



**THE OHIO STATE UNIVERSITY**

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# Degree Audit for Students

Run a Degree Audit Report or  
Transfer Credit Report




# Step 1a. From the OSU Registrar's page, select "Degree Audit," or...



Office of the University Registrar

Link: <http://registrar.osu.edu/>

Students Faculty Staff Alumni Policies General Information



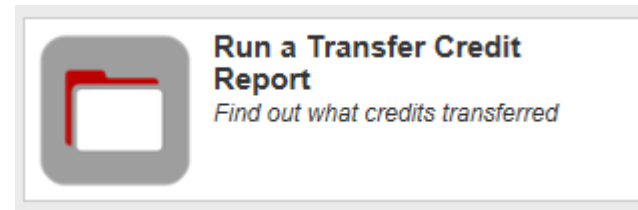
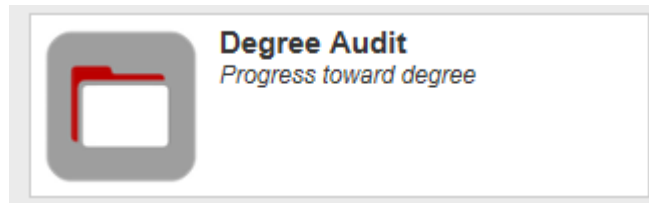
Buckeye Link	<p><i>Spring 2013 Enrollment Appointments begin October 15.</i></p> <p><i>Spring Semester begins January 7.</i></p> <p><i>For more information regarding deadlines and permissions, visit <a href="#">Registration, Fees, and Important Dates.</a></i></p>	<b>Autumn 2012 Term Important Dates</b>		
Calendar (Academic)		Nov. 12	M	Legal holiday - Veteran's Day observed -- no classes, offices closed.
Classroom Scheduling		Nov. 17	Sa	60% completion date for Session 2 courses; financial aid will not be recalculated on withdrawals after this date.
Course & Class Information		Nov. 21	W	Thanksgiving Break begins - no classes, offices
Degree Audits				
Degree Verifications				
Enrollment Verifications				





Step 1b. From buckeyelink, at <https://buckeyelink.osu.edu/>, select “Degree Audit” or “Run a Transfer Credit Report,” or

.....





# Step 1c. From My Buckeye Link, select “Degree Audit.”

The screenshot shows the My Buckeye Link interface. The 'Academics' section is expanded, showing a message: 'You are not enrolled in classes.' Below this, there are links for 'My Class Schedule', 'Add a Class', 'Drop a Class', 'Grades', 'Generate Advising Report', 'My Academics', and 'Schedule Planner'. There is also a search bar with 'other academic...' and a search button. The 'Finances' section is also expanded, showing 'My Account' with links for 'Account Inquiry', 'Account Refund', and 'Guardian Setup'. Under 'Financial Aid', there is a link for 'View Financial Aid'. Under 'Student Health Insurance', there are links for 'Select/Waive Coverage' and 'View Insurance Information'. The 'Outstanding Charges' table shows:

Outstanding Charges	
Past Due	0.00
Due Now	0.00
Future Due	0.00
<b>Total of Outstanding Charges</b>	<b>0.00</b>

Below the table, there is a note: 'This total may not reflect recent changes to your tuition and fees, and does not deduct any pending financial aid. For an updated balance, please click on the Statement of Account link below. For an updated balance, click on Account Inquiry or Statement of Account.'

The 'Enrollment Information' section is expanded, showing links for 'Open Enrollment Dates', 'May Session Credit Eligible?' (No), 'Spring graduates not eligible', 'May Session Credit Information', 'Schedule Planner', 'Degree Audit', and 'Enrollment Verification'. A red arrow points to the 'Degree Audit' link.

Note: This opens in a new window – make sure you allow pop-ups.



# Step 2a. Login to OSU Degree Audit

OSU.EDU Help BuckeyeLink Map Find People Webmail Search Ohio State

## Login Required

A login is required to access the requested service.

**Ohio State Username**

*Enter your Ohio State Username (lastname.#).*

**Password or Passcode**

*BuckeyePass users, enter your Passcode.*


**Login**

### IMPORTANT LOGIN INFORMATION

For help with password or login issues, contact the IT Service Desk by dialing 8-HELP (on campus), 614-688-HELP, or [8help@osu.edu](mailto:8help@osu.edu).

The Ohio State University will **NEVER** ask for your password via email, phone, or any other method. If you receive such a message or have replied to one, please report it to [report-phish@osu.edu](mailto:report-phish@osu.edu).

**NEVER** reply to any email asking for your account information or other personal details.

**VIEW SYSTEM STATUS AND MAINTENANCE**

### Need Help?

- [Forgot your username?](#)
- [Reset your password?](#)
- [Need to activate your Ohio State Username?](#)
- [Need a BuckeyePass Token?](#)

### Other questions?

- [About Ohio State Usernames](#)
- [About OSU Web Login](#)
- [Contact IT Service Desk](#)



# Step 3. Choose to run your default program or...

**Request an Audit**

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
ASC	ECON-BA	BACHELOR OF ARTS, ARTS & SCIENCES	20114				



## ...select a “What-if” Degree Program

**Run Selected Program:**  
Choosing a degree program here will not change your declared degree program.

School

College:

Degree Major:

Degree:

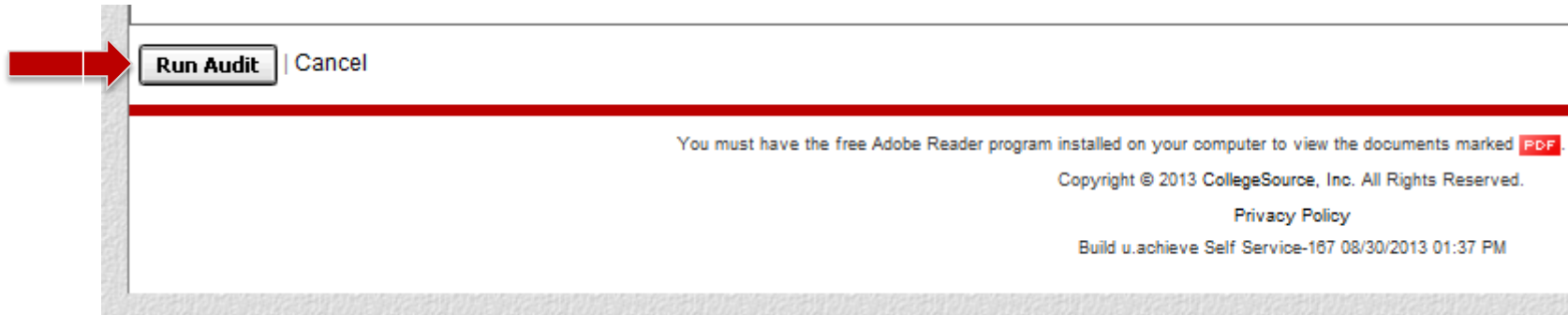
Program:

Catalog Year

- Use dropdown menus to select your desired college, major, degree, and program (subplans, if applicable, will appear as part of the program).



And click the “Run Audit” button on the bottom of the page.







This audit is processing. The page might refresh several times before the audit finishes.



Audits ▾



Loading Your Audit...

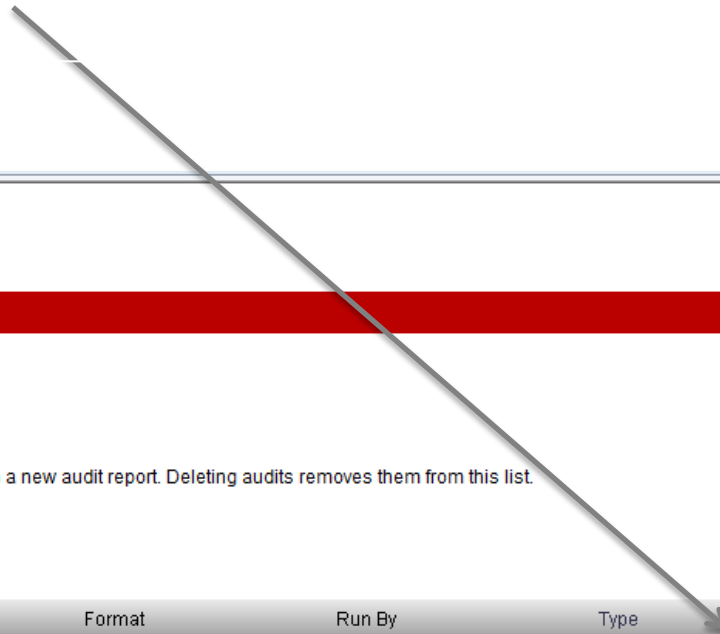
**Your Audit is Loading**



Your audit should load in about 5-10 seconds. Processing time may be longer during the first week or last week of the term, due to high demand.(more...).



# Step 4. Click on "View Audit" button to display.



Audits ▾



## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

New Audit

Delete

select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
CRIMINO-BA	20122	07/07/2014 8:23 AM	<a href="#">HTML</a>	Student		<a href="#">View Audit</a>	
ECON-BS	20122	07/07/2014 8:22 AM	<a href="#">HTML</a>	Student		<a href="#">View Audit</a>	

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Build u.achieve Self Service-167 08/30/2013 01:37 PM








# Reading an Audit: Icons

- Icons help to indicate completion and progress status of requirements and subrequirements on the audit.
- This key can also be found in the Help files within degree audit Self Service.

## How to Interpret Audit Results

### Requirements & Subrequirements

-  Unfulfilled - Not yet complete
-  Complete - Currently satisfied
-  In Progress - Satisfied if in-progress work is included
-  Planned - Satisfied if planned coursework is included
-  None - No status



# Reading an Audit: Incomplete Requirements



## ARTS AND HUMANITIES



EARNED: 3.00 HOURS



### LITERATURE REQUIREMENT - CHOOSE 1 COURSE

FROM: AFAMAST 2251,2281,2367.01,2367.04,4551 ARABIC 2701,2702,2705 CHINESE 2451, CHINESE 4401,4402,4403,4404 CLAS 1101,2220,2401,3203,3402,3407 COMPSTD 1100, COMPSTD 2101,2102.01,2102.02,2103,2104,2105,2301,2864H,3603,3604,3606,3608 EDUTL 2368(SU12 OR AFTER),3356(AU12 OR AFTER) ENGLISH 2201,2202,2220,2260,2261, ENGLISH 2262,2275,2280,2281,2290,2291,2367.02,3361,3372 FRENCH 1801,2501 GERMAN 2251,2252H,2253,3252,4252 HEBREW 2700,2702,2703,2704,2708 ITALIAN 2051(SP94 OR AFTER),2052,2054 JAPANESE 2451,2452 JEWSHST 2700,2702, JEWSHST 2703,2704,2708,3371 KOREAN 2451 MDRNGRK 2500H,3710 MEDREN 2888 NELC 3702,3704 PERSIAN 2301,2701,2704 PHILOS 2120,3210(SP95 OR AFTER), PHILOS 3220(SP95 OR AFTER),3230(SP95 OR AFTER),3240(SP95 OR AFTER), PHILOS 3250(SP95 OR AFTER),3261,3262 PORTGSE 2150,2159 RUSSIAN 2250 SCANDVN 3350,4250 SLAVIC 2345(AU98 OR AFTER) SPANISH 2320,2321,2520 THEATRE 2367.02 TURKISH 2701 WGSST 2215,2367.01,2367.02,2367.03,2367.04,2702 YIDDISH 3371,3399



### VISUAL/PERFORMING ARTS - TAKE 5 HOURS

NEEDS: 1 GROUP  
 FROM: AFAMAST 2288,3376,4571 ART 2100,2300,2502,2555,3201H ARTEDUC 1600,2367.01, ARTEDUC 2520(WI97 OR AFTER) CHINESE 4405 COMPSTD 3607,3686(AU10 OR AFTER) DANCE 2401 EALL 3446 ENGLISH 2263,2269 FILMSTD 2270,2271 FRENCH 2801 HEBREW 2205,2245 HISTART 2001,2002,2003,2005,2101,2901,3001,3002,3005,3101, HISTART 3102,3211,3521,3601,3603,3605,3611,3631,3635,3901,4121,4421,4605,4630, HISTART 4810,4820 ITALIAN 2053,2055 JEWSHST 2205,2245 LARCH 2600 MDRNGRK 2680 MUSIC 2250,2251,2252,2253,2288,3341,3342,3343,3345,3347,3348,3349, MUSIC 3350 PHILOS 2450(AU96 OR AFTER),2470H PHYSICS 3201H PORTGSE 2335 RUSSIAN 3460 SCANDVN 4450 SLAVIC 3320,3360 SPANISH 2322,2330,2380



# Reading an Audit: Complete Requirements



## A. GEC: WRITING AND RELATED SKILLS

← Completed

### FIRST WRITING

AU10	ENGLISH 1110.01	3.00	A
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### SECOND WRITING

AU12	PSYCH 2367.01	3.00	B
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## NATURAL SCIENCE

← In Progress

EARNED: 7.02 HOURS

IN-PROGRESS: 3.00 HOURS

AU10	BIOLOGY 1101	2.01	A-
SP14	ANTHROP 2200.01	3.00	IP >I
AU10	CHEM 1210	2.01	B
AU12	PHYSICS 1200	3.00	C



# Missing coursework? Courses that don't match anywhere will fall to the 'bottom'



## COURSE WORK COUNTED TOWARD GRADUATION BUT NOT USED TOWARD A SPECIFIC GEC OR MAJOR REQUIREMENT

AU09	AFAMAST G000.04	2.67	A
AU09	ECON G000.01	3.00	B+
AU09	HISTORY G000.12	3.00	A
AU09	PSYCH G000.01	3.00	B
SU10	BIOLOGY G000.01	2.01	B
SU10	BIOLOGY G000.02	3.00	B+
SU10	ECON 5000	3.00	D
SU10	MATH G000.03	2.01	A
AU10	CHEM 256	2.01	A-
SP12	ECON 4400	3.00	B
SP12	PSYCH 3313	3.00	B
SP12	PSYCH G000.03	3.00	B
AU12	SOCWORK 3401	3.00	D
SP13	SOCIOL 3487	3.00	B
SU13	PSYCH 2311	3.00	C-
SU13	SPHHRNG S000.01	2.00	B
AU13	CHEM 2510	3.00	B
AU13	GEOG 5100	3.00	B
AU13	GEOG 5200	3.00	C



# To run a Transfer Credit Report, select “Run Selected Program,” and “TRN.”

**Run Selected Program:**  
Choosing a degree program here will not change your declared degree program.

School: TRN - Transfer Credit Report

College: OSU

Degree Major: TRANSFER

Degree: EVALUATION

Program: TRANSFER CREDIT REPORT, BY DATE - TCR-BY DATE

Catalog Year: Started Quarters, Graduate Semesters

Use dropdown menus to select:

- School = TRN – Transfer Credit Report
- College = OSU
- Major = TRANSFER
- Degree = EVALUATION
- Program – Select either alphabetical or by date
- Catalog Year – Choose one (cannot be left blank).



# Click on titles to open each section to see what courses do or do not transfer.



\*\*\*\*\*  
 IT IS IMPORTANT THAT YOU WORK WITH YOUR ACADEMIC ADVISOR  
 TO UNDERSTAND HOW THESE TRANSFER COURSES APPLY TOWARD YOUR  
 INTENDED DEGREE AT OHIO STATE  
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THESE COURSES TRANSFER TO OHIO STATE AS SEMESTER CREDIT



THESE COURSES DO NOT TRANSFER



\*\*\*\*\*

\*\*\*\* L E G E N D \*\*\*\*

GRADES:

KA = original grade of A or A-

KB = original grade of B+, B, or B-

KC = original grade of C+, C, or C-

KD = original grade of D+ or D

KM = transfer credit awarded for placement testing

K2 = two or more unlike grades combined; check transcript for original

NT = Non-Transferable grade of D+, D, or D-







Use the Menu bar at the top of the screen to run more audits.

**Audits** ▾

Request New  
Manage  
Request New

**Completed Audits**

These are the audits that have been run in the past for this student's record. Hitting the "New Audit" button will run a new audit report. Deleting audits removes them from this list.

**New Audit** **Delete**  
select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
INTSTD-BAAFS	20122	07/07/2014 8:33 AM	<a href="#">HTML</a>	Student	[-]	<a href="#">View Audit</a>	
CRIMINO-BA	20122	07/07/2014 8:23 AM	<a href="#">HTML</a>	Student	[-]	<a href="#">View Audit</a>	
ECON-BS	20122	07/07/2014 8:22 AM	<a href="#">HTML</a>	Student	[-]	<a href="#">View Audit</a>	

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