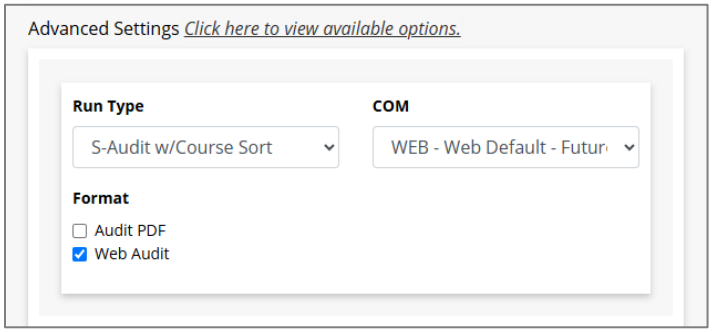
All requirements are published in the UNT Catalog. Because program and even UNT core requirements can change from year-to-year, a new version of the UNT Catalog is published every year. These versions are called "catalog years." To view the requirements which would apply to you, it is important to select the appropriate catalog year.

Generally, students follow the catalog for the year they entered UNT. For example, if the first term you attended UNT was Fall 2025, then you'd likely be following the 2025-2026 catalog.

5) Review the summary of the options you've selected.
    a. If everything is correct, continue to the next step.
    b. If you want to change any of the options selected, click the orange "Clear Selections" button to start over.

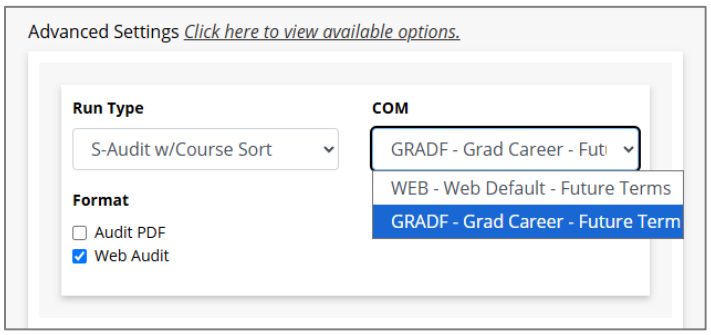
6) Change Advanced Settings if needed.
    a. To change the audit format:
        i. Click “Click here to view available options” next to “Advanced Settings”.
        ii. For ‘Format’, select at least 1 format:
            1. **Audit PDF:** A static document suitable for printing.
            2. **Web Audit:** An interactive web document viewable in your browser. (This option is checked by default.)

Tip: You may run an audit with multiple formats.



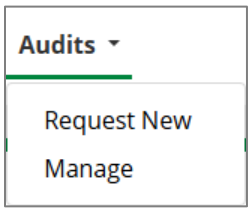
    a. To run a “what-if” audit for a **graduate program**:
        iii. Click “Click here to view available options” next to “Advanced Settings”.
        iv. For ‘COM’, select “GRADF - Grad Career - Future Term” from the dropdown menu.

Note: Using the default settings for a graduate program may result in incorrect information being displayed on the audit.



7) Click the ‘Run Program’ button.

To request a new audit, you can click ‘Audits’ in the navigation bar and then click ‘Request New’.

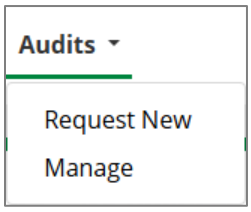


Not sure how to read your degree audit? See the How to read your degree audit section.

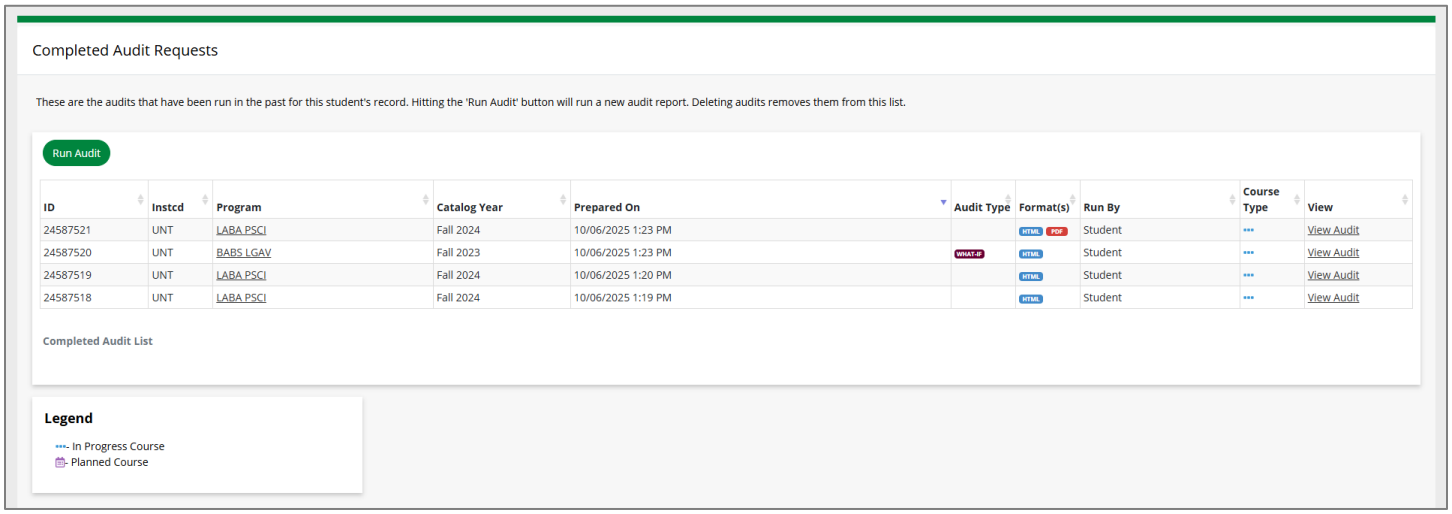
View a previous audit

You don't have to run a new audit every time you want to check your degree audit. You can view completed audits at any time:

1) Click 'Audits' in the navigation bar.
2) Click 'Manage'. You will be taken to the 'Completed Audit Requests' page.



3) Click "View Audit" in the 'View' column for the audit you want to view.



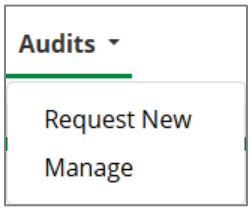
The most recent audits will be listed in the table, sorted from latest to earliest. Once you've run an audit, it will appear on the first line.

- **ID:** Database ID number for the audit.
- **Instcd:** The institution for the audit. This should always say "UNT".
- **Program:** The program code of the degree/major the audit was run for. The program code is a shorthand name for the college, degree, and major.
- **Catalog Year:** The catalog year that was used for the audit.
- **Prepared On:** The date and time the audit was run.
- **Audit Type:** Shows "WHAT-IF" if the audit was run for a different program.
- **Format(s):** Shows "HTML" if the audit was run with the Web Audit format, and "PDF" if the audit was run with the Audit PDF format.
- **Run By:** Who ran the audit. If you ran the audit, it will say "Student."
- **Course Type:** Shows 3 blue dots if you were enrolled in any courses when the audit was run.
    - **Note:** For undergraduate academic certificates, 'Course Type' may not show as in progress if enrolled coursework would not apply to the certificate.
- **View:** Link to view the audit.

Note: Degree audits are based on the information in your academic record as of the date the audit was run. Therefore, the audit will not reflect grades or courses that were posted after the audit was run. To see the most up-to-date information, you will need to run a new degree audit.

The legend below the table shows the icons for the 'Course Type' column. "Planned" courses are not used at UNT.

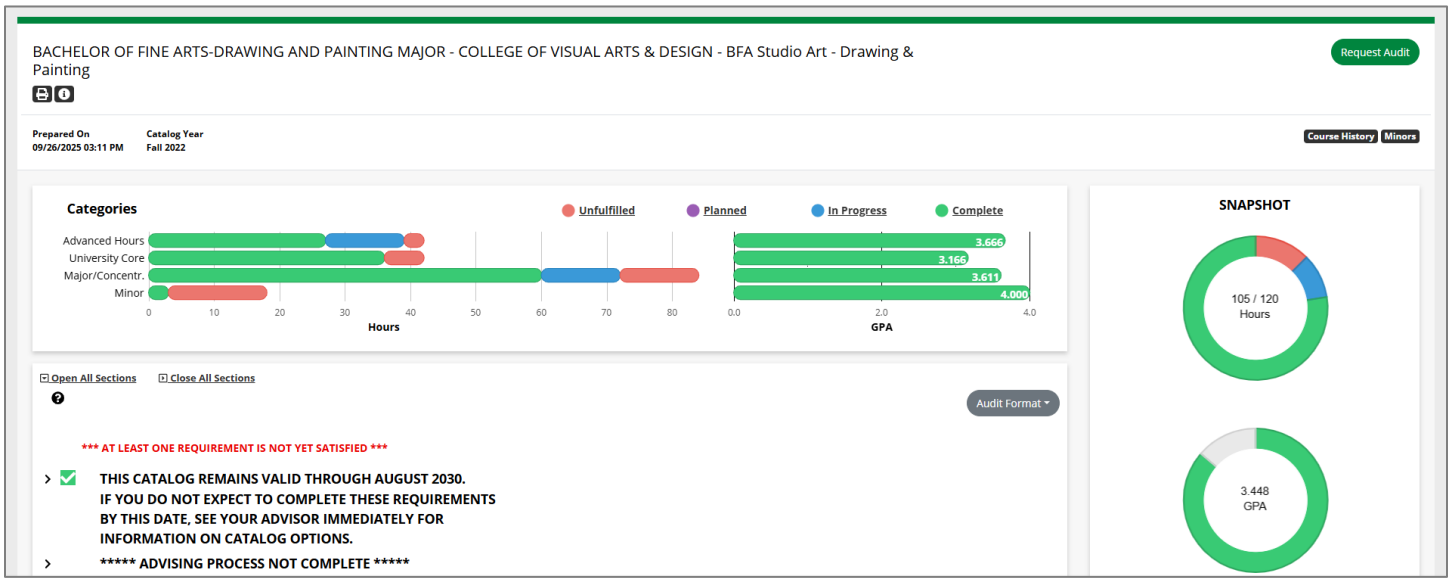
To request a new audit, you can click 'Audits' in the navigation bar and then click 'Request New'.



How to read your degree audit

When you first open an audit, you will be taken to the 'Audit Results' tab. The top of the page will show information about the audit, like the program title and when the audit was prepared. Your progress toward the degree requirements will be summarized in charts, and you will be able to switch to the 'Course History' tab to view your coursework, or the 'Minors' tab to view information about any minors that were applied to the audit. You can also view additional details about the audit by clicking the 'Audit Run Info' button below the program title.

Audit results



The following information will be at the top of the page:

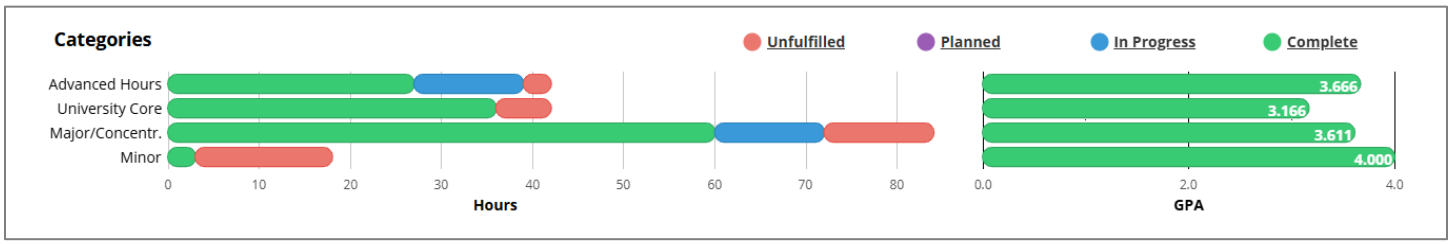
- **Program title:** The title of the program, typically includes the major, degree type, and college.
- **'Print Preview' button:** For the Web Audit format, opens a more printer friendly version of your online degree audit.
    - This printer friendly view is different from the Audit PDF format you can choose to run an audit in. It preserves the design of the online audit, but it does not include the charts at the top of the audit or the status icons. Since status icons show at a glance if a requirement or sub-requirement is complete, please read the printer friendly audit closely.
- **'Audit Run Info' button:** Details about that audit, including the date and time prepared, the program code (a shorthand name for the college, degree, and major), and the catalog year.
    - This information is included at the top of the Audit PDF format.
- **Prepared On:** The date and time the audit was run.
- **Catalog Year:** The catalog year the audit was run for.
- **'Request Audit' button:** Returns to the 'Request an Audit' page where you can run a new audit.
- **'Course History' button:** Goes to the 'Course History' tab, which shows the courses used for the audit.
- **'Minors' button:** Goes to the 'Minors' tab, which shows the minors the audit was run with.
    - **Note:** Minors can only be included on audits run for your declared program(s), if you have any.
- **Charts:** Shows your hours and GPA, both overall, as donut charts and by category as bar charts.

Charts

The charts at the top of the 'Audit Results' tab show how close you are to finishing the requirements for your degree, as well as your GPA. The legend above the charts shows the colors that represent each status (unfulfilled, in progress, and complete). **Note:** The "Planned" status is not used at UNT.

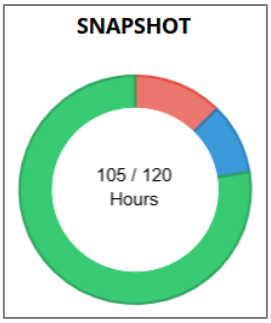
Categories charts

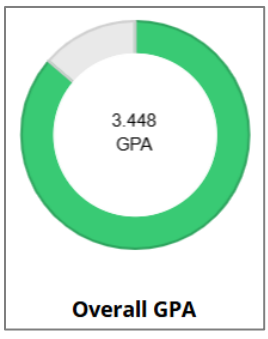
The Categories charts show your overall hours and GPA per category used for your audit. Categories can include "Advanced Hours", "University Core", "College Core", "Major/Concentr.", "Minor", and so on. If a category doesn't apply to your audit, it will not be shown.



Snapshot chart

The Snapshot donut chart shows the number of credit hours you've earned relative to the number of hours in progress and unfulfilled. The center of the chart shows the number of hours earned and in progress, along with the total number of hours required for your degree. When you hover your mouse over a section of the chart, it will show the number of hours for that status, such as "42 complete" or "24 unfulfilled."





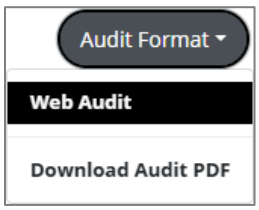
Overall GPA chart

The Overall GPA donut chart shows your overall GPA. Your exact GPA is shown in the center of the chart.

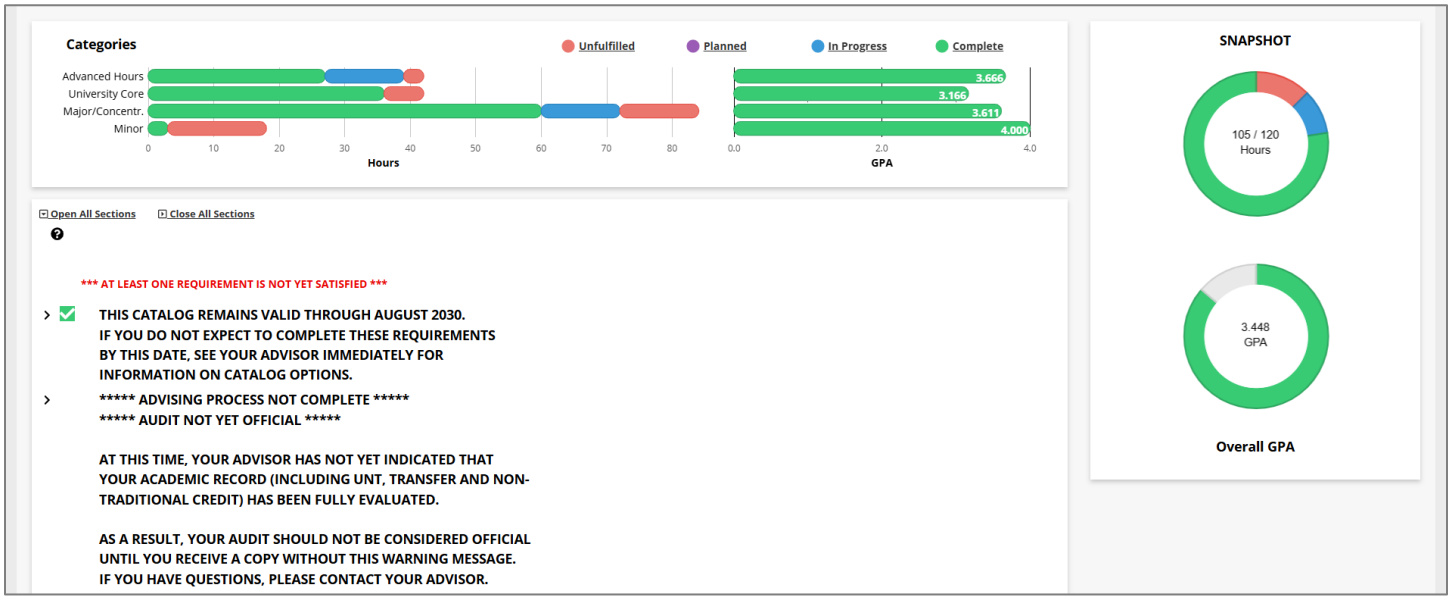
Note: Your GPA on your degree audit may vary from your GPA elsewhere. See "My GPA is different on my degree audit, my unofficial transcript, and/or myUNT." for more information.

Audit formats

If you ran the audit with more than one format, there will be an 'Audit Format' button below the 'Categories' charts. You can click the 'Audit Format' button to have the option to download the Audit PDF.



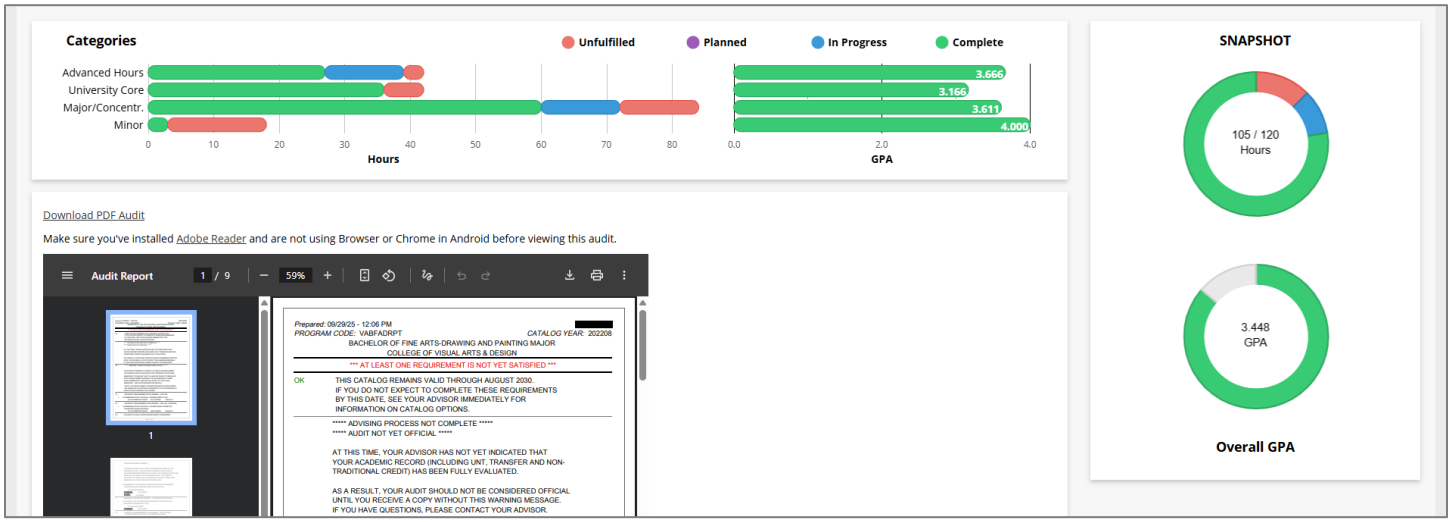
Web Audit format



Each requirement for the program is listed below the charts. For more information about any requirement, you can expand the requirement section to show its sub-requirements. To learn more about requirements and sub-requirements, see the Requirements and sub-requirements section. You can expand or close a section by clicking on the arrow to the left of the section or on the requirement title. To expand or close every section at the same time, click "Open All Sections" or "Close All Sections" below the charts.

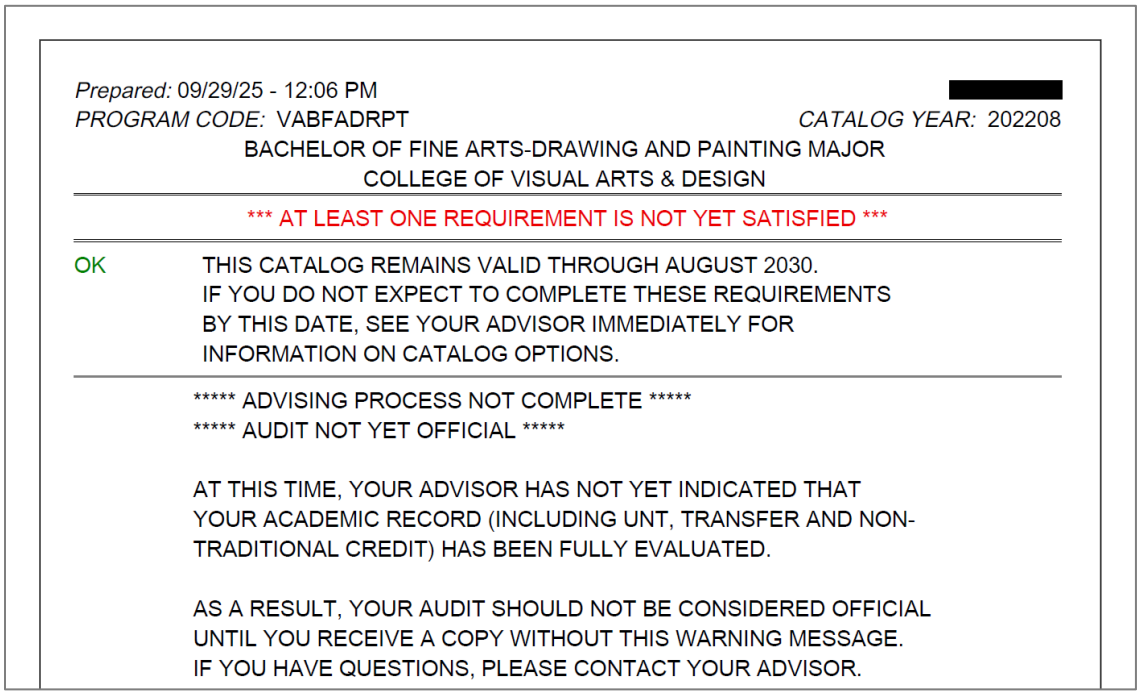
You can also click the "?" (help) icon below "Open All Sections" and "Close All Sections" to see the legends for requirements and sub-requirements, as well as course grades and special codes. For more information about course grades and special codes, see the Course abbreviations on the audit section.

Audit PDF format



If you run the Audit PDF format by itself, the charts at the top of the 'Audit Results' tab will be shown above the audit as usual. You will also be able to switch to the 'Course History' and 'Minors' tabs. However, instead of having options to open/close sections and a help icon, there will be a link to download the audit and a note about technical requirements to view the Audit PDF format.

Since the Audit PDF format is a static document and not interactive like the Web Audit, which uses HTML, all requirements and sub-requirements are shown automatically. To learn more about requirements and sub-requirements, see the Requirements and sub-requirements section.



Prepared: 09/29/25 - 12:06 PM [redacted]
PROGRAM CODE: VABFADRPT *CATALOG YEAR:* 202208
BACHELOR OF FINE ARTS-DRAWING AND PAINTING MAJOR
COLLEGE OF VISUAL ARTS & DESIGN

*** AT LEAST ONE REQUIREMENT IS NOT YET SATISFIED ***

OK THIS CATALOG REMAINS VALID THROUGH AUGUST 2030.
IF YOU DO NOT EXPECT TO COMPLETE THESE REQUIREMENTS
BY THIS DATE, SEE YOUR ADVISOR IMMEDIATELY FOR
INFORMATION ON CATALOG OPTIONS.

***** ADVISING PROCESS NOT COMPLETE *****
***** AUDIT NOT YET OFFICIAL *****

AT THIS TIME, YOUR ADVISOR HAS NOT YET INDICATED THAT
YOUR ACADEMIC RECORD (INCLUDING UNT, TRANSFER AND NON-
TRADITIONAL CREDIT) HAS BEEN FULLY EVALUATED.

AS A RESULT, YOUR AUDIT SHOULD NOT BE CONSIDERED OFFICIAL
UNTIL YOU RECEIVE A COPY WITHOUT THIS WARNING MESSAGE.
IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR ADVISOR.

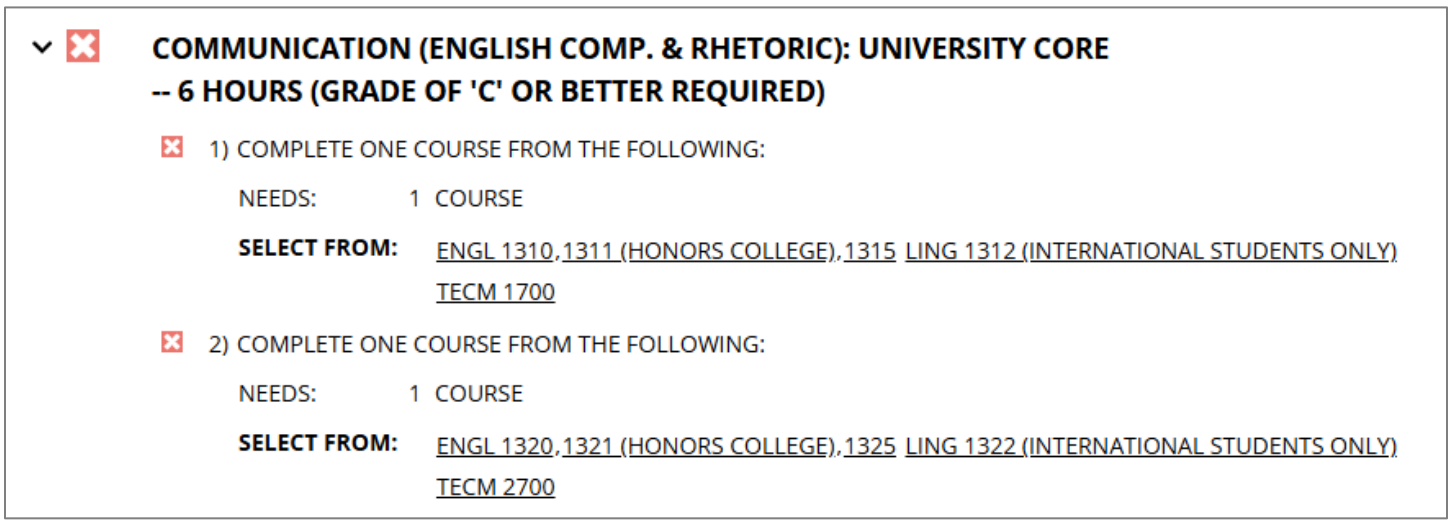
The top of the Audit PDF shows the date and time prepared, your student ID number, your name, the program code (a shorthand name for the college, degree, and major), the catalog year, and the title of the program.

The requirement and sub-requirement information on the Audit PDF is the exact same as the information on the Web Audit. They are also formatted in a similar way, with the status to the left of the requirements and sub-requirements.

Requirements and sub-requirements

On the Web Audit, by default only the title information for each requirement is displayed. You'll need to expand the requirement section to see more information. Because the Audit PDF is not interactive, all the information for each requirement is already displayed.

Many requirements have additional requirements to be completed, which are called sub-requirements. For example, the Communication university core requirement has 2 sub-requirements, one sub-requirement for each required group.



Status

There are different statuses for requirements and sub-requirements:

- **Complete:** All required courses have been completed.
- **In Progress:** All required courses have either been completed or are in progress in the current term.
- **Unfulfilled:** There are still required courses left to complete.
    - **Note:** The "Planned" status is not used at UNT.

The **requirement** status is noted to the left of each requirement:

Format	Web Audit	Audit PDF
Complete Requirement	Green box with white checkmark	OK Green "OK"
In-Progress Requirement	Blue box with 3 white dots in horizontal line	IP Blue "IP"
Unfulfilled Requirement	Red box with white "x"	NO Red "NO"

The **sub-requirement** status is noted to the left of each sub-requirement:

Format	Web Audit	Audit PDF
Complete Sub-requirement	Green box with white checkmark	+ Black "+" (plus sign)
In-Progress Sub-requirement	Blue box with 3 white dots in horizontal line	- Black "-" (minus sign)
Unfulfilled Sub-requirement	Red box with white "x"	- Black "-" (minus sign)

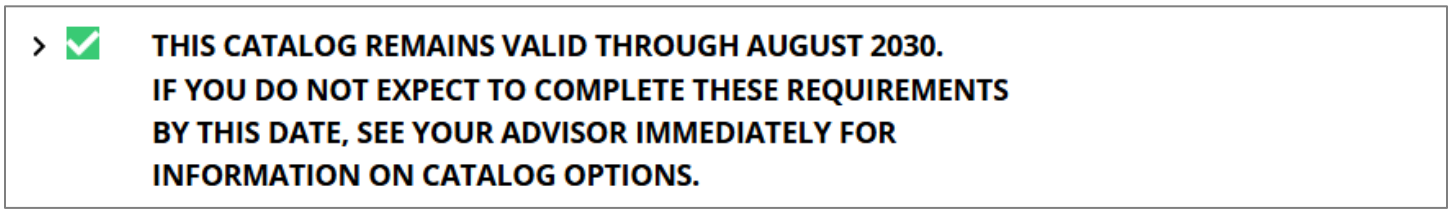
Text requirements

The first few requirements will be text only, providing important information about your audit. These text requirements are explained below.

The text "*** AT LEAST ONE REQUIREMENT IS NOT YET SATISFIED ***" will be displayed below the charts if any requirement is not complete.

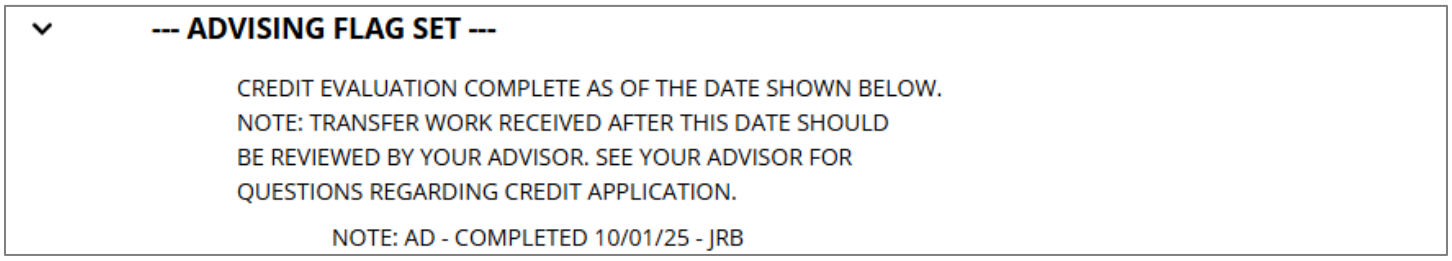
Undergraduate text requirements

The first requirement section notifies you when the catalog will expire, based on the catalog year. All requirements of the chosen catalog must be met within eight years of that catalog's publication for undergraduate programs.

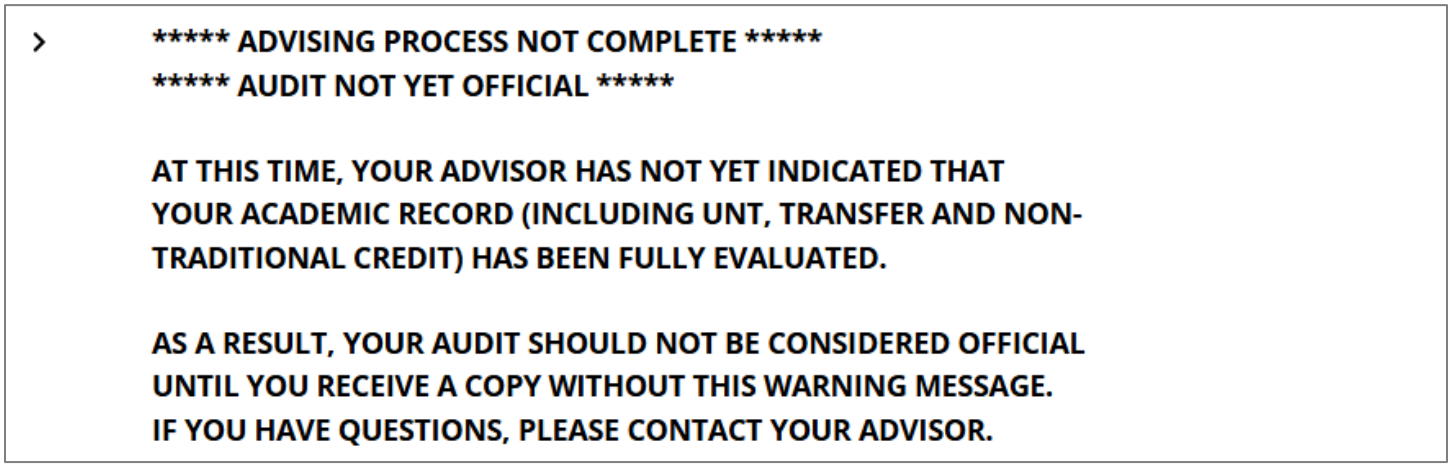


The second requirement section shows whether your advisor has evaluated your degree audit. If the audit has been evaluated, the requirement will say, "ADVISING FLAG SET." If you are viewing a "what-if" audit, or an audit for a different program, then the advising requirement should always indicate that your audit has not been evaluated and is not official.

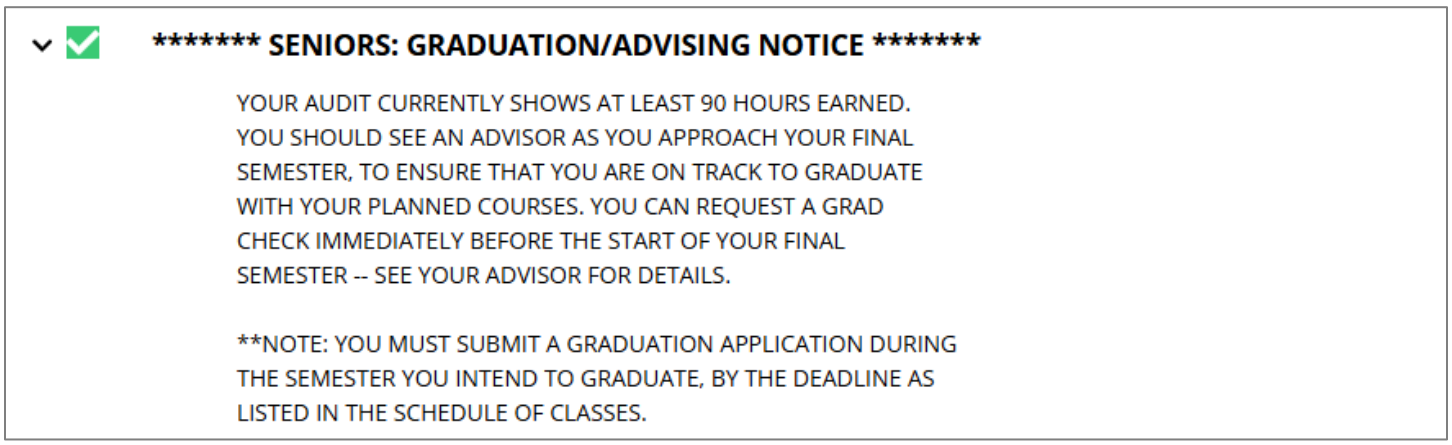
Audit has been evaluated:



Audit has not been evaluated:



If you have earned 90 or more credit hours, your audit will show an additional requirement, "SENIORS: GRADUATION/ADVISING NOTICE." This requirement is informational only. It is intended to help students who may be close to graduation by reminding them to contact their advisor and ensure they are on track to graduate.

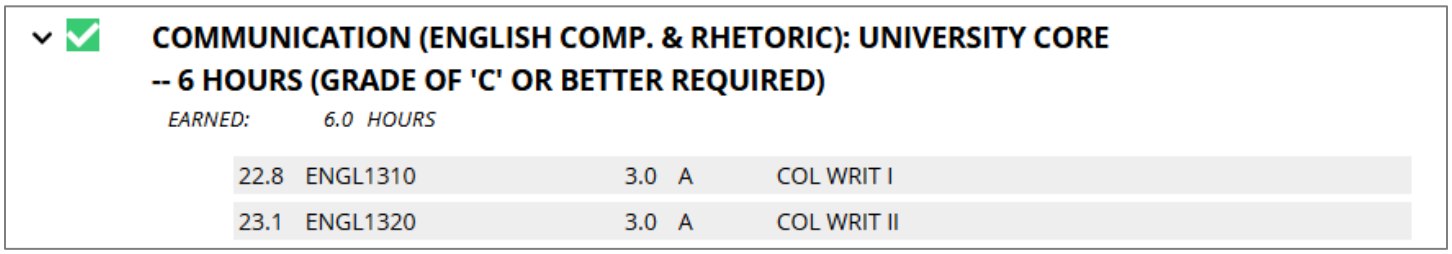


Complete requirements

Expanding a complete requirement will show the earned hours, or the number of hours applied to that requirement, and a table of the courses that were used to fulfill the requirement. The table will show the following information:

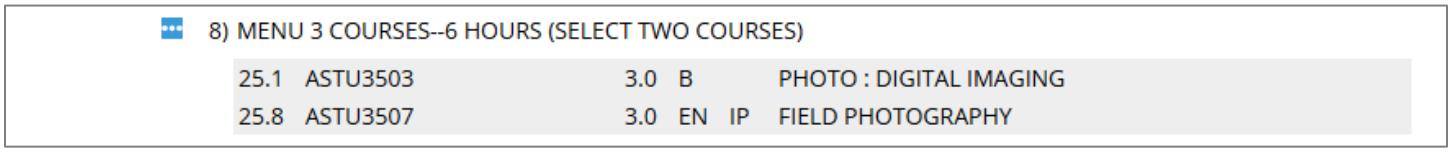
- Year and term the course was taken.
    - For information about course terms on the audit, see the Course abbreviations on the audit section.
- Subject and course number.
- Number of credit hours of the course.
- Grade earned.
- Title of the course.

Additional information may be displayed below a course, such as if the course was transferred to UNT or the course number changed since the course was taken.



In-progress requirements

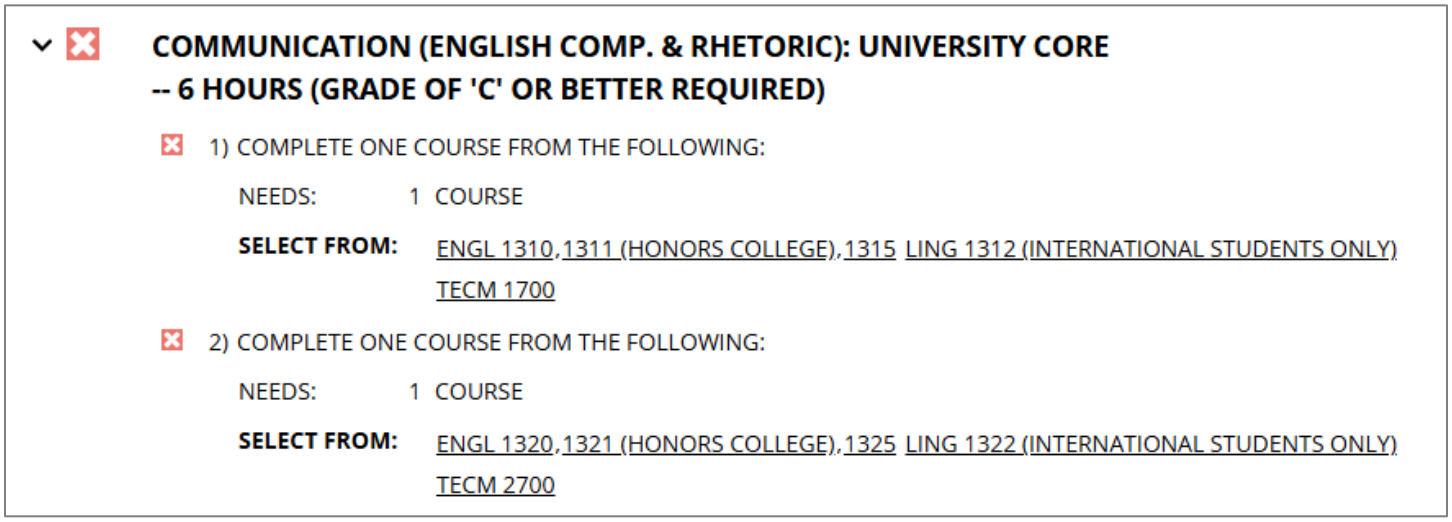
Requirements will show as In Progress ("IP") when you are currently registered for a course that is expected to fulfill the requirement.



Note: In some cases, a certain grade may be required for a course to fulfill a requirement. For example, a grade of 'C' or higher may be required. When in progress courses are displayed, the audit assumes the required grade will be earned.

Unfulfilled requirements

Any unfulfilled requirements will indicate what is needed to complete the requirement, such as a certain number of courses. Unfulfilled requirements will also provide a list of courses that can be used to fulfill that requirement. You can click on a course number in the "SELECT FROM" list to see a description of that course.



COMMUNICATION (ENGLISH COMP. & RHETORIC): UNIVERSITY CORE -- 6 HOURS (GRADE OF 'C' OR BETTER REQUIRED)

1) COMPLETE ONE COURSE FROM THE FOLLOWING:

NEEDS: 1 COURSE

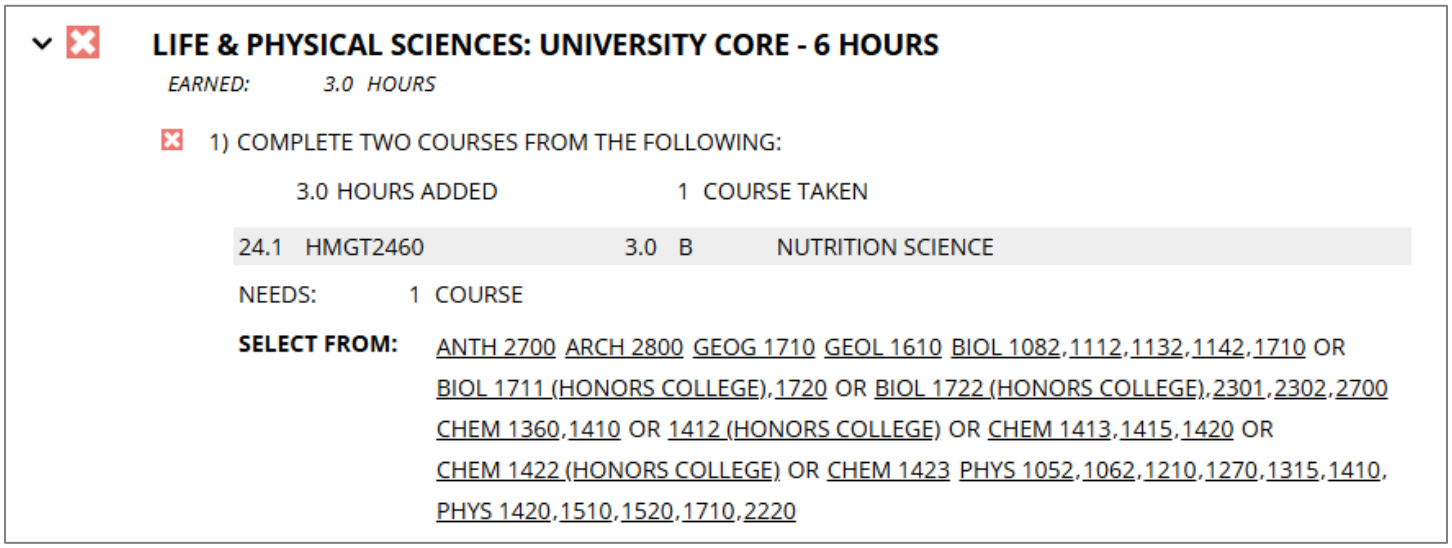
SELECT FROM: ENGL 1310,1311 (HONORS COLLEGE),1315 LING 1312 (INTERNATIONAL STUDENTS ONLY) TECM 1700

2) COMPLETE ONE COURSE FROM THE FOLLOWING:

NEEDS: 1 COURSE

SELECT FROM: ENGL 1320,1321 (HONORS COLLEGE),1325 LING 1322 (INTERNATIONAL STUDENTS ONLY) TECM 2700

Partially fulfilled requirements will show both what has been used to fulfill part of the requirement, and what else is needed. If even one part of the requirement is incomplete, the requirement status will be unfulfilled. In the example below, the "LIFE & PHYSICAL SCIENCES: UNIVERSITY CORE" requirement is unfulfilled. One course worth 3 hours is complete. However, the requirement is unfulfilled because 6 hours are required and only 3 hours have been added.



LIFE & PHYSICAL SCIENCES: UNIVERSITY CORE - 6 HOURS

EARNED: 3.0 HOURS

1) COMPLETE TWO COURSES FROM THE FOLLOWING:

3.0 HOURS ADDED 1 COURSE TAKEN

24.1	HMGT2460	3.0	B	NUTRITION SCIENCE

NEEDS: 1 COURSE

SELECT FROM: ANTH 2700 ARCH 2800 GEOG 1710 GEOL 1610 BIOL 1082,1112,1132,1142,1710 OR BIOL 1711 (HONORS COLLEGE),1720 OR BIOL 1722 (HONORS COLLEGE),2301,2302,2700 CHEM 1360,1410 OR 1412 (HONORS COLLEGE) OR CHEM 1413,1415,1420 OR CHEM 1422 (HONORS COLLEGE) OR CHEM 1423 PHYS 1052,1062,1210,1270,1315,1410, PHYS 1420,1510,1520,1710,2220

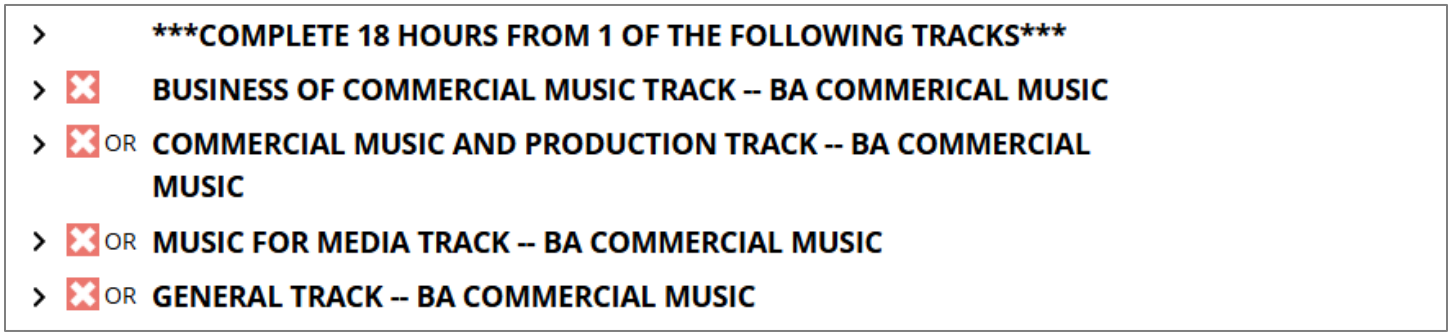
ORed requirements and sub-requirements

In some cases, you may only need to complete one requirement or sub-requirement from a list. These requirements and sub-requirements are ORed—they will say "OR" next to them. The degree audit doesn't know which requirement or sub-requirement you will complete, so each ORed option will be shown and each course will be applied to one area, even if the course is an option for multiple areas. Once one of the ORed options is able to be completed, the audit will automatically consolidate the courses into that one option.

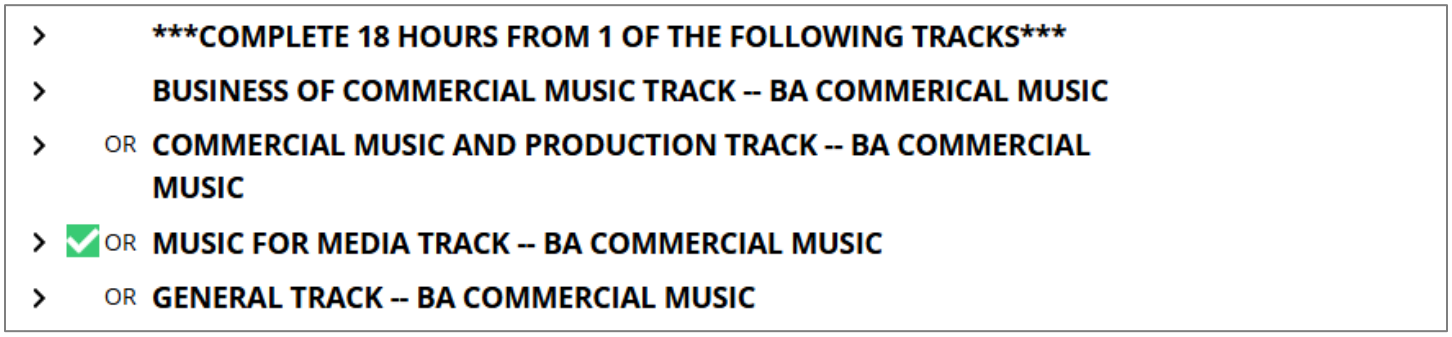
Example of ORed requirements

In this example, the different track options for the B.A. in Commercial Music are ORed requirements. You only need to complete 1 track, not all 4 of them. Once one track is complete, the other tracks will no longer show as unfulfilled.

ORed requirements for the B.A. in Commercial Music tracks, with all requirements unfulfilled:



ORed requirements for the B.A. in Commercial Music tracks, with one requirement complete:



Example of ORed sub-requirements

In this example, the different calculus sequence options for the B.S. in Physics are ORed sub-requirements. Since the audit doesn't know which sequence you intend to complete, it temporarily places MATH 1710 in the last applicable sub-requirement.

ORed sub-requirements for the calculus sequence, with no courses:

1) COMPLETE CALCULUS I AND CALCULUS II:

NEEDS: 2 COURSES

SELECT FROM: MATH 1710,1720

OR) COMPLETE CALCULUS I AND CALCULUS FOR SCIENCE AND ENGINEERING II AND III:

NEEDS: 3 COURSES

SELECT FROM: MATH 1710,1820,1830

OR) COMPLETE CALCULUS FOR SCIENCE AND ENGINEERING I, II, AND III:

NEEDS: 3 COURSES

SELECT FROM: MATH 1810,1820,1830

ORed sub-requirements for the calculus sequence, with MATH 1710 taken:

1) COMPLETE CALCULUS I AND CALCULUS II:

NEEDS: 2 COURSES

SELECT FROM: MATH 1710,1720

OR) COMPLETE CALCULUS I AND CALCULUS FOR SCIENCE AND ENGINEERING II AND III:

1 COURSE TAKEN

23.8	MATH1710	4.0	A	CALCULUS I

NEEDS: 2 COURSES

SELECT FROM: MATH 1820,1830

OR) COMPLETE CALCULUS FOR SCIENCE AND ENGINEERING I, II, AND III:

NEEDS: 3 COURSES

SELECT FROM: MATH 1810,1820,1830

ORed sub-requirements for the calculus sequence, with one option fully complete:

1) CALCULUS I AND CALCULUS FOR SCIENCE AND ENGINEERING II AND III COMPLETE.

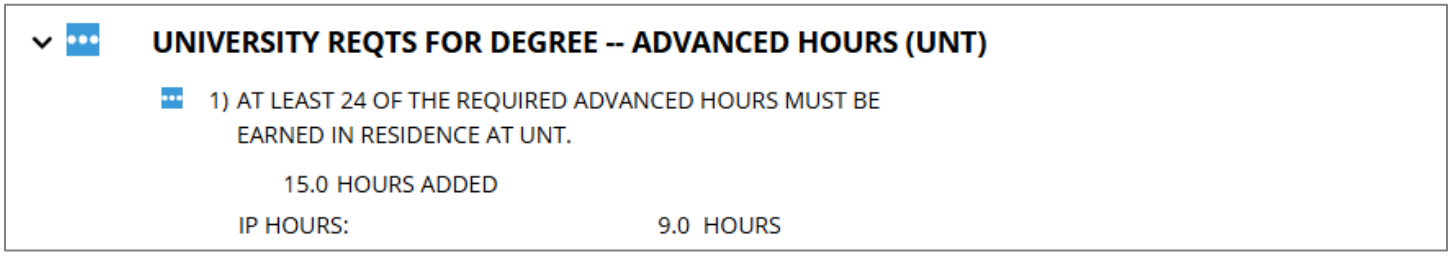
3 COURSES TAKEN

23.8	MATH1710	4.0	A	CALCULUS I
24.1	MATH1820	3.0	A	CAL II FOR SCI. ENG.
24.4	MATH1830	3.0	A	CAL III FOR SCI. ENG.

Other requirements

Some requirements don't require specific courses at all. Instead, a certain GPA or a certain number of courses taken at UNT may be required. Other requirements may just be text to provide important information about the program and your audit, like the text requirements at the beginning of your audit. Remember, you can expand a requirement section for additional details.

In the example below, the "UNIVERSITY REQTS FOR DEGREE -- ADVANCED HOURS (UNT)" requirement doesn't need any specific courses. Instead, it requires a certain number of advanced credit hours earned in residence at UNT. The requirement is In Progress because the student is currently taking courses that will help fulfill this requirement.



Note: Courses earned in residence at UNT are courses that you took at UNT.

Have more questions about your degree audit? Your advisor will be able to explain your audit and help you decide on the best course of action to help you achieve your goals. You can find a list of advising offices on the Get Advised page.

Other tabs on the audit

You can switch between viewing your audit and viewing your course history and any minors applied to the program for which you ran the audit.

To view your course history:

1) In the upper-right corner, below the 'Request Audit' button, click the 'Course History' button. **Course History**

To view any minors applied to the audit:

1) In the upper-right corner, below the 'Request Audit' button, click the 'Minors' button. **Minors**

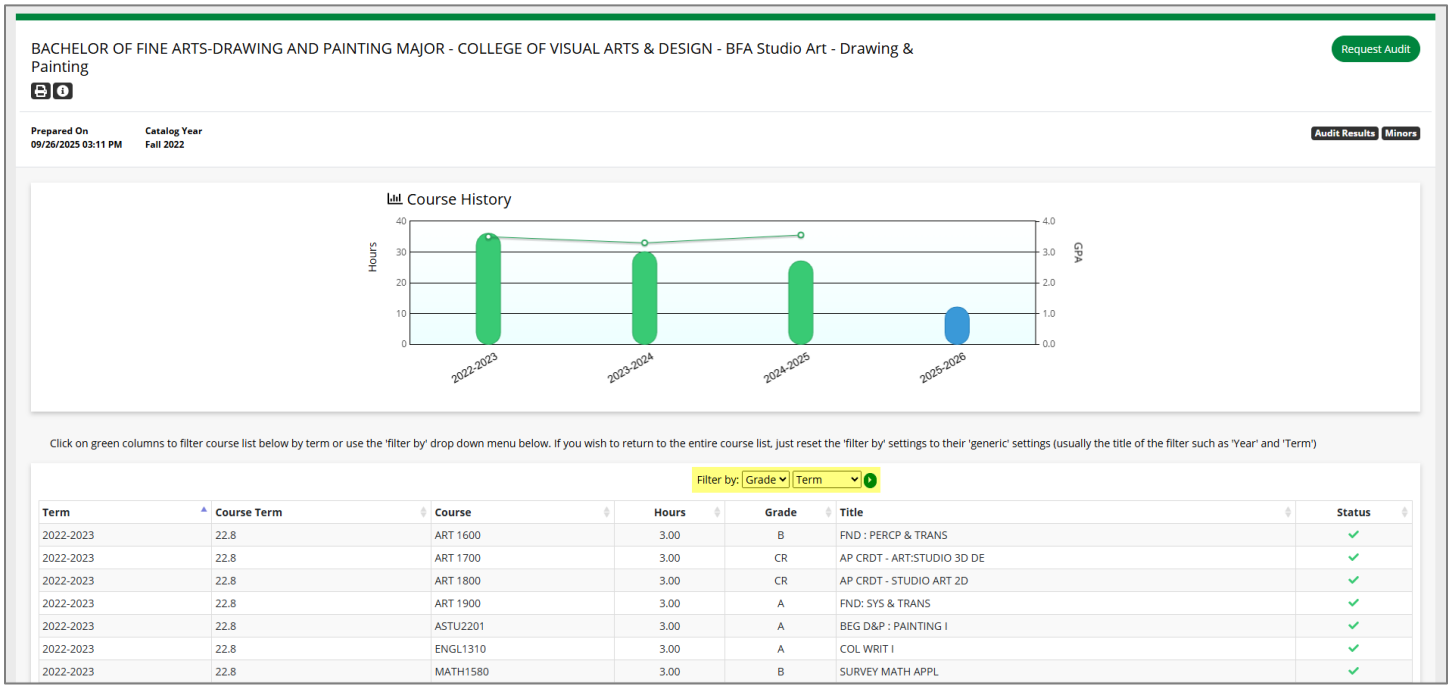
Note: Minors cannot be applied to "what-if" audits.

To view your audit again:

1) In the upper-right corner, below the 'Request Audit' button, click the 'Audit Results' button. **Audit Results**

Course History

'Course History' shows a list of all the courses you have taken at UNT, as well as courses taken at other institutions once any official transcripts have been processed. This course history is the information used by the audit to compare your progress to the program requirements.



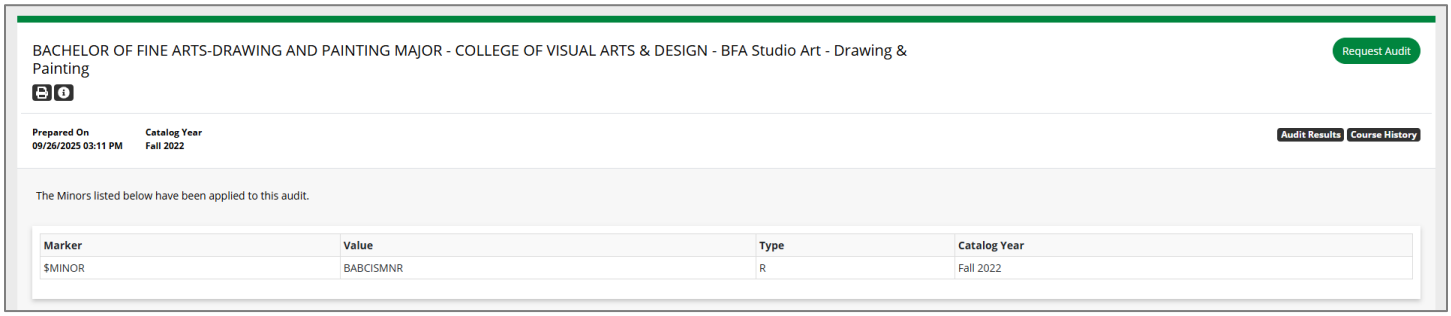
The chart summarizes your credit hours and GPA for individual years. Each bar represents the number of credit hours completed for a specific year, and each point on the line graph represents your GPA for that year. Similar to the charts on the audit, you can click on the bars in the course history chart to isolate the information below to just courses taken in that year.

The table shows information about all the courses that are in your academic record. The information is displayed similarly to the course information on the audit, including the term (catalog year), course term*, subject and course number, number of credit hours, grade earned, course title, and status (complete or in progress). You can check this table if you're not sure whether a transfer course has been added to your record. You can use the "Filter by" dropdown menus, highlighted in the image above, to filter the course history table as well.

* The course term is an abbreviation for the year and term the course was taken. See the Course abbreviations on the audit section for more information.

Minors

The ‘Minors’ tab shows any minors applied to the audit. For certain programs, additional information other than minors may be shown.



If the audit was run with at least one minor, there will be a table showing the minor information:

- **Marker:** The placeholder on the audit where the minor requirements are processed.
- **Value:** The shorthand name for the minor, similar to the program code.
- **Type:** Setting that instructs the degree audit system how to process the minor.
- **CATLYT:** The catalog year/term for the minor. If the catalog year is the same for both the minor and the program, the ‘CATLYT’ column may be blank.

If the audit was not run with a minor, instead of a table, there will be a notice stating, “No Minors found”.

Embedded minors

Some majors require a specific minor, so the minor is embedded or built directly into the audit. If a major has an embedded minor, the minor will not be listed when you click the ‘Minors’ button. However, the minor requirements will be listed on the audit. The ‘Minors’ button only shows minors added separately, not embedded minors. For example, the B.A. in Biology requires a minor in Chemistry, so it is embedded directly into the audit. The Chemistry minor will not be listed on the ‘Minors’ tab, but the Chemistry minor requirements will be on the audit.

Have more questions about your degree audit? Your advisor will be able to explain your audit and help you decide on the best course of action to help you achieve your goals. You can find a list of advising offices on the Get Advised page.

Course information

Viewing your courses

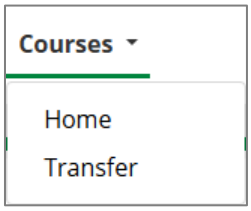
You can see all the courses you've taken that are being used for your degree audit in a few places. You can view just your transfer coursework or all coursework, including courses taken at UNT.

To view just your transfer coursework, go to the 'Courses' tab. There are 2 pages under the 'Courses' tab:

- **Home:** Shows transfer courses that have been posted and articulated for UNT, with the information that appears on the audit and your transcript, such as the UNT-evaluated course number.
    - The 'Completed Coursework' page shows how the course transferred in to UNT. If there isn't a direct match to a UNT course, you will see a unique code for the course, like TRAN2T01. Even if a course is not a direct match to a UNT course, it may still apply to degree requirements.
- **Transfer:** Shows courses that have been transferred to UNT, with the same information as the source institution, such as the course number.
    - The 'Completed Transfer Coursework' page shows the original course information from the transfer institution.

How to view transfer courses only

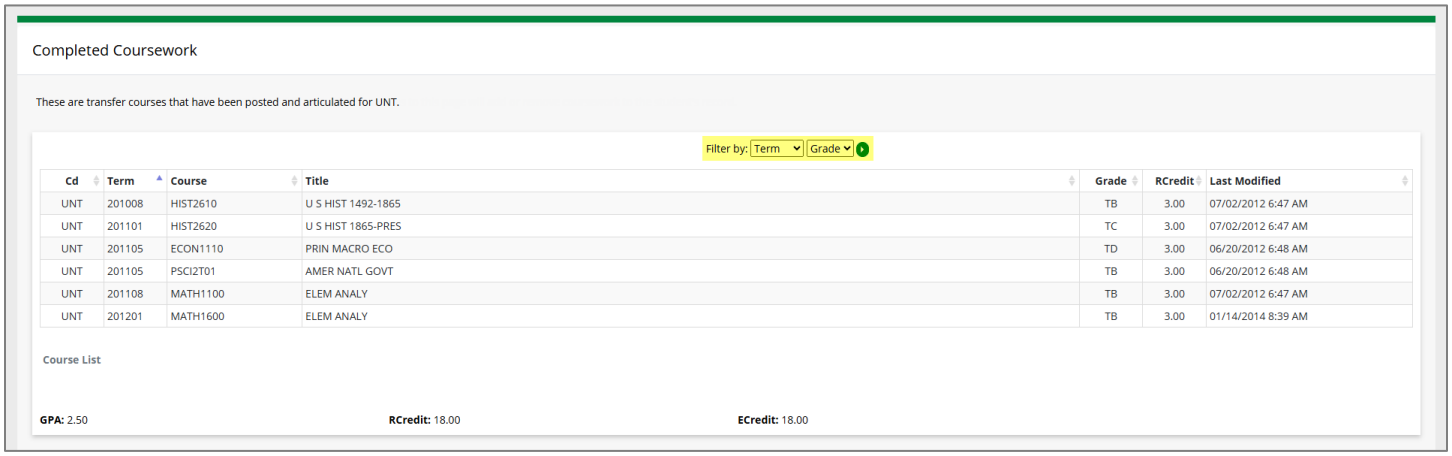
How to view articulated transfer courses (UNT information)



To view transfer courses that have been posted and articulated for UNT:

1) Click the 'Courses' tab in the navigation bar at the top of the page.
2) Click 'Home'. You will be taken to the 'Completed Coursework' page.

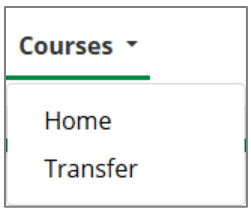
On the 'Completed Coursework' page, the course table shows information about the courses that have been posted and articulated for UNT.



The table shows information including the term the course was taken, the course number as it has been articulated to UNT, the course title, the grade, and the number of credit hours. You can use the "Filter by" dropdown menus, highlighted in the image above, to filter the table as well.

Below the table, the combined GPA, Registered Credit (RCredit), and Earned Credit (ECredit) will be shown.

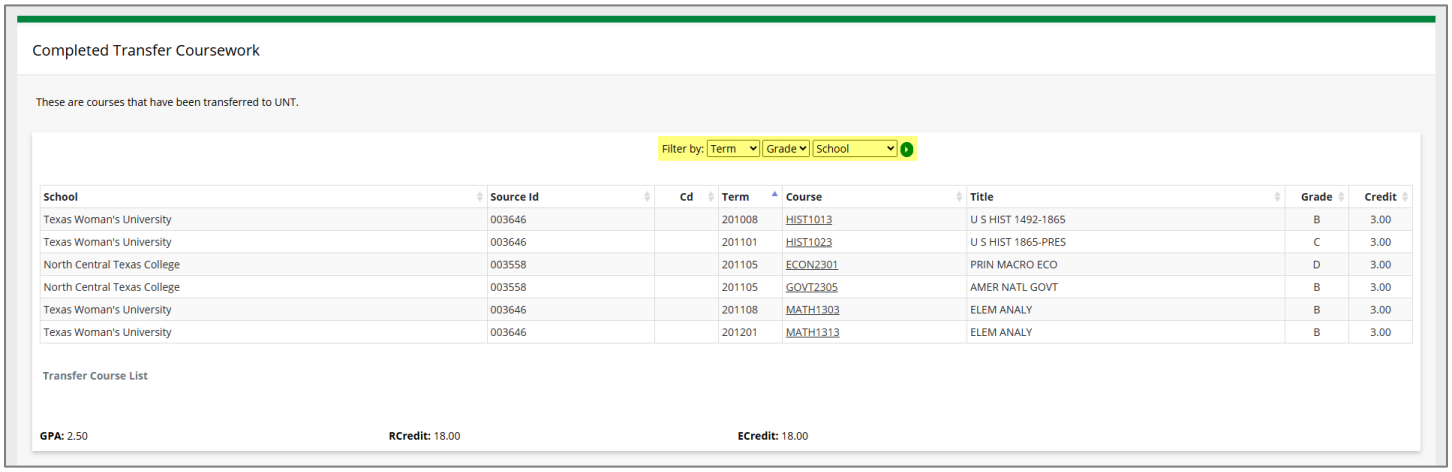
How to view transfer courses (original institution information)



To view courses that have been transferred to UNT:

1) Click the 'Courses' tab in the navigation bar at the top of the page.
2) Click 'Transfer'. You will be taken to the 'Completed Transfer Coursework' page.

On the 'Completed Transfer Coursework' page, the transfer course table shows information about all the courses that were transferred to UNT from other institutions.



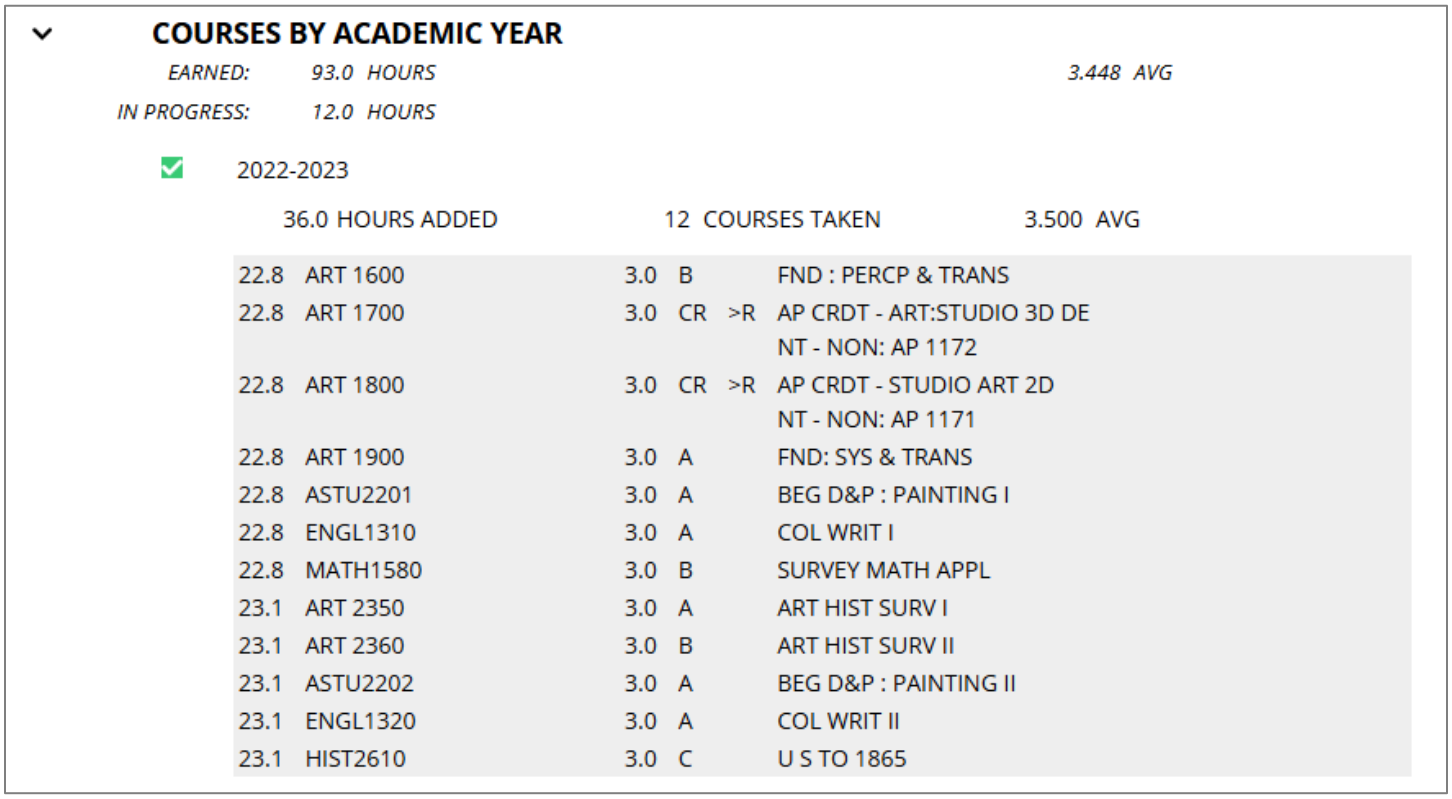
The table shows information including the school name, the term the course was taken, the course number as it was taken at the other institution, the course title, the grade, and the number of credit hours. You can use the "Filter by" dropdown menus, highlighted in the image above, to filter the table as well.

Below the table, the combined GPA, Registered Credit (RCredit), and Earned Credit (ECredit) will be shown.

How to view all courses (UNT and transfer)

To view all courses, including courses taken at UNT:

1) Run a new audit or view a previous audit. (Running a new audit ensures the most up-to-date information will be shown.)
2) Go to the 'COURSES BY ACADEMIC YEAR' section on the audit or go to the 'Course History' tab.
    a. Scroll to the bottom of the audit and open the 'COURSES BY ACADEMIC YEAR' section.



COURSES BY ACADEMIC YEAR

EARNED: 93.0 HOURS *3.448 AVG*

IN PROGRESS: 12.0 HOURS

2022-2023

36.0 HOURS ADDED 12 COURSES TAKEN 3.500 AVG

22.8	ART 1600	3.0	B		FND : PERCP & TRANS
22.8	ART 1700	3.0	CR	>R	AP CRDT - ART:STUDIO 3D DE NT - NON: AP 1172
22.8	ART 1800	3.0	CR	>R	AP CRDT - STUDIO ART 2D NT - NON: AP 1171
22.8	ART 1900	3.0	A		FND: SYS & TRANS
22.8	ASTU2201	3.0	A		BEG D&P : PAINTING I
22.8	ENGL1310	3.0	A		COL WRIT I
22.8	MATH1580	3.0	B		SURVEY MATH APPL
23.1	ART 2350	3.0	A		ART HIST SURV I
23.1	ART 2360	3.0	B		ART HIST SURV II
23.1	ASTU2202	3.0	A		BEG D&P : PAINTING II
23.1	ENGL1320	3.0	A		COL WRIT II
23.1	HIST2610	3.0	C		U S TO 1865

    b. Click the 'Course History' button in the upper-right corner.
        i. **Note:** To return to the audit, click the 'Audit Results' button in the upper-right corner.

For information about the 'Course History' tab, see the Other tabs on the audit section.

Course abbreviations on the audit

Various course information is abbreviated on the audit: course terms, course levels, course grades, and special codes for courses.

Course terms

The term a course was taken is abbreviated into a number:

- The number before the decimal point is the last two digits of the year.
- The number after the decimal point represents the term:
    - **Spring:** 1
    - **Summer:** 3 to 6 (The specific number used may vary based on which summer session the course was taken in.)
    - **Fall:** 8
    - **Wintermester:** 12 (While wintermester at UNT is considered part of the Spring term, your audit may indicate wintermester courses separately.)

Examples:

- **Spring 2025:** 25.1
- **Summer 2025:** 25.5
- **Fall 2025:** 25.8
- **Wintermester 2025:** 2512
    - **Note:** Because the wintermester term is 2 digits, there is no decimal point between the year and the term for wintermester coursework.

When viewing your course information on the 'Courses' tab, the term may be shown as a 6-digit number, comprised of the 4-digit year and the 2-digit term the course was taken.

Course levels

The first number after the course prefix indicates the level of the course:

- **0** – Developmental coursework
- **1** – Lower-level coursework
- **2** – Lower-level coursework
- **3** – Upper-level (advanced) coursework
- **4** – Upper-level (advanced) coursework
- **5** – Graduate-level coursework
- **6** – Graduate-level coursework
- **8** – Technical coursework. May not count toward degree requirements, depending on your program.
- **9** – Unevaluated transfer coursework. May not count toward degree requirements until evaluated by an advisor.

Course grades

Grades used on the degree audit include the following:

- Letter grades **A**, **B**, **C**, **D**, and **F**
- **EN** – Enrolled (no GPA impact)
- **CR** – Credit, non-traditional (no GPA impact)
    - **Note**: CR grades are often used for test credit.
- **P** – Pass (no GPA impact)
- **NP** – No Pass (no GPA impact)
- **PR** – In progress, thesis and dissertation only (no GPA impact)
- **NPR** – No progress, thesis and dissertation only (no GPA impact)
- **W** – Withdraw (no GPA impact)
- **WF** – Withdraw Failing – Note: Use discontinued fall 2018 (treated as 'F' in GPA)
- **I** – Incomplete (no GPA impact)
- **??** – Transfer grade not defined – Contact advisor for assistance (no GPA impact until grade is updated)
- **Z** – No grade reported – Contact instructor for assistance (no GPA impact until grade is updated)

Note: For the full definition for each grade, refer to the UNT Catalog.

Special codes on the audit

Special codes are used on the degree audit to provide additional information about a course:

- **IP** – In progress
- **>R** – Repeatable for credit
- **RX** – Duplicate course (Repeat-Exclude) – Does not count in GPA, toward graduation / earned hours, or attempted hours (first attempt)
- **DP** – Duplicate course (Duplication) – Counts in GPA and attempted hours, does not count toward graduation / earned hours ("in-between" attempts)
- **RC** – Duplicate course (Repeat-Count) – Counts toward graduation / earned hours and counts in GPA and attempted hours (final attempt)

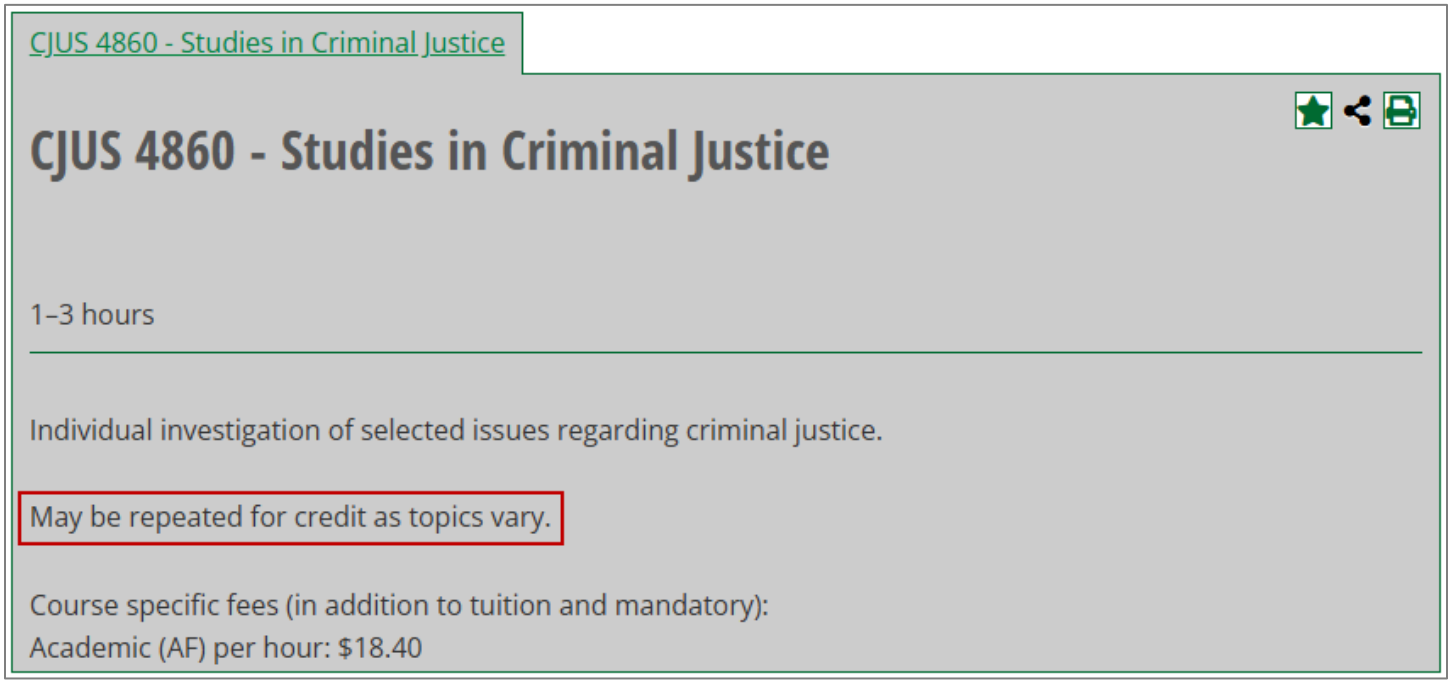
Note: Duplicate courses are processed differently in myUNT and for your transcript. For information about how course duplications are processed for your transcript, refer to the UNT Catalog.

Course duplications

Course duplications occur when a student takes any course—that is not designated as repeatable—again after completing it once. The Repeated Course Tuition for undergraduate students applies to course duplications. For information about duplications, see the UNT Catalog.

Repeatable courses

Courses designated as repeatable include courses for which the content changes each time the course is taught, such as special topics, music performance, and studio arts courses. You can confirm if a course is repeatable by checking the course description in the UNT Catalog.



Certain repeatable courses have limits on the number of times a student can take the course before duplications will start to be processed. Here are a couple of examples:

- A course states, "May be repeated for credit as topics vary." Since no limit is specified, students can take this course any number of times without the credit being processed as a duplication.
- A 3-credit hour course states, "May be repeated for credit, a maximum of 6 credit hours." For this course, students can only take it twice (because it is a 3-hour course) for credit. After receiving 6 hours for this course, any additional attempts will be processed as duplications.

Types of courses

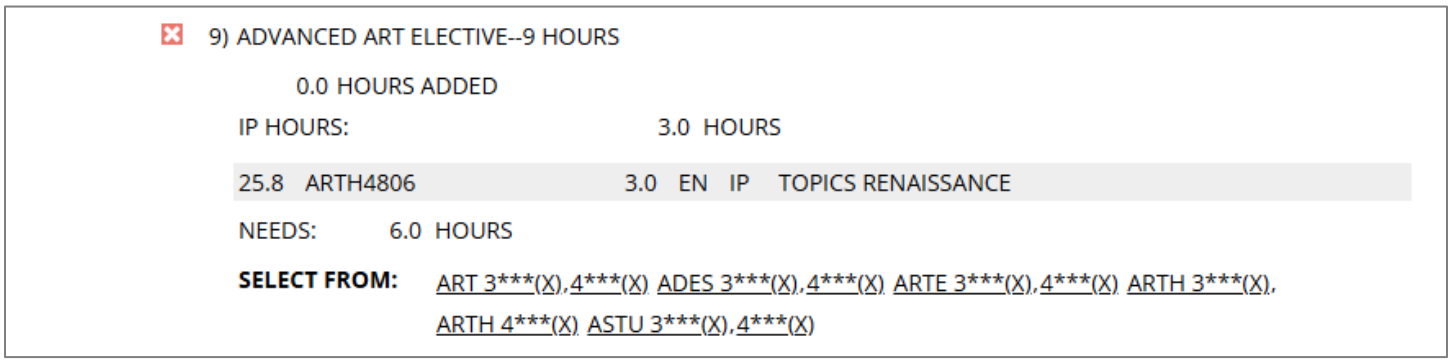
There are two main types of courses: courses "earned in residence", and courses "transferred" to UNT.

- **Earned in residence:** Any course taken at UNT. May also be referred to as "native" or "UNT" coursework.
- **Transferred:** Any course taken elsewhere. Often called "transfer coursework" or "transfer credit".
    - **Note:** Some courses taken through UNT (but not 'at' UNT) may be considered transfer courses.

There is also a type of course that only appears on the degree audit: "wildcard" courses, which are courses that have asterisks (*) in them. Wildcard courses indicate that multiple courses can apply to that option.

Courses with asterisks on the audit ("wildcard" courses)

On your audit, there may be courses in the "SELECT FROM" list that have asterisks. Asterisks (*) in course numbers indicate that any number can be used in place of the *. For example, if a requirement states that you must complete any 4000-level art course, the "SELECT FROM" list may show only ART 4*** instead of showing every single 4000-level art course offered at UNT. Any course number that starts with "ART 4" could be used to fulfill that requirement.



Transfer coursework

Direct match vs. indirect match

Some transfer courses are evaluated as a **direct match** for a specific UNT course. Once posted, those courses will appear on your audit as the equivalent UNT course.

Other courses may be evaluated as an **indirect match**. These courses are not directly equivalent to a specific UNT course, but may still count toward your degree. Below are some common ways indirect matches may appear on the audit:

- **The second character after the prefix is "T":** The course is not directly equivalent to a UNT course, but it has been evaluated as a match for a subject area at UNT. For example, an English course may be "ENGL1T01" on the audit.
- **The course prefix is "TRAN":** The course is not directly equivalent to a UNT course, and it has not been evaluated as a match for a department or academic unit at UNT. For example, a transfer course may be "TRAN3T01" on the audit.
- **The course prefix starts with "Y":** The course is not directly equivalent to a UNT course, but it is recognized by the degree audit system as a standard indirect match. Transfer courses with a prefix starting with "Y" should automatically plug into different places on the audit if applicable. For example, certain courses starting with "YHIS" may plug into the American History core requirement.

Some courses may transfer in as "unevaluated credit". While we continuously expand our extensive course equivalency data, we don't have equivalencies established for every course from every other institution. As a result, there are times in which a transfer course may need to be evaluated by your academic advisor to determine if it is sufficient to fulfill a particular degree requirement. It's possible a course description or syllabus will be needed in order for the advisor to complete an evaluation. You may contact your advisor regarding any unevaluated credit on your audit.

Prior learning and technical credit

Certain prior learning and technical credit is not posted automatically like other transfer credit. This credit must be requested to be posted by an advisor and then approved and posted by the Registrar's Office. Credit may or may not count toward your degree requirements, depending on your major. For more information, contact your advisor.

Note: The process for posting test credit, such as Advanced Placement (AP) and College-Level Examination Program (CLEP), may differ. For more information, please refer to the UNT Catalog.

⚠ **IMPORTANT:** Once posted, prior learning and technical credit will count toward earned/attempted hours for excess hours tuition and financial aid purposes and cannot be removed.

- If the credit is posted while you're in a program that accepts the credit, and you switch to a program that does not accept the credit, then the credit will not count toward your degree requirements, but it *will continue to count* in myUNT (toward excess hours, financial aid, etc.).

Graduate coursework

Graduate courses on undergraduate audits

Graduate-level courses are typically suppressed and do not appear on undergraduate audits. However, graduate courses taken for a Grad Track program should appear on audits that have a Grad Track option. For some Grad Track programs, the graduate courses will plug into the appropriate requirements automatically. For other Grad Track programs, they will need to be manually plugged in by an advisor.

Note: If you are in a Grad Track program and your Grad Track courses do not appear anywhere on your undergraduate audit, please contact your advisor. Your audit may be reading the courses as regular graduate-level courses, instead of graduate courses taken for a Grad Track program. Please contact your advisor for assistance.

Graduate transfer credit

Students in graduate programs must request to have graduate transfer credit posted. Please contact your advisor for more information.

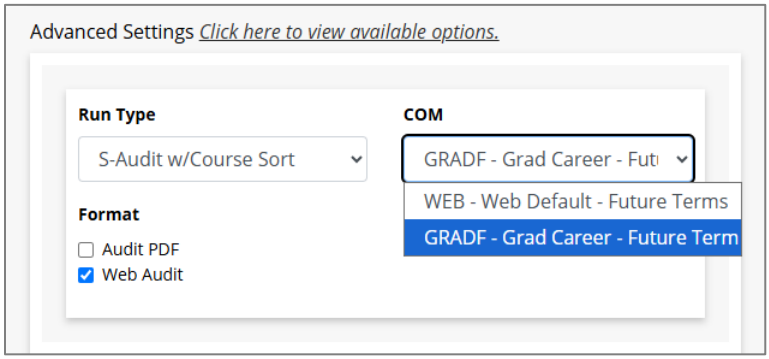
For more information about courses, please refer to the UNT Catalog.

Graduate program information

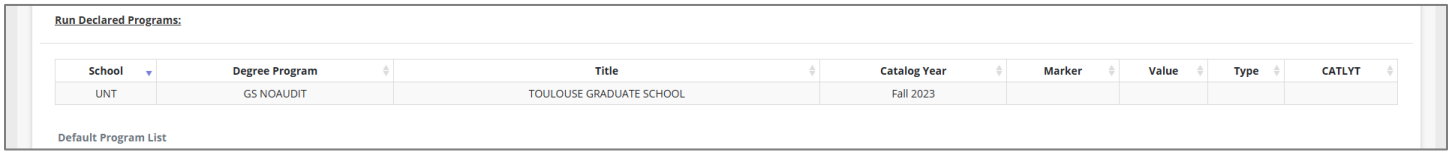
Graduate students now have access to the online degree audit system. Currently, some graduate programs have online audits, while others do not have an online audit yet. Additional graduate programs will be added to the online degree audit system over time.

Note: Audits will not be added for older catalog years for existing programs. If a program was created and added to the catalog in 2021-2022 and the audit is added to the degree audit system in Fall 2026, then the first catalog year for that audit will be Fall 2026 instead of Fall 2021.

To run an audit for your graduate program, you must change the Advanced Settings each time you run a new audit. **Always change the 'COM' setting to "GRADF - Grad Career - Future Term".** Running an audit with the "WEB - Web Default - Future Terms" COM setting may show inaccurate information for graduate programs.



If your graduate program does not have an online audit yet, your program will be "TOULOUSE GRADUATE SCHOOL" [Program Code: "GS NOAUDIT"]. After your program has been added to the online degree audit system, your declared program will be updated.



Note: Depending on when your program was initially created, your catalog year and therefore your degree requirements on your audit may be different. Please refer to the UNT Catalog and contact your graduate advisor if you have any questions about your degree requirements.

Graduate audits

For a list of graduate audits available in the online degree audit system, please visit the Graduate Program Information page on our website.

Frequently asked questions

General questions

How do I get a copy of my degree requirements?

There are multiple ways to get a copy of your degree requirements. If you are an undergraduate or second bachelor's degree student, you can view your degree audit online. Additionally, all students can visit the UNT Catalog to view their major or contact their academic advisor.

If you are a graduate student, your program may or may not have an online degree audit at this time. Additional graduate programs will be added to the online degree audit system over time. For more information, refer to the Graduate program information section.

What is a degree audit?

A degree audit is a tool for students and advisors that lists the requirements for a student's official degree and the student's progress toward completing those requirements.

An online degree audit lists all your degree requirements in a user-friendly format referred to as the "interactive audit." With few exceptions, the information on your online degree audit is identical to the information viewed by your college and school academic advisors.

You can run your degree audit online at any time to check your current progress toward meeting your degree requirements. You can also explore your degree options by running a "what-if" audit for any undergraduate major or certificate, as well as certain graduate programs, at UNT to see how it might work for you.

How do I find my degree audit?

You can access your degree audit from https://mydegreeaudit.unt.edu or through myUNT by going to the 'Advising & Orientation' tile, selecting 'Degree Audit Report', and clicking the 'Request Audit' button.

How do I read my degree audit?

See the How to read your degree audit section for information about how to read your online degree audit.

We encourage you to discuss your degree audit with your advisor. Your advisor will be able to explain your audit and help you decide on the best course of action to help you achieve your goals. You can find a list of advising offices on the Get Advised page.

When will I get access to my online degree audit?

Access for incoming students is granted based on which term you are admitted for.

- **Admitted for Summer or Fall:** Access is granted when degree audit changes are approved for the upcoming Fall (typically late Spring).
- **Admitted for Spring:** Access is granted by the end of October.

Access is not granted before degree audit changes have been approved to ensure accurate information is provided.

When will transfer credits show on my degree audit?

Your transfer credits should be visible on your degree audit after your official transcript has been processed and added to your academic record. Please be aware that processing timeframes can vary during peak times. Peak times usually occur at both the beginning and end of each Fall, Spring, and Summer term.

Note: Certain types of courses are not automatically posted to your academic record:

- Certain prior learning and technical credit is posted by advisor request only. For more information, see Prior learning and technical credit.
- Graduate transfer credit is posted by request only. Please contact your advisor for more information.

Why are my courses not applying to my degree requirements as expected?

While we continuously expand our extensive course equivalency data, we don't have equivalencies established for every course from every other institution. As a result, there are times in which a transfer course may need to be evaluated by your academic advisor to determine if it is sufficient to fulfill a particular degree requirement. It's possible a course description or syllabus will be needed in order for the advisor to complete an evaluation. See "My transfer courses aren't showing on my degree audit." for more information.

Additionally, sometimes an audit may need to be manually changed to allow a course to count toward a specific requirement. If a course shows on your degree audit, but isn't applying to a specific requirement as expected, please contact your advisor.

Is a degree audit like a four-year plan?

No. A four-year plan shows a suggestion for course sequencing, or when you should take which courses needed to complete your degree. A degree audit shows your progress toward completing the requirements for your specific degree/major/minor, including certification requirements. We recommend meeting with an academic advisor for course sequencing information.

Is an online degree audit an "official" document?

The degree audit (sometimes referred to as a degree plan) is an official document prepared in the office of the student's academic dean that lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program.

An online degree audit may be official if the audit has been evaluated by an advisor. The audit will include a statement near the top indicating whether the audit has been evaluated or if it is not yet official. For additional information, please reference the Online Degree Audit website.

Note: "What-if" audits have not been evaluated and are considered unofficial.

Will I still have to apply for graduation?

Yes. While the degree audit will make it easier and quicker to make sure you have completed all degree requirements, it will not notify the university that you are graduating. For information about applying for graduation, please visit https://registrar.unt.edu/apply-degree-conferral-graduation-commencement.

How do I . . . ?

How do I print my degree audit?

You can print your degree audit from the printable (Audit PDF) format or the interactive online (Web Audit) format.

To print a copy of the Audit PDF, run or view an audit with the Audit PDF format. You will need to change the Advanced Settings to select the Audit PDF format.

1) On the 'Audit Results' tab, click the "Print" icon in the PDF preview window.
2) Follow the usual steps for printing from your device, such as choosing which printer to print to, how many copies to print, and whether to print in black and white or in color.

To print a copy of the interactive online audit, run or view an audit with the Web Audit format.

1) On the 'Audit Results' tab, click the "Print Preview" button on the left side of the page below the program name. A printer-friendly version of the Web Audit will open.
2) Open the 'Print' dialog box. The steps vary based on the device you are using.
    a. If on a desktop or laptop computer, you can use keyboard shortcuts: For Windows, press ctrl + P. For Mac, press cmd + P.
    b. In your web browser, you can open the settings menu (often three dots or three vertical lines). On desktop or laptop browsers, you should see the option to "Print" in that menu. If you're using a mobile device, you may need to click "Share" to find the option to print.
3) Follow the usual steps for printing from your device, such as choosing which printer to print to, how many copies to print, and whether to print in black and white or in color.

When printing the Web Audit format of your degree audit rather than the Audit PDF, please be aware that it won't include the charts at the top of the audit or the status icons that show at a glance if a requirement or sub-requirement is complete. There could be some other formatting issues as well.

How do I see what courses I still need to take?

You can run an audit for your declared program and check any unfulfilled requirements. If there are specific courses you can take to complete a requirement, they will be listed after "SELECT FROM."

Tip: You can compare your degree audit to your program in the UNT Catalog to double-check that you are choosing the right courses. Make sure you're viewing the catalog version that matches your catalog year. For example, if your catalog year on your degree audit is Fall 2024, change the catalog version to 2024-2025.

How do I get planned courses to show on my degree audit?

Currently the "Planned" status for courses is not used by the degree audit system at UNT. The only courses that will appear on your degree audit are completed courses and In-Progress courses, which include UNT courses that you are enrolled in for the current term or an upcoming term.

How do I run an audit for a minor?

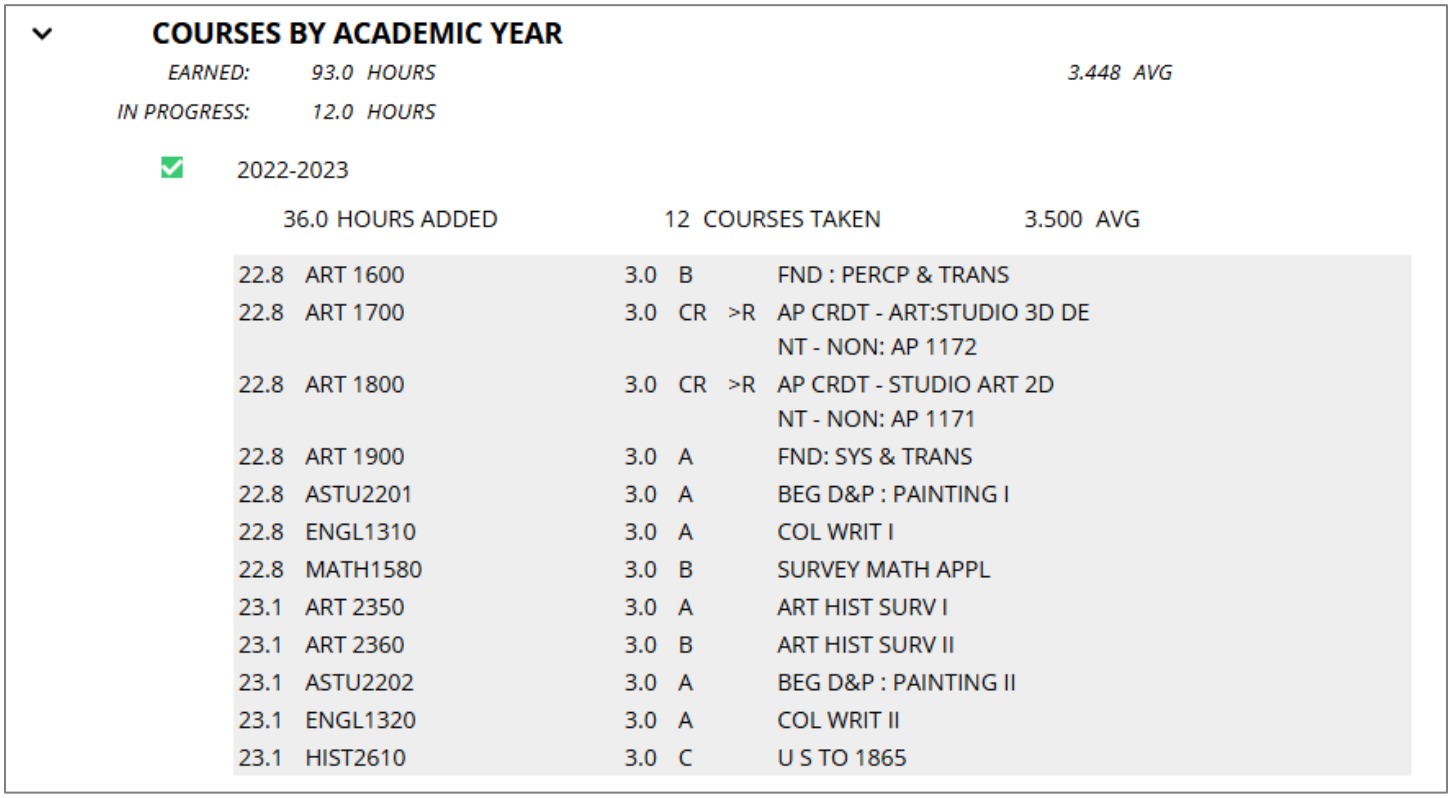
If your minor is part of your declared program, then you can just run an audit for your declared program and your minor requirements will also be shown. If you want to focus on just the requirements for your minor, you can expand the minor requirement section(s) and close any other sections.

It is not possible to run a "what-if" audit for a minor. This is because minors do not have separate audits. Instead, minors are added to a degree program audit, which allows the audit system to correctly count courses toward major or minor requirements. For questions about minor requirements, please refer to the UNT Catalog or contact your academic advisor. Remember that courses typically can only be used to fulfill either a major requirement or a minor requirement, but not both.

How do I see all of my courses on my audit?

You can see all the courses you've taken that are being used for your degree audit in a few places. One way is to look at the 'Course History' tab on your audit. You can run a new audit or view an audit you've previously run, and then click the 'Course History' tab. Every course you've taken that has been added to your academic record will be listed in the table at the bottom of the page.

You can also see the courses you've taken on your degree audit itself. At the very bottom of your audit, there should be a requirement called "COURSES BY ACADEMIC YEAR". This requirement is informational only. It shows the hours you've earned, any hours that are in progress, your overall GPA, and each course you've taken in the order you took them, except for a few types of courses. Certain courses, such as developmental courses, may be pulled into other areas of your audit instead.



COURSES BY ACADEMIC YEAR

EARNED: 93.0 HOURS *3.448 AVG*

IN PROGRESS: 12.0 HOURS

2022-2023

36.0 HOURS ADDED 12 COURSES TAKEN 3.500 AVG

22.8	ART 1600	3.0	B		FND : PERCP & TRANS
22.8	ART 1700	3.0	CR	>R	AP CRDT - ART:STUDIO 3D DE NT - NON: AP 1172
22.8	ART 1800	3.0	CR	>R	AP CRDT - STUDIO ART 2D NT - NON: AP 1171
22.8	ART 1900	3.0	A		FND: SYS & TRANS
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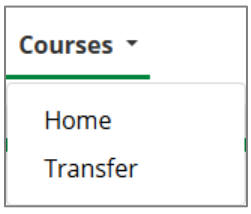
23.1	ENGL1320	3.0	A		COL WRIT II
23.1	HIST2610	3.0	C		U S TO 1865

To view just your transfer courses, you can go to the 'Courses' tab, which has 2 options. The 'Home' tab shows transfer courses that have been posted and articulated for UNT, with the information that appears on the audit and your transcript, such as the UNT-evaluated course number. The 'Transfer' tab shows courses that have been transferred to UNT, with the same information as the source institution, such as the original course number.



I'm unable to access my degree audit.

I can't find my audit.

Go to https://mydegreeaudit.unt.edu/ and log in with your UNT student email and password.

I can't log in to my degree audit.

Make sure you're using the correct login information—your UNT student email (ending in @my.unt.edu) and password that you use to log in to your UNT EagleConnect email. Check for anything that could cause you to type your login incorrectly, such as having caps lock turned on or your phone adding a space at the end of your email or password.

Note: If you are a student employee, you may need to open a new private or incognito window or clear cache and cookies before going to the degree audit website when using a work computer. Otherwise, you may receive an error when you log in. As a student employee, you have student access permissions and employee access permissions for different UNT websites. Using a private or incognito window, or clearing cache and cookies, allows the degree audit system to use your student access instead of your employee access.

If you are also having trouble accessing other UNT systems, like myUNT, Canvas, or your UNT EagleConnect email, please contact the UNT Helpdesk.

If you are an incoming student, your access may not have been granted yet. See "When will I get access to my online degree audit?" for information about when access is granted to new students.

If you are still having difficulty accessing *just* the online degree audit, please contact the Registrar's Office for assistance.

My audit doesn't work.

Please identify the specific issue that is occurring. After reviewing the information in this guide and following the recommendations, if your audit still isn't working, please contact your academic advisor or the Registrar's Office.

I get an error when I try to run my degree audit or view an audit I've already run.

Try the following troubleshooting steps:

- Clear your web browser's cache and cookies. For instructions, visit https://aits.unt.edu/support/clear-your-browser.
- Use a private or incognito web browser.
- Use a different web browser to access your degree audit. For example, if you're using Safari, try using Chrome instead.
- Use a different device. For example, if you are using a phone, try using a laptop or desktop computer instead.

If you are still getting an error, please contact your academic advisor or the Registrar's Office for assistance.

There's an error on my audit.

My declared program is incorrect.

If you are in an **undergraduate** program:

- If your declared program, catalog year, or minor is incorrect, you will need to contact your academic advisor to have the information updated.

If you are in a **graduate** program:

- Your program may not have an online audit yet. In this case, your program will be "TOULOUSE GRADUATE SCHOOL" [Program Code: "GS NOAUDIT"]. After your program has been added to the online degree audit system, your declared program will be updated.
- Depending on when your program was initially created, your catalog year and therefore your degree requirements on your audit may be different. For a list of graduate audits available in the online degree audit system, please visit the Graduate Program Information page on our website. Please refer to the UNT Catalog and contact your graduate advisor if you have any questions about your degree requirements.
- If your declared program, catalog year, or minor is incorrect, you will need to contact your academic advisor to have the information updated.

My degree audit shows the wrong grade for a course.

If your degree audit shows that you earned a grade that does not match the official grade for that course as reflected on your official transcript, please contact the Registrar's Office for assistance. However, if you believe the official grade is incorrect, you will need to contact the instructor of record for your course.

My audit doesn't match what I expect.

My GPA is different on my degree audit, my unofficial transcript, and/or myUNT.

Your GPA may vary between your degree audit and your unofficial transcript for several reasons:

- There are multiple types of GPAs: Semester GPA, UNT Cumulative GPA, Overall GPA, and Major GPA.
    - Your UNT Cumulative GPA is used for both Academic Standing and for Satisfactory Academic Progress (SAP) for financial aid eligibility.
    - Which GPA is used for honors? It depends. For example, undergraduate students can have two different GPA Honors: Semester Honors, which are awarded for the fall and spring semesters, and Latin Honors, which are awarded when you graduate. Your semester GPA is used for semester honors, and your overall GPA (UNT and transfer hours combined) is used to determine your eligibility to graduate with honors.
- Timing can result in differences between your audit and your unofficial transcript or myUNT. When official grades are being processed at the end of the term, your audit may use unofficial grades while myUNT and your unofficial transcript won't update until grades are officially posted.
- Differences between your degree audit and unofficial transcript or myUNT may be because they process some things slightly differently. These differences can be caused by repeat courses, course duplications, or remedial or developmental work.

- **Graduate students:**
    - Your degree audit may show a different type of GPA from your unofficial transcript and/or myUNT, such as showing your Overall GPA rather than your UNT Cumulative GPA.
    - Your audit may have been run with undergraduate advanced settings, resulting in some information being processed differently. **When running an audit for a graduate program, please remember to change the 'COM' setting to "GRADF - Grad Career - Future Term".**

For more information about GPAs, visit https://vpaa.unt.edu/advising/gpa.

If you have any questions about your GPA(s) or differences between your audit, unofficial transcript, or myUNT, please contact your academic advisor.

My credit hours are different on my degree audit, my unofficial transcript, and/or myUNT.

Differences between your degree audit and unofficial transcript or myUNT may be because they process some things slightly differently. These differences can be caused by repeat courses, in-progress course duplications, or remedial or developmental work. Students pursuing a second bachelor's degree may also see a difference in hours.

When running an audit for a graduate program, you must change the Advanced Settings. **Remember to change the 'COM' setting to "GRADF - Grad Career - Future Term".** Running a graduate audit with the "WEB - Web Default - Future Terms" COM setting may show inaccurate information.

If you have any questions about differences between your degree audit, unofficial transcript, and/or myUNT, please contact your academic advisor.

My transfer courses aren't showing on my degree audit.

First, please make sure you have submitted all your official transcripts and allow time for processing. Do not send multiple copies of the same transcript because that can delay processing.

Search for the courses on the 'Course History' tab of your degree audit or on your unofficial transcript. You can use ctrl + F (Windows), cmd + F (Mac), or Find in Page (mobile browser) to search for the course number. Because it may be displayed differently, you should try searching for the course both with and without a space between the course prefix and number. For example, try searching for both "ENGL 1310" and "ENGL1310".

If it has been a while since transcripts were submitted, or if some courses are showing but not others from the same term, please contact the Registrar's Office for assistance.

Note: Certain types of courses are not automatically posted to your academic record:

- Certain prior learning and technical credit is posted by advisor request only. For more information, see Prior learning and technical credit.
- Graduate transfer credit is posted by request only. Please contact your advisor for more information.

My degree audit says a transfer course matched a UNT course, but my unofficial transcript says that course transferred with no match.

The most common reason your audit may show a transfer course matched a UNT course, but your unofficial transcript shows that course is unmatched is because your advisor "plugged in" the course. This means that they manually changed your audit to allow a course to count toward a specific requirement. Advisors sometimes determine that a transfer course with no direct match can be used to fulfill a requirement, so they plug the course into the appropriate area in your audit. However, because the course isn't exactly like a course that UNT offers, your unofficial transcript will still display the course transferred without a direct match.

For example, if you took a Chinese Popular Music course at another school, it would not directly match a UNT course. However, your advisor may determine that the course is similar to Global Pop: Music, Media, and Society (MUET 2000), and manually plug the course into the Language, Philosophy and Culture core requirement on your audit. In this example, the transfer course would have a match on your audit but not on your unofficial transcript.

Please be aware that when an advisor plugs in a transfer course with no match to a requirement on your audit, they are allowing that course to count toward, or fulfill, that requirement. The course will still count toward your total hours and GPA as normal. If you have any questions about differences between your degree audit and unofficial transcript, please contact your academic advisor.

One of my courses should count toward a requirement, but my audit says it doesn't.

The degree audit system reads almost everything top down, including requirements and course history. In the case of requirements, the audit system processes or tries to fulfill each requirement in order starting from the top. Your course history is the information used to fulfill the requirements.

The audit system starts running your audit by checking the first program requirement and checking if the first course you took fulfills any portion of the requirement. It then checks your other courses, in the order they were taken, until the first requirement is fulfilled. Then the audit system repeats that process for the next requirement and so on, until either all requirements are fulfilled or all courses taken have been applied to a requirement.

In some cases, the degree audit may not automatically recognize that a course can fulfill a requirement. Your advisor may need to plug in your courses to the appropriate requirement. For example, the degree audits for Integrative Studies B.A. and B.S. programs don't automatically plug courses into the three field requirements.

For some requirements, your advisor may be able to set up your specific degree audit to allow applicable courses to be plugged into the field requirements. For other requirements, your advisor may need to plug in the specific course number.

If any courses aren't being applied to your program requirements as expected, it is best to contact your academic advisor for assistance.

One of my transfer courses is showing as an elective, but it's supposed to be a course needed for my degree.

Log in to the degree audit system and make sure your catalog year and declared program are correct. If either your declared program or catalog year are incorrect, you should contact your academic advisor for assistance.

For undergraduate-level transfer credit:

If the transfer course is supposed to be equivalent to a specific UNT course:

- To check what UNT courses match courses you've taken at another school, you can use Transferology, an interactive course research tool that lets you easily input your completed courses to see what else is needed to fulfill bachelor's degree requirements.
- If you previously attended a public school in Texas, you can check the UNT Catalog to make sure the transfer course is equivalent to the UNT course you expect. Because a new version of the UNT Catalog is published every year, it's important to make sure you're checking the catalog for the right year. In the Catalog Navigation (left sidebar or top of the page, depending on how large or small your screen is), go to the Texas Common Course Numbering System (TCCNS) chart page. Here, you can search for the UNT course and its TCCNS equivalent. You can also click on the UNT course to view the course description. Any TCCNS options for that course will be listed at the top of the course description.
- If the transfer course is not shown as an option in Transferology or as a TCCNS option for the UNT course in the UNT Catalog for your catalog year, then it is not an official option for that course. However, some departments may have courses that they have approved to substitute a course or requirement in your degree program. Your advisor may need to manually apply courses to the appropriate requirement.

Other things to check:

- Run a new audit for your declared program. Check if the requirement or sub-requirement is already fulfilled with another course. For example, the UNT Core Communication requirement has two sub-requirements, and ENGL 1310 is only an option to fulfill the first sub-requirement. The audit doesn't apply any other courses to already filled requirements or sub-requirements.
- Check the grade earned for the courses on the 'Course History' tab, and then check the UNT Catalog to confirm if the grade is high enough to meet the requirement.

If you still aren't sure why your transfer course isn't being applied to your degree requirements as expected, please contact your academic advisor for assistance.

For graduate-level transfer credit:

There are a few things you can check:

- Your advisor may need to approve adding the transfer course. If it has been approved, your advisor may need to manually apply the course to the appropriate requirement.
- If the transfer course starts with "TRAN9", it is unevaluated transfer credit. Contact your advisor regarding any unevaluated credit on your audit.
- The grade may be too low for a particular requirement. Check the grade earned for the course on the 'Course History' tab, and then check the UNT Catalog to confirm if the grade is high enough to meet the requirement.
- The course may be 'caught' somewhere else on the audit. Double-check that the course is in the "GRADUATE-LEVEL COURSES NOT USED IN MAJOR" section, rather than another section of your audit.
- Depending on when your program was initially created, your catalog year and therefore your degree requirements on your audit may be different. Therefore, your credit may apply to a different requirement than expected. Please refer to the UNT Catalog and contact your graduate advisor if you have any questions about your degree requirements.

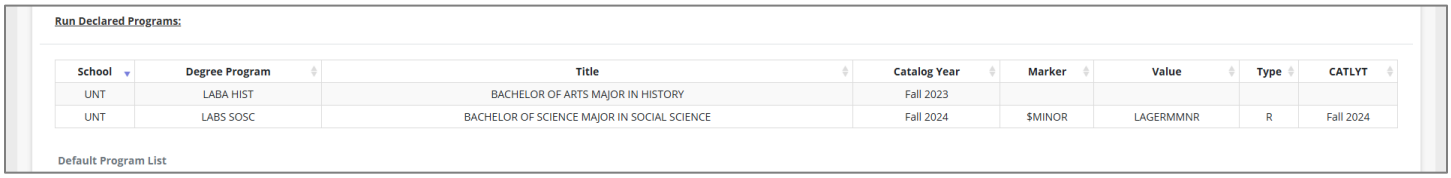
My audit is different from my friend's audit, but we're in the same program.

Because your degree audit is specific to you, your audit will most likely be different from anyone else's audit. There are many reasons your degree audit may vary from someone else's audit. Your programs could be different catalog years and therefore may have different requirements. You may have taken different courses or taken courses in a different order. You may have received different grades in some courses, which may or may not be able to fulfill certain requirements.

Additional questions

I'm a double major or I'm considering a double major.

If you are a double major, you will see both majors in the 'Run Declared Programs' section on the Request an Audit page. Each major is shown on its own row in the table.



Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	LABA HIST	BACHELOR OF ARTS MAJOR IN HISTORY	Fall 2023				
UNT	LABS SOSC	BACHELOR OF SCIENCE MAJOR IN SOCIAL SCIENCE	Fall 2024	$MINOR	LAGERMMNR	R	Fall 2024

Default Program List

Audits can only show requirements for one program. If you have more than one declared program, when you run an audit for your declared programs, more than one audit result will be produced. For questions about double majors, including how courses may double-dip with requirements for both majors, it is recommended to contact your academic advisor(s).

I'm an undergraduate student (pursuing a bachelor's degree).

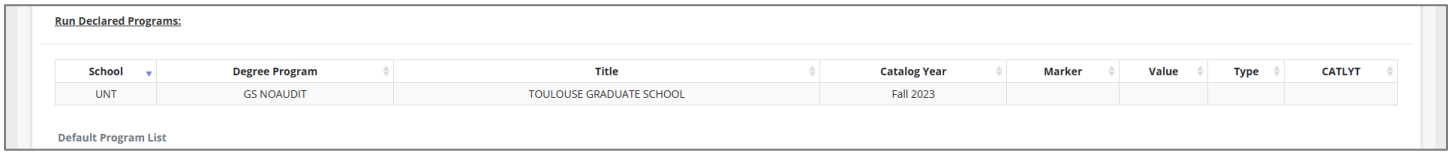
Undergraduate students are encouraged to make use of the online degree audit system to help with checking your progress toward completing your degree requirements, seeing how other programs may work for you, and staying on track to graduate. If you have any questions about your degree audit, you should contact your academic advisor for assistance.

Note: The online degree audit system is not available for current TAMS students. Once admitted to an undergraduate degree-seeking program (or an eligible graduate program), students who were formerly part of TAMS will be able to use the online degree audit system.

I'm a graduate student (pursuing a master's or doctorate degree).

Graduate students now have access to the online degree audit system. Currently, some graduate programs have online audits, while others do not have online audits yet. Additional graduate programs will be added to the online degree audit system over time.

If your graduate program does not have an online audit yet, your program will be "TOULOUSE GRADUATE SCHOOL" [Program Code: "GS NOAUDIT"]. After your program has been added to the online degree audit system, your declared program will be updated.


Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	GS NOAUDIT	TOULOUSE GRADUATE SCHOOL	Fall 2023				

Default Program List

For a list of graduate audits available in the online degree audit system, please visit the Graduate Program Information page on our website.

Need further assistance?

Contact your academic advisor: https://registrar.unt.edu/registration/get-advised.

Contact the Registrar's Office: https://registrar.unt.edu/about.