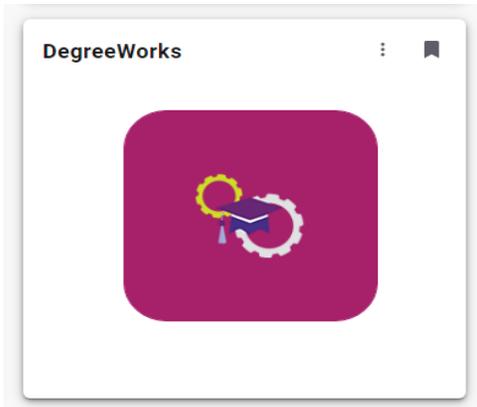# How to Download your DegreeWorks Audit

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 My Tri-C Space
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.

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