

## REQUEST FOR DEGREE AUDIT ACCESS

Complete this form on your computer by clicking on the fields below.

Name of Requestor \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

### Degree Audit Access is being requested for:

Name \_\_\_\_\_

Net Id \_\_\_\_\_

ID# \_\_\_\_\_

1) Is advising the primary position responsibility?

yes

no

2) Whose degree audit access should this person's mirror? Must be a current Iowa State University employee.

\_\_\_\_\_

3) \*Forward this completed form to your college classification officer.

### Classification Officer use:

1) Will this individual be processing exceptions using the degree audit client?

yes

no

2) Email completed form to: [degree\\_audit\\_coordinators@iastate.edu](mailto:degree_audit_coordinators@iastate.edu). This form will only be accepted from the college.