

Directions: Follow these steps to attach your Degree Works Audit. The DegreeWorks audit **must** be included in a Satisfactory Academic Progress (SAP) appeal before it can be reviewed.

- 1. Login to <u>My Tri-C Space</u>
- 2. Click on the "DegreeWorks" card:



- 3. Run your DegreeWorks audit and then navigate to the **PRINTER Icon** on the top right hand side
- 4. Click on the Printer Icon and then **SAVE TO PDF**. If you cannot get this to work using Internet Explorer or Edge then use Google Chrome.

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5. Save the file to your computer which then can be uploaded to your SAP appeal along with your completed <u>Academic Plan</u> and attach any additional documentation to support your mitigating circumstances