HOW TO VIEW HISTORIC DEGREE AUDITS

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INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure provides instruction on how to navigate and use historic degree audits saved by the system.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Up to three previously run audits (per level and degree objective) can be viewed. Each new audit created after the third causes the last, or oldest, audit to be deleted from the system.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Graduate Division Academic Affairs Office
3. College Offices
4. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu/) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

HISTORIC AUDITS

STEPS

1. From the Worksheets tab click on History. Up to three previously run audits (per level and degree objective) can be viewed. Each new audit created after the third causes the last, or oldest, audit to be deleted from the system. Click in the Historic Report drop-down window to see the dates and time of the last three audits.
2. Select a historic audit then click **View**.

3. The audit will then display below, in the same window.
4. From here you can click on **Save as PDF** to save an electronic copy of the audit.

### UCR Degree Works Test

<table>
<thead>
<tr>
<th>Student View</th>
<th>A000100U as of 11/24/2015 at 15:19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Little Lamb, Innocencia Damiana</td>
</tr>
<tr>
<td>ID</td>
<td>860809937</td>
</tr>
<tr>
<td>Class Level</td>
<td>Freshman</td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td>Student Attribute</td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>0.000</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>Holds</td>
</tr>
</tbody>
</table>

#### Degree Progress

- Requirements: 12%
- Units: 0%

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### Degree in Bachelor of Arts

- Catalog Year: 2013-2014
- Units Required: 180
- Units Applied: 0

- Still Needed: 180 units are required. You currently have 0, you still need 180 more units.
- Minimum units completed at UCR: You have 0 but still need a minimum of 36 units.
FINAL QUIZ

1. Up to three historical degree audits can be viewed per level and degree objective.
   a. TRUE

2. Once you have selected the day/time view you want, click on View.
   a. TRUE