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.

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

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.

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.
You will also see an option for “Run What-if Program.” This option 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.

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.

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.

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.

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

## Degree Program: BA History

### Degree Audit Details
- **Program:** BA History
- **Degree:** Bachelor of Arts
- **Major:** History

### Audit Description
- The Family Educational Rights and Privacy Act (FERPA) of 1974 protects student records. FERPA rights are governed by the institution and include the right to inspect, review, and correct records.

### Audit Results
- **Hours Completed:** 0
- **Hours In Progress:** 0
- **Hours Required:** 120

### Categories
- **Major:**
  - Hours: 0
  - GPA: 0
- **CU Denver Core:**
  - Hours: 0
  - GPA: 0
- **Grad Req:**
  - Hours: 0
  - GPA: 0

### Notes on the Audit
- **At Least One Requirement Has Not Been Satisfied**
  - 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
  - History Major: Distribution - Europe
  - History Major: Distribution - World
  - History Major: History Electives
  - General CLAS Electives
  - General Electives
  - Work Not Applied
  - **Legend:**
  - **Coursework From Fall 2010 to Spring 2016**

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**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.

**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.
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:

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.

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.

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course Code</th>
<th>Term</th>
<th>Institution</th>
<th>Course Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School A</td>
<td>ENGL2030</td>
<td>Fall</td>
<td>CU Denver</td>
<td>ENGL2030</td>
<td></td>
<td></td>
<td>CAL</td>
</tr>
<tr>
<td>High School B</td>
<td>ENGL1999AE</td>
<td>Fall</td>
<td>CU Denver</td>
<td>ENGL2030</td>
<td></td>
<td></td>
<td>CAL</td>
</tr>
<tr>
<td>Community College of Denver</td>
<td>ENGL2030</td>
<td>Fall</td>
<td>CU Denver</td>
<td>ENGL2030</td>
<td></td>
<td></td>
<td>CAL</td>
</tr>
</tbody>
</table>

1. This identifies the institution from which coursework has been transferred.
2. 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).
3. This identifies the term in which the specific course was completed.
4. 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.
5. 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.
6. This identifies the number of semester hours/credits completed at the source institution and awarded at CU Denver.
7. 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.

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

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.

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