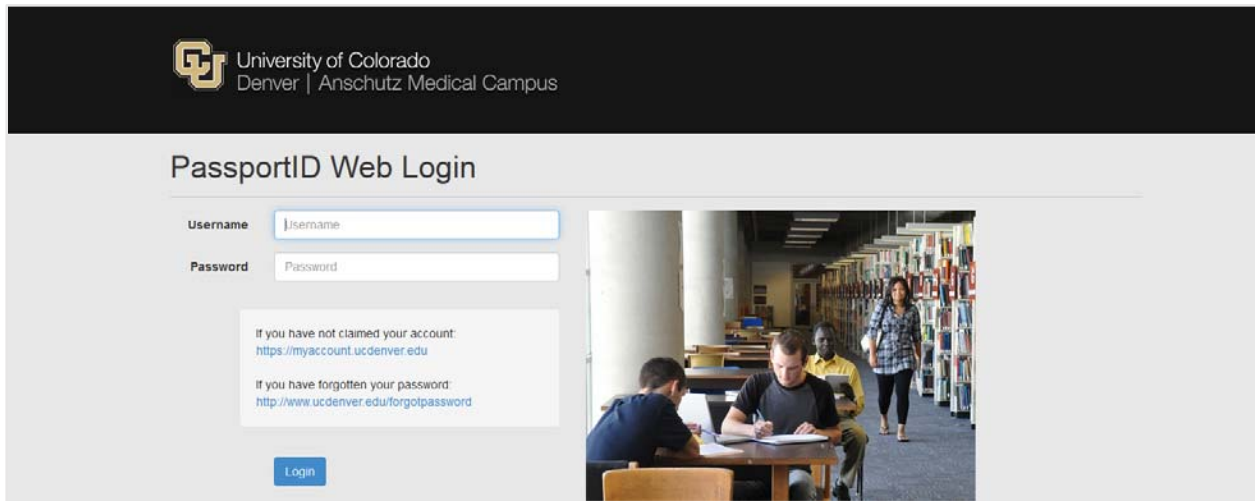


u.achieve® Degree Audit Report System (DARS)

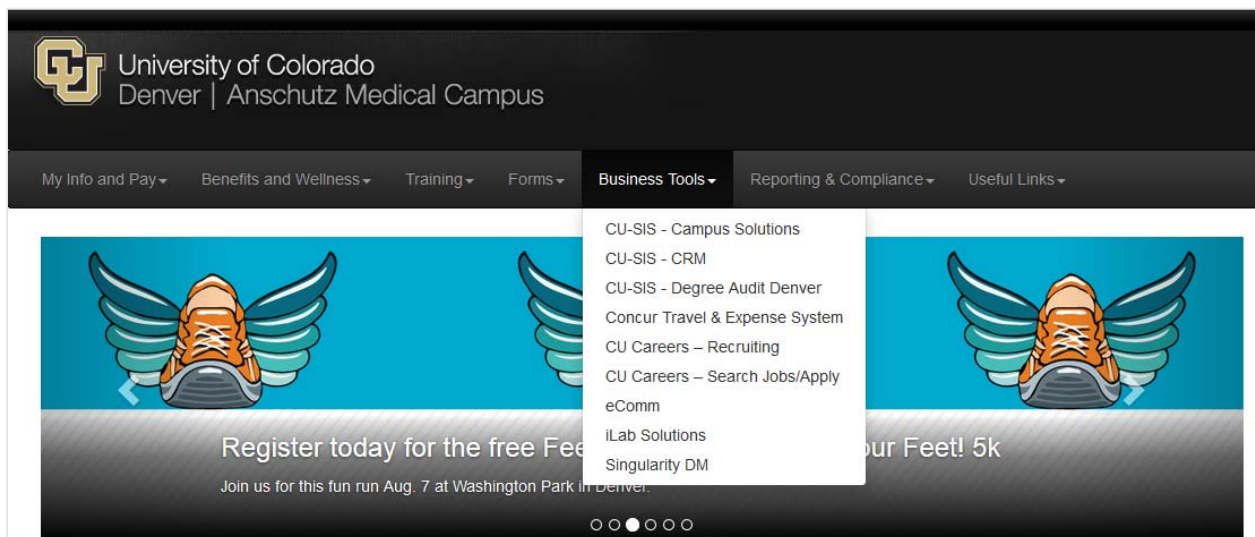
The u.achieve® Degree Audit Reporting System (DARS) is an electronic tool students use, in consultation with academic advisors, to track degree progress.

Accessing Degree Audit

Log into UCD Access using your CU Denver PassportID username and password.



At the top of the page, click Business Tools ▼ and select CU-SIS – Degree Audit Denver.



On the landing page, enter the student's ID (no dashes) in the "Student ID" field.

University of Colorado
Denver | Anschutz Medical Campus

Students ▾

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search 🔍

On the "Request an Audit" page, several menu options appear on the top navigation bar.

Audits ▾ Transfer Evaluations Exceptions

Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	Marker Catalog Year
DN	LABA--PSYC		Fall 2016				

The following summarizes information available within each menu:

Audits ▼

This menu allows one to request a new audit for a student or manage (view and delete) past audits.

Transfer Evaluations ▼

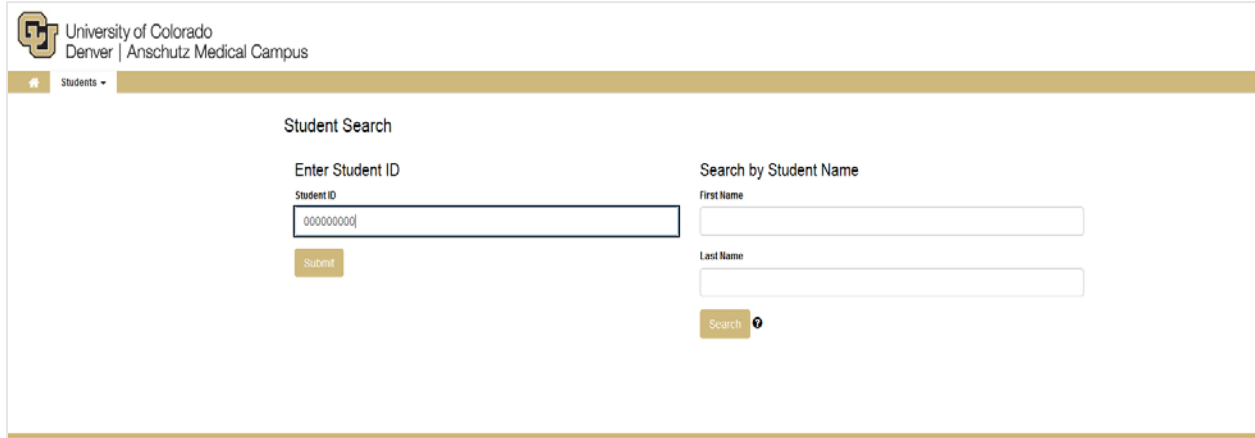
This menu allows one to access the list of a student's coursework accepted in transfer.

Exceptions ▼

This menu allows one to access information about exceptions made/entered for a student's degree audit.

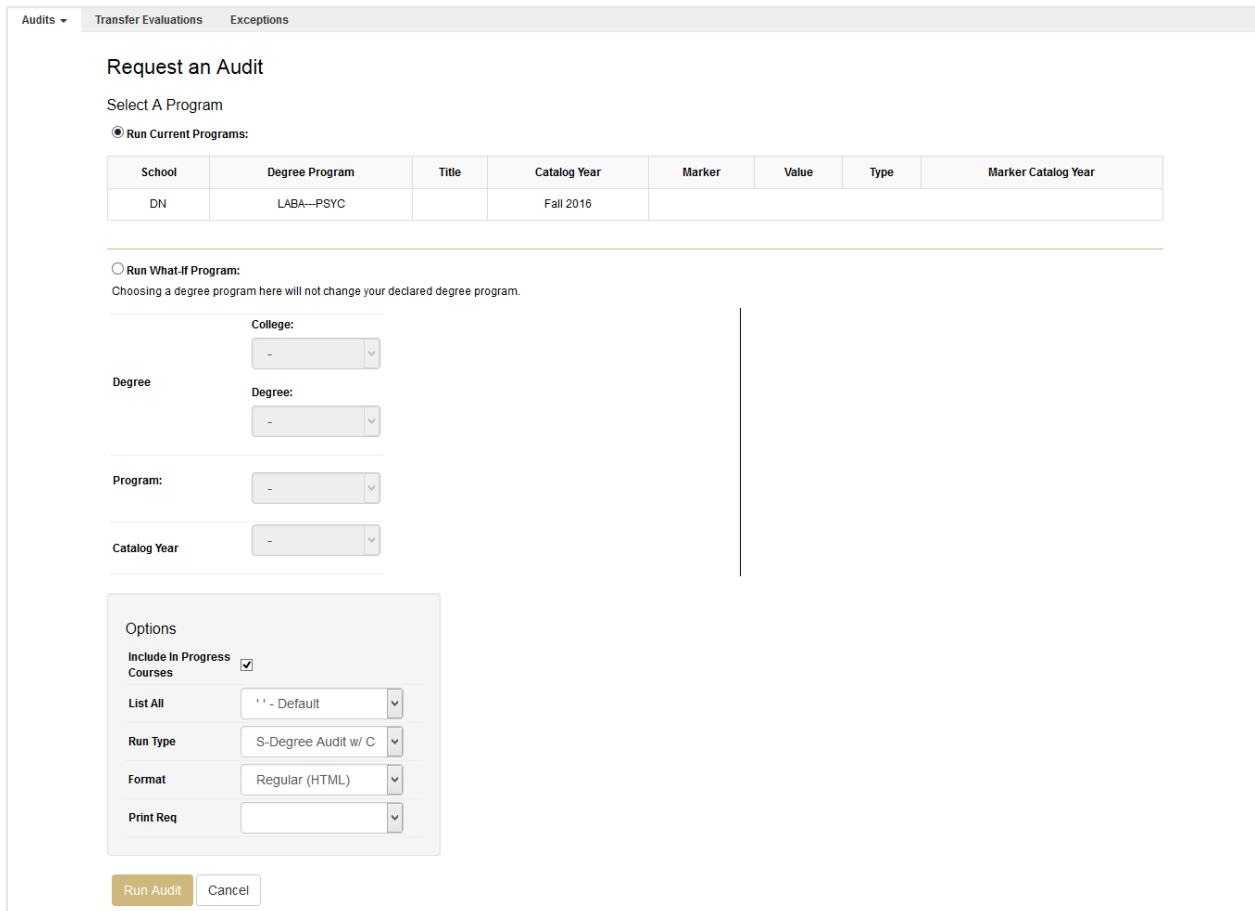
Requesting & Managing Audits

On the landing page, enter the student's ID (no dashes) in the "Student ID" field. Click the "submit" button.



The screenshot shows the "Student Search" interface. At the top left is the University of Colorado Denver logo and name. Below it is a navigation bar with "Students" selected. The main content area is titled "Student Search" and contains two search options. The first is "Enter Student ID" with a text input field containing "00000000" and a "Submit" button. The second is "Search by Student Name" with two text input fields for "First Name" and "Last Name", and a "Search" button with a help icon.

On the "Request an Audit" page, you will see "Run Current Program" selected (default). This will run a degree audit for a student's current program, listed under the "Degree Program" column.



The screenshot shows the "Request an Audit" page. At the top is a navigation bar with "Audits" selected, and sub-tabs for "Transfer Evaluations" and "Exceptions". The main heading is "Request an Audit". Below it is "Select A Program" with a radio button selected for "Run Current Programs:". A table shows the selected program:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	Marker Catalog Year
DN	LABA--PSYC		Fall 2016				

Below the table is a radio button for "Run What-If Program:" with a note: "Choosing a degree program here will not change your declared degree program." This is followed by four dropdown menus for "College:", "Degree:", "Program:", and "Catalog Year:". At the bottom is an "Options" section with a checked "Include In Progress Courses" checkbox and four dropdown menus: "List All" (set to "' - Default"), "Run Type" (set to "S-Degree Audit w/ C"), "Format" (set to "Regular (HTML)"), and "Print Req". At the very bottom are "Run Audit" and "Cancel" buttons.

You will also see an option for “Run What-If Program.” This options allows an advisor or students to request a degree audit for a different program using parameters from drop-down menus for the following:

Degree

Choose the school or college and degree type (i.e., B.A., B.S., B.F.A. etc.).

Program

Choose the specific major within the school or college based on the degree type selected.

Catalog Year

Choose the catalog term under which the new program would be declared.

The screenshot shows a web interface for requesting a degree audit. At the top, there are tabs for 'Audits', 'Transfer Evaluations', and 'Exceptions'. The main heading is 'Request an Audit'. Below this, there is a section 'Select A Program' with two radio buttons: 'Run Current Programs:' and 'Run What-if Program:'. The 'Run What-if Program:' option is selected. Below the radio buttons is a table with columns: School, Degree Program, Title, Catalog Year, Marker, Value, Type, and Marker Catalog Year. The table contains one row with values: DN, LABA--PSYC, (empty), Fall 2016, (empty), (empty), (empty), and (empty). Below the table, there is a note: 'Choosing a degree program here will not change your declared degree program.' Underneath this note are four dropdown menus: 'College:' (CLAS), 'Degree:' (BS), 'Program:' (BS PUBLIC HEALTH - LABS--PBHL), and 'Catalog Year:' (2016-2017).

Within the “Options” box, you have the option to choose a different output format or set some different criteria for the type of information to be displayed in the audit.

The screenshot shows an 'Options' box with several settings. At the top, there is a checkbox for 'Include In Progress Courses' which is checked. Below this are four dropdown menus: 'List All' (set to '' - Default'), 'Run Type' (set to 'S-Degree Audit w/ C'), 'Format' (set to 'Regular (HTML)'), and 'Print Req' (set to an empty dropdown). At the bottom of the box are two buttons: 'Run Audit' and 'Cancel'.

One you have selected the program for which you want to request a Degree Audit (or have set parameters for a What-If audit), click “Run Audit” at the bottom of the page.

Once requested, the audit will take a few seconds to load.

Audits ▾ Transfer Evaluations Exceptions

Your Audit is Loading

⌛

Your audit will be ready momentarily([more...](#)).

You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.
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 Privacy Policy
 Selfservice Version: 4.2.1.0.2 - 10/31/2014 11:52 AM | Build: 2.7 - 8/30/2016 9:16 AM

Under the “Completed Audit Requests,” you will be able to see the student’s most current Degree Audits, beginning with the most recent request.

On this page, you will see the program and catalog year for which an audit was requested, the date the audit was created, the format in which it was created, the ID of the person who requested the audit, the audit type, the link to “view audit,” and the option to delete an audit. To delete an audit, simply check the box for the audit you want to delete and click the “Delete” button.

Audits ▾ Transfer Evaluations Exceptions

Completed Audit Requests

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

[Run Audit](#)

[Delete](#)
select all/select none

Program	Catalog Year	Created	Format	Run By	Type	View	Delete
LABS—PBHL	Fall 2016	07/28/2016 2:54 PM	HTML		IP	View Audit	<input type="checkbox"/>
LABA—INTS	Fall 2016	05/18/2016 11:35 AM	PDF		✓	View Audit	<input type="checkbox"/>
LABA—INTS	Fall 2016	05/18/2016 11:32 AM	HTML		✓	View Audit	<input type="checkbox"/>
TRANSFER-REPORT	Fall 2015	04/07/2016 12:05 PM	HTML		✓	View Audit	<input type="checkbox"/>
LABA—INTS	Fall 2016	04/07/2016 12:05 PM	HTML		✓	View Audit	<input type="checkbox"/>

On the “Completed Audit Requests page,” click the “View Audit” link for the audit you wish to view. This will open the Degree Audit.

Sample Degree Audit

The Lynx, Milo
BA HISTORY

Request Audit

Prepared On 03/10/2016 09:50 AM Program Code LABA--HIST Catalog Year Spring 2016
 Student ID 000000000 Graduation Date Job ID 2016031009501052

Audit Results Course History Markers

Audit
You are here: # Audit

Categories Click on any area of the graph for further detail.

Hours

GPA

Complete In Progress
Unfulfilled Planned

Hours

Major
CU Denver Core
Grad Req.
Elective(s)

GPA

Open All Sections
 Close All Sections
 Printer Friendly

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974 SET FORTH REQUIREMENTS REGARDING THE PRIVACY OF STUDENT RECORDS. THESE REQUIREMENTS GOVERN WHO THESE RECORDS MAY BE RELEASED TO, WHO CAN ACCESS THESE RECORDS, AS WELL AS THE ACCURACY OF THE DATA IN THESE RECORDS. ALL FACULTY, STAFF AND STUDENTS SHOULD GUARD THE PROTECTION AND PRIVACY OF THIS DOCUMENT.

THIS EVALUATION IS PROVIDED FOR ADVICE; IT IS NOT AN OFFICIAL RECORD. PLEASE REPORT ANY ADDITIONS OR CORRECTIONS TO YOUR ACADEMIC ADVISOR.

THIS ANALYSIS ASSUMES SUCCESSFUL COMPLETION OF ALL COURSE WORK CURRENTLY IN PROGRESS.

Program: CU DEN, CLASU, HIST-BA

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > **NOTES ON THE AUDIT**
- > 120 HOUR COUNT
- > AUDIT HAS BEEN REVIEWED
- > GRADUATION REQUIREMENT: GENERAL REQUIREMENTS
- > CU DENVER CORE: ENGLISH COMPOSITION
- > CU DENVER CORE: MATHEMATIC S
- > CU DENVER CORE: ARTS
- > CU DENVER CORE: HUMANITIES
- > CU DENVER CORE: BEHAVIORAL SCIENCES
- > CU DENVER CORE: SOCIAL SCIENCES
- > CU DENVER CORE: BIOLOGICAL & PHYSICAL SCIENCES, MATHEMATICS
- > CU DENVER CORE: INTERNATIONAL PERSPECTIVES
- > CU DENVER CORE: CULTURAL DIVERSITY
- > GRADUATION REQUIREMENT: CLAS COMMUNICATIVE SKILLS
- > GRADUATION REQUIREMENT: CLAS FOREIGN LANGUAGE
- > GRADUATION REQUIREMENT: CLAS HUMANITIES
- > GRADUATION REQUIREMENT: CLAS BEHAVIORAL SCIENCES
- > GRADUATION REQUIREMENT: CLAS SOCIAL SCIENCES
- > GRADUATION REQUIREMENT: CLAS BIOLOGICAL & PHYSICAL SCIENCE
- > HISTORY MAJOR: GENERAL REQUIREMENTS
- > HISTORY MAJOR: REQUIRED COURSES
- > HISTORY MAJOR: DISTRIBUTION - UNITED STATES
- > HISTORY MAJOR: DISTRIBUTION - EUROPE
- > HISTORY MAJOR: DISTRIBUTION - WORLD
- > HISTORY MAJOR: HISTORY ELECTIVES
- > GENERAL CLAS ELECTIVES
- > GENERAL ELECTIVES
- > WORK NOT APPLIED
- > *** LEGEND ***
- > COURSEWORK FROM FA2010 TO SP2016

***** END OF ANALYSIS *****

The Degree Audit includes four primary components: 1) general student information; 2) summary graphs; 3) FERPA and advisement information; and 4) degree requirements.

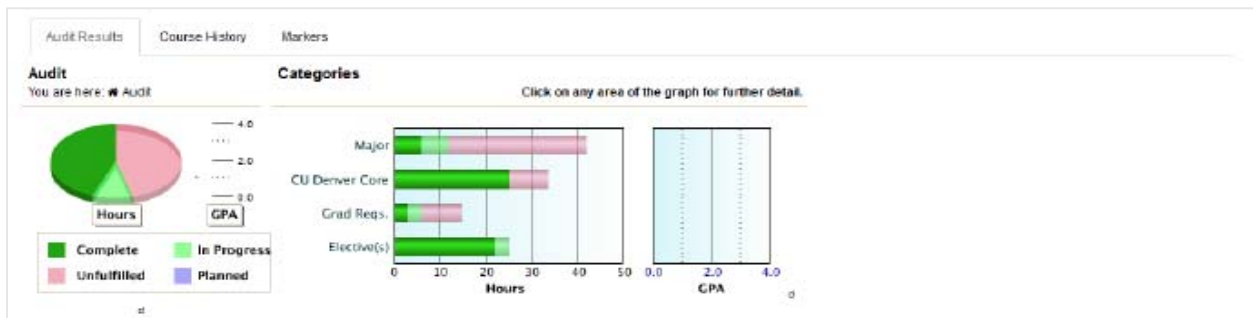
Student Information

The first four lines of the Degree Audit reflect general information about the student and audit including the date the audit was prepared, the student's program, and catalog year.

The Lynx, Milo				Request Audit	
BA HISTORY					
Prepared On	03/10/2016 09:50 AM	Program Code	LABA--HIST	Catalog Year	Spring 2016
Student ID	000000000	Graduation Date		Job ID	2016031009501052

Summary Graphs

The graphs included in the Degree Audit provide summary information about different areas of requirements for the student's degree. It is important to share with students that although this information can be useful, it displays summary information and does not reflect important details about degree requirements.



This section also has tabs for Course History (on which to review and sort through record of the student's coursework) and Markers (not in use currently).

FERPA and Advisement Information

This section of the Degree Audit includes notice of FERPA and notes about the use of the Degree Audit tool. Students are advised the Degree Audit is not an official record and that additions or corrections should be discussed with their academic advisor. Additionally, this section includes a note indicating that the analysis assumes successful completion of all coursework in progress. This is important as the Degree Audit does pull and apply in-progress or future coursework in which a student is enrolled.

Open All Sections
 Close All Sections
 Printer Friendly

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974 SET FORTH REQUIREMENTS REGARDING THE PRIVACY OF STUDENT RECORDS. THESE REQUIREMENTS GOVERN WHO THESE RECORDS MAY BE RELEASED TO, WHO CAN ACCESS THESE RECORDS, AS WELL AS THE ACCURACY OF THE DATA IN THESE RECORDS. ALL FACULTY, STAFF AND STUDENTS SHOULD GUARD THE PROTECTION AND PRIVACY OF THIS DOCUMENT.

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THIS ANALYSIS ASSUMES SUCCESSFUL COMPLETION OF ALL COURSE WORK CURRENTLY IN PROGRESS.

Degree Requirements

The degree requirements section provides a list and status of university, general, CU Denver Core, school/college, and major requirements for the student's program.

The first section, *Notes on the Audit*, includes two important reminders for students using the Degree Audit and a link for students who may have questions or concerns about the Degree Audit tool:

























NOTES ON THE AUDIT

Review This Degree Audit Report




Please review every requirement in this degree audit report to assist you and your advisor with monitoring your degree requirements. Any requirement in red is considered incomplete.

Before You Change Your Major

Changing your major may impact how your credit hours apply to the new degree requirements. To review any potential impacts run a 'What If' degree audit report.

- >  120 HOUR COUNT
- >  AUDIT HAS BEEN REVIEWED
- >  GRADUATION REQUIREMENT: GENERAL REQUIREMENTS
- >  CU DENVER CORE: ENGLISH COMPOSITION
- >  CU DENVER CORE: MATHEMATICS
- >  CU DENVER CORE: ARTS
- >  CU DENVER CORE: HUMANITIES
- >  CU DENVER CORE: BEHAVIORAL SCIENCES
- >  CU DENVER CORE: SOCIAL SCIENCES
- >  CU DENVER CORE: BIOLOGICAL & PHYSICAL SCIENCES, MATHEMATICS
- >  CU DENVER CORE: INTERNATIONAL PERSPECTIVES
- >  CU DENVER CORE: CULTURAL DIVERSITY
- >  GRADUATION REQUIREMENT: CLAS COMMUNICATIVE SKILLS
- >  GRADUATION REQUIREMENT: CLAS FOREIGN LANGUAGE
- >  GRADUATION REQUIREMENT: CLAS HUMANITIES
- >  GRADUATION REQUIREMENT: CLAS BEHAVIORAL SCIENCES
- >  GRADUATION REQUIREMENT: CLAS SOCIAL SCIENCES
- >  GRADUATION REQUIREMENT: CLAS BIOLOGICAL & PHYSICAL SCIENCE
- >  HISTORY MAJOR: GENERAL REQUIREMENTS
- >  HISTORY MAJOR: REQUIRED COURSES
- >  HISTORY MAJOR: DISTRIBUTION - UNITED STATES
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- >  HISTORY MAJOR: DISTRIBUTION - WORLD
- >  HISTORY MAJOR: HISTORY ELECTIVES
- > GENERAL CLAS ELECTIVES
- > GENERAL ELECTIVES
- > WORK NOT APPLIED
- > *** LEGEND ***
- > COURSEWORK FROM FA2010 TO SP2016

***** END OF ANALYSIS *****

Degree requirements marked with a  reflect requirements the student has completed successfully. Degree requirements marked with a  reflect requirements in progress, based on a student's current or future registration. Degree requirements marked with a  reflect requirements a student has remaining to complete.

The > toggle to left of each of these icons will expand or collapse detailed information for any of the requirements listed. For each section of requirements, the audit will reflect if a requirement has been satisfied (i.e., "Requirement Satisfied") or information about what the student needs to complete.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> **NOTES ON THE AUDIT**

✖ **120 HOUR COUNT**

EARNED: 53.0 HOURS
 IN PROGRESS: 12.0 HOURS
 NEEDS: 55.0 HOURS

> ✔ **AUDIT HAS BEEN REVIEWED**

✖ **GRADUATION REQUIREMENT: GENERAL REQUIREMENTS**

✖ University Cumulative GPA
 Maintain at least a 2.0 GPA from all courses taken through all CU campuses.

0.0 ATTEMPTED HOURS		0.0 POINTS	
SP16	FITV1115	3.0	*** Horror in Cinema
SP16	HIST1361	3.0	*** American History to 1876
SP16	HIST1400	3.0	*** Controversies in History
SP16	SOCY1001	3.0	*** Introduction to Sociology

✖ College Upper-Division
 Complete a minimum of 45 credit hours of upper-division work.

NEEDS: 45.0 HOURS

✖ College Residency
 Complete a minimum of 30 credit hours in CLAS from CU Denver faculty.

(0.0 HOURS TAKEN)

INP → 9.0 HOURS

SP16	HIST1361	3.0	*** American History to 1876
SP16	HIST1400	3.0	*** Controversies in History
SP16	SOCY1001	3.0	*** Introduction to Sociology

NEEDS: 21.0 HOURS

✖ College Terminal Residency
 Of the last 30 earned credit hours, complete 21 in CLAS from CU Denver faculty.

(0.0 HOURS TAKEN)

INP → 9.0 HOURS

SP16	SOCY1001	3.0	*** Introduction to Sociology
SP16	HIST1400	3.0	*** Controversies in History
SP16	HIST1361	3.0	*** American History to 1876

NEEDS: 12.0 HOURS

> ✔ **CU DENVER CORE: ENGLISH COMPOSITION**

✔ 1) Requirement Satisfied

2 COURSES TAKEN

FA10	ENGL1020	3.0	TA Core Composition I CO-RMCAD: WO 1020
SP11	ENGL2030	3.0	TB+ Core Composition II CO-RMCAD: WO 1030

It is important to note that some general, school/college, and major requirements have sub-requirements within specific sections of requirements in the Degree Audit.

Transfer Evaluations

The Transfer Evaluations tab in the Degree Audit system allows advisors to see a complete list of student's coursework accepted in transfer. On the landing page, enter the student's ID (no dashes) in the "Student ID" field.

On the "Request an Audit" page, click "Transfer Evaluations" on the top navigation bar.

School	Degree Program	Title	Catalog Year	Marker	Value	Type	Marker Catalog Year
DN	LABA--PSYC		Fall 2016				

This will direct you to the student's list of Transfer Coursework. Transfer coursework is grouped by institution. You may click on the icon to the left of each institution name to expand or collapse coursework.

School	ID	Status	Type	Date	Time	Term	Course ID	Title	Grade	Credits	Catalog Year
198950	012	<input checked="" type="checkbox"/>	Soft	02/04/2015	10:30 AM	Fall 1999	REL100	Bib Lit & Hist	C	3.00	
						Fall 1999	RLST1999TC	Bib Lit & Hist	TC	3.00	CAL
198950	013	<input checked="" type="checkbox"/>	Soft	02/04/2015	10:30 AM	Fall 1999	SPA205	Inter Span I	C	3.00	
						Fall 1999	SPAN2999TC	Inter Span I	TC	3.00	CAL

The columns in the Transfer Evaluations table reflect specific information. The first five columns reflect system data.

Transfer Coursework										
Coursework transferred from other institutions.										
1	2				3	4	5	6	7	8
MEREDITH COLLEGE										
198950	012	<input checked="" type="checkbox"/>	Soft	02/04/2015 10:30 AM		Fall 1999	REL100	Bib Lit & Hist	C	3.00
						Fall 1999	RLST1999TC	Bib Lit & Hist	TC	3.00 CAL
COMMUNITY COLLEGE OF DENVER										
126942	005	<input checked="" type="checkbox"/>	Soft	02/04/2015 10:30 AM		Fall 2014	ENG122	English Composition II	A	3.00
						Fall 2014	ENGL2030	Core Composition II	TA	3.00 CO2

- This identifies the institution from which coursework has been transferred.
- The icon reflects the row of information from the source institution. The icon reflects the row of information at the receiving institution (i.e., CU Denver).
- This identifies the term in which the specific course was completed.
- This identifies the course prefix and number at the source institution and the equivalent course prefix and number at CU Denver. The course prefix and number information at CU Denver can include the following:
 - o A specific course prefix and number (e.g., ENGL2030) if the course has an exact equivalent course at CU Denver;
 - o A generic course prefix and number with "AE" (e.g., ENGL1999AE) if the course does not have an exact equivalent course at CU Denver as evaluated by the academic department; or
 - o A generic course prefix and number with "TC" (e.g., RLST2999TC) if the course does not have an exact equivalent at CU Denver and may require evaluation by the academic department.
- This identifies the grade earned. With the exception of coursework from CU institutions, transfer grades are designated with a "T" next to the letter grade. Grades from transfer courses completed at non-CU are not calculated in a student's CU GPA.
- This identifies the number of semester hours/credits completed at the source institution and awarded at CU Denver.
- This identifies any special flags or indicators of information for specific courses. Advisors may see GT Pathways codes (e.g., CO1, AH2, SS3), CAL (for courses calibrated in transfer), PEC (for physical education credit), U (for upper-division coursework), and LDV (for lower-division coursework).

Exceptions

The Exceptions tab in the Degree Audit system allows advisors to see any adjustments or exceptions made to a student's degree audit. On the landing page, enter the student's ID (no dashes) in the "Student ID" field.

The screenshot shows the "Student Search" page. At the top left is the University of Colorado Denver | Anschutz Medical Campus logo. Below it is a navigation bar with "Students" and a dropdown arrow. The main content area is titled "Student Search" and contains two search options: "Enter Student ID" and "Search by Student Name". The "Enter Student ID" section has a text input field with "00000000" and a "Submit" button. The "Search by Student Name" section has two text input fields for "First Name" and "Last Name", and a "Search" button with a magnifying glass icon.

On the "Request an Audit" page, click "Exceptions" on the top navigation bar.

The screenshot shows the "Request an Audit" page. At the top is a navigation bar with "Audits" and a dropdown arrow, and two tabs: "Transfer Evaluations" and "Exceptions". The main content area is titled "Request an Audit" and has a "Select A Program" section. Under "Run Current Programs:", there is a table with the following data:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	Marker Catalog Year
DN	LABA--PSYC		Fall 2016				

This will direct you to the list of exceptions for the student's Degree Audit. You can view additional information about specific exceptions by clicking on the link in the exception code column.

The screenshot shows the "Exceptions" page. At the top is a navigation bar with "Audits" and a dropdown arrow, and two tabs: "Transfer Evaluations" and "Exceptions". The main content area is titled "Exceptions" and has a subtitle: "Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the students academic record." Below this is a table with the following data:

▲ #	Audit Note	Exception Code	Pseudo Course	Course	Memo
1	*Theatrical Arts	PT		THTR1999TC	ARTS
2	Russia Soviet Union	PT		HUMN3999AE	HUMN
3		NT			NO HS TRANSCRIPT IN SINGULARITY
4		CP		UNBLOCK	UNBLOCK

Below the table are two footnotes: a yellow triangle icon followed by "denotes an unconfigured exception type." and a lock icon followed by "user is not authorized to edit exception."

Please consult with your individual advising office/unit regarding the process for requesting and submitting Degree Audit exceptions.