

HOW TO VIEW HISTORIC DEGREE AUDITS

TABLE OF CONTENTS

- Revision History 2
- Introduction and Purpose 2
- Related Policies, Regulations, Guiding Principles, and Common Practices 2
- Impacted Departments, Units, Programs, and Centers 2
- Procedures 2
 - Historic Audits 2
 - Steps 2
- Final Quiz 3

REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final
2	1.31.24	Cristina	Updated to reflect changes to Degreeworks 5.1.2

INTRODUCTION AND PURPOSE

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

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

- 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

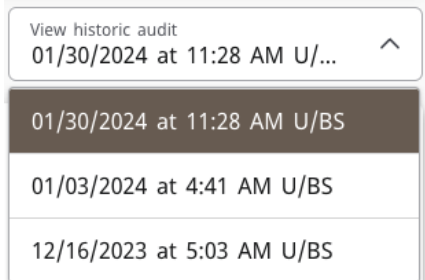
- Registrar's Office
- Graduate Division Academic Affairs Office
- College Offices
- Academic Departments

PROCEDURES

HISTORIC AUDITS

STEPS

- Click the **View historic audit** drop-down window and select the date and time of the audit you would like to view.



- The audit will then be displayed below, in the same window.

FINAL QUIZ

1. Up to three historical degree audits can be viewed per level and degree objective.
 - a. TRUE
2. The audit will display once you have selected the day/time view you want.
 - a. TRUE