Degree Audit & Transfer Credit

(DATC)

Advisor Help

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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1.0 **Students**

To select a student click the 'Students' tab in toolbar on the top left or locate the icon from the home page.

Students

Enter a SID to select a Student (See Figure 1.) –click *Submit.*

Figure 1: Select Student

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search ❷

You can search by:

1. Student ID
2. First and/or last name.

When you find the correct student when searching by name, click on *Select* icon. This will take you to the Audit Request page.

Select

▶

2.0 **Exceptions**

Many types of exceptions can be defined using DATC. The initial exception types are defined here and, depending on need, more may be added in the future. Please note that not all campuses are configured the same so there may be an exception type defined below that is not available on your campus.

To View a student's exceptions you will need select the 'Exceptions' tab from the 'Request an Audit Page' after you have selected your student.

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This page will allow you to view any exceptions in the degree audit for the particular student you selected. You can click on any underlined element of the exception in order to see more detail about that exception.

Depending on your role, you may or may not be able to edit the existing exceptions using this view

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception   **Delete**

select all/select none

▲ #	Audit Note	Exception Code	Pseudo Course	Course	Auth Code	Edit	Delete
0	*Lit &	PT		HUMN4999SA		✎	☐
1	*Spanish Civil War	PT		HIST4999		✎	☐
2	*Lit &	PT		HUMN4999SA		✎	☐
5	*Advanced Spanish Grammarii	PT		SPAN4999		✎	☐
7	*Adv Spanish	PT		SPAN4999		✎	☐
8	*Advanced Spanish Grammarii	PT		SPAN4999		✎	☐

Add Exception – This page will allow you to select the type of exception you want to make and enter the relevant details. Users designated with this role will be trained in the Add Exceptions functionality. Below is an example of what the 'Add Exceptions' page would look like.

Choose an Exception Type
Return to list of exceptions

Description	▲ Exception Code
Course Substitution	CS

3.0 Audits

An audit is a reflection of the current status of a student based on the degree program and catalog year. You must always run and open a new audit to see the most current and updated course information.

After you have searched and selected a student the following navigation bar will pop up at the top of the page:

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🏠	Students ▾			
Student: **Student, Test A / 111111111**	**Audits ▾**	**Transfer Evaluations**	**Exceptions**

Under the 'Audits' tab there are two sections:

1. Request New
2. Manage

The 'Request New' page allows you to run a new audit based on the student's current program or allows you to run a 'what-if' audit against another program the student may be interested in to see what courses would apply to the new degree program.

(See Figure 2.) Selecting Criteria:

- *Run Current Programs* will run an audit for the student's primary program.
- *Run What-If Program* will run an audit for whichever program and catalog year you select using the dropdown boxes.

Figure 2: Request an Audit

Click the *Run Audit* button at the bottom of the page after selecting to run on current program or on what-if criteria. After running the audit you will be taken to the "Completed Audit Requests" page
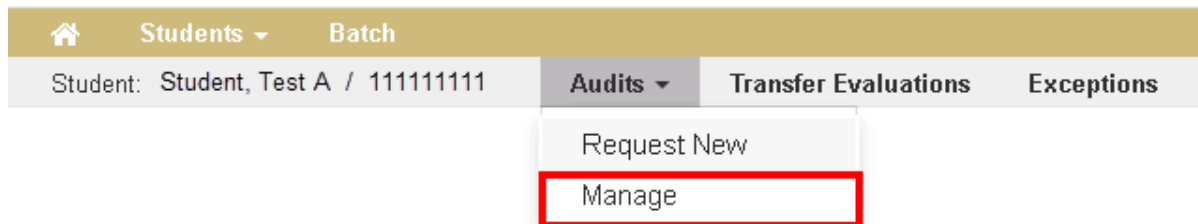
Completed Audit Requests

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
ASBA---CSCI	Spring 2014	02/10/2016 4:09 PM	HTML		IP	View Audit	☐

To view a completed audit, select the *View Audit* button.

You will be taken to the selected degree audit. Once done viewing, you can use the navigation pane to go to the home page, search for another student, or view more information on the currently selected student.

The 'Manage' page displays a listing of previously-run audits stored for the student. This can be navigated to by running an audit or by selecting a student and going to the Audits tab and clicking "Manage".

🏠	Students ▾	Batch			
Student:	Student, Test A / 111111111	Audits ▾	Transfer Evaluations	Exceptions	

Request New

Manage

4.0   Tips on Reading the Degree Audit

Header information

The top of the audit contains header information specific to the student and audit you opened.

The audit header will include the date the audit was prepared, student name, degree program code (used by u.achieve) and description, student ID, and catalog year of the audit requested. See Figure 3 below for more details.

Figure 3: Audit header information.

M   , Gabriela
Computer Science-BA   [Request Audit]

| Prepared On | 02/11/2016 07:51 AM | Program Code | ASBA---CSCI | Catalog Year | Spring 2014 |
| Student ID | 10 | Graduation Date | | Job ID | 2016021107513848 |

Graphs

The next portion of the audit may display a pie chart and bar graph depicting the student's overall hours and GPA as well as hours and GPA in specific requirements. You can click on the "Hours" bar graph in order to drill into the details of the specific requirement. See Figure 4.

This functionality is currently only a part of CU Denver/AMC audits

Figure 4: Graphs
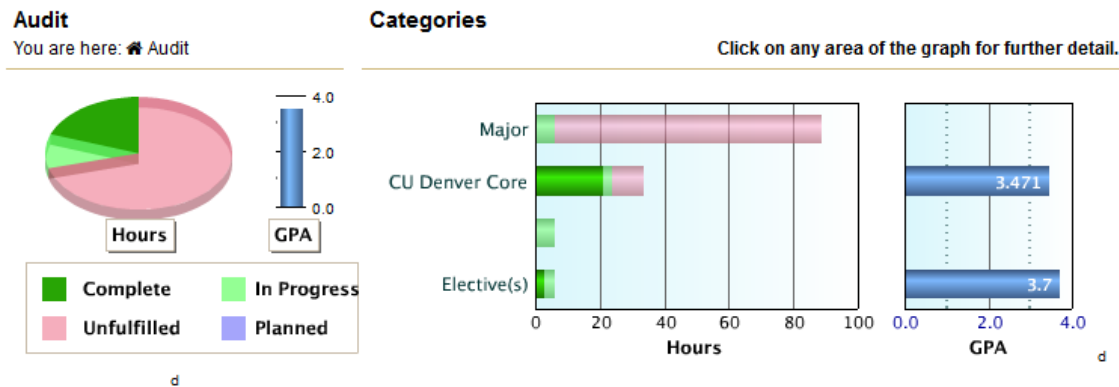
FERPA statement and information pulled directly from SIS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

This section of the audit includes the official FERPA statement and some additional information pulled directly from CU-SIS. Depending on the student and campus configuration, the information from CU-SIS may include: majors, minors and catalog years stored in CU-SIS at the time of the request; primary and secondary advisors; CU-SIS summary of credits earned; ACT or SAT scores; and some transcript text including CU Study Abroad text and degrees posted. See Figure 5 for more details.

The top section under 'Header Information' also includes the *Open All Sections, Close All Sections, and Printer Friendly* options. By default, the program requirements are displayed in a summary view and you can click on each individual requirement to see the detail. Alternatively, you can click on *Open All Sections* to expand all requirements. The Printer Friendly option will open a new window with all audit requirements expanded.

*** *Graphs are not included in the printer-friendly window* ***

Figure 5: FERPA statement and information from CU-SIS.

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□ Open All Sections   **▶ Close All Sections**   ❓

*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 ADVISEMENT; 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: CUDEN, EDUCU, EDHD-BA

Program Requirements and Sub-Requirements

The main body of the audit includes a statement about the overall status of the audit as well as each requirement with details. The overall status in the example below is "AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED." There are two other possible statements. One indicates all requirements are completed and the other indicates that all requirements will be completed once in-progress courses are completed successfully.

Below the overall status statement, each requirement is displayed with its completion status indicated by both color and symbol. You can put your mouse on any of these symbols to see a text description of its meaning. If no symbol is to the left of the requirement, the requirement is either optional or informational. You can click on any one of the symbols or requirements to drill into the details for that area of the audit.

 Red X – This requirement is NOT complete.

  Green check mark – This requirement is complete.

  Green Ellipses – This requirement is currently in progress. If courses are completed with a satisfactory grade, the requirement will be complete.

How to expand individual requirements

Figure 6 displays a summary of requirements. Clicking on any of the requirements will expand the view and display the details of the selected requirement. Figure 7 is the result of clicking on the *X Overall Semester Credit Hour and GPA Requirement….*

Figure 6: Summary of requirements

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> **University of Colorado Cumulative GPA**

> ☒ **Overall Semester Credit Hour and GPA Requirements for the College of Arts and Sciences**

You must complete at least 120 credit hours. This calculation excludes courses that exceed college credit hour limitations.

> ☑ **MAPS Requirements**

> ☑ **Core Requirements - Skills Acquisition**

> ☑ **Core Requirements - Content Areas of Study**

> ☑ **Core Requirements - Content Areas of Study Natural Science Requirement - 13 semester hours**

No more than two lower-division courses may be taken from any single department (1-credit-hour lab/field experience courses are excepted).

> ☒ **Complete at least 75 hours outside the FREN department.**

> ☑ **French Required Major Courses 012015**
All courses must be completed with a C- or better.

> ☒ **French Major - Hours and GPA Requirements 012015**

> **Electives**

> **Courses not applicable to degree requirements**

The following courses do not apply to your degree requirements. Please consult your academic advisor if you have questions.

> ****** Legend ******

Figure 7: Expanded requirement displaying sub-requirements

☒ **Overall Semester Credit Hour and GPA Requirements for the College of Arts and Sciences**

You must complete at least 120 credit hours. This calculation excludes courses that exceed college credit hour limitations.

EARNED: 125.0 HOURS

☑ Complete at least 45 hours on the Boulder campus.

(97.0 HOURS TAKEN)

☑ Complete at least 45 credits of upper-division courses.

(48.0 HOURS TAKEN)

☒ Complete at least 30 upper-division hours in Arts and Sciences after matriculation into the college. Your matriculation was: 012015

(6.0 HOURS TAKEN)

NEEDS: 24.0 HOURS

☑ A cumulative GPA of 2.0 is required.

3.022 GPA

☑ Complete at least 90 credit hours in A&S coursework.

(125.0 HOURS TAKEN)

No more than 6 credit hours of P/F will count towards the 120 credit hour requirement.

6.0 HOURS ADDED

FA04	BLST2722	3.0	P	Surv/Afro-American Lit 1 PROCESSED AS: ETHN2722
FA04	SOCY3002	3.0	P	Population and Society

The details of a requirement are called sub-requirements. The completion status of each sub-requirement is indicated by either a green check (☑) or a red X (☒). The red X indicates the sub-requirement is incomplete. The green check indicates that the sub-requirement is complete.

In Figure 7, sub-requirement #1, 2, 4, 5 are complete and sub-requirement #3 is incomplete. Below is an example when you open an incomplete sub-requirement:

☒ **CU DENVER CORE: ENGLISH COMPOSITION**

☒ 1) Complete all listed courses with a grade of 'C-' or higher (2 total):

NEEDS: 2 COURSES

SELECT FROM: ENGL1020,2030

The details of the sub-requirement will show what is needed in order to complete. The courses shown in the SELECT FROM line are what have been approved for that specific requirement.

Clicking on courses underlined in the SELECT FROM lines of the sub-requirement will open a new window. Depending on the campus, this may either result in a PDF file of course descriptions or a web-based search tool displaying the course description for the course you clicked on.

Legend

The legend provides a description of various symbols you may see throughout the audit. The legend can be found at the bottom of the audit page. See Figure 8 to view the legend.

Figure 8: Audit legend

```
~~~~~~~~~~~~~~~~~ Legend ~~~~~~~~~~~~~~~~~
Explanation of Symbols and Grades used on Audit:


*** = Registered
>M = Metro course, not in GPA
>N = Repeated, no credit
>R = Repeated
>S = Hours split
>V = Composite Grade
>X = Course Repetition, not in GPA
>Z = Graduate non-degree course
T* = Transfer Grade
Q* = CU to CU Composite Grade


Incompletes (I) are In-Progress until completed, repeated or
changed to an F if not completed within one year.
```

Below are a few examples:

Figure 9: Example of course flag indicating that the credit hours for the course were split. Originally it was 3.0 credits. The final hour posted may or may not be utilized elsewhere in your degree audit depending on your program needs.

```
4) 2 hours Non-ENVD Electives completed

   SP27   MATH2300                    2.0   T    >S
```

Figure 10: Example of course flag indicating the course has been taken more than once. There is no credit reduction unless there is also a >N flag.

SU04	WRTG3020	3.0	B-	>R	American Culture
SU04	WRTG3020	3.0	B-	>R	American Culture

Figure 11: Example of course flag indicating the course is a duplicate. The course has been removed from both the credit hour and GPA calculations. There is no credit reduction unless there is also a >N flag.

FA99	ANTH1140	0.0	D+	>X	>N Expl/Nonwest Cult/Maya
FA00	ATOC1050	0.0	F	>X	>N Weather & the Atmosphere

5.0 View Course History

To View Course History click on the 'Course History' tab in the audit header information:

See Figures 12 and 13 for a link to see a summary of courses the student completed.
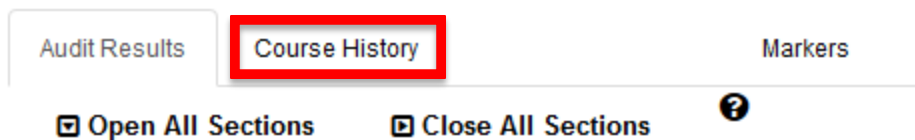
Figure 12: View Course History link

Figure 13: Course History

Term Summary Information

Term summary information can be located in the "Course History" tab of a student's audit.

Depending on your role, you may or may not be able to view the following graphs under the course history tab

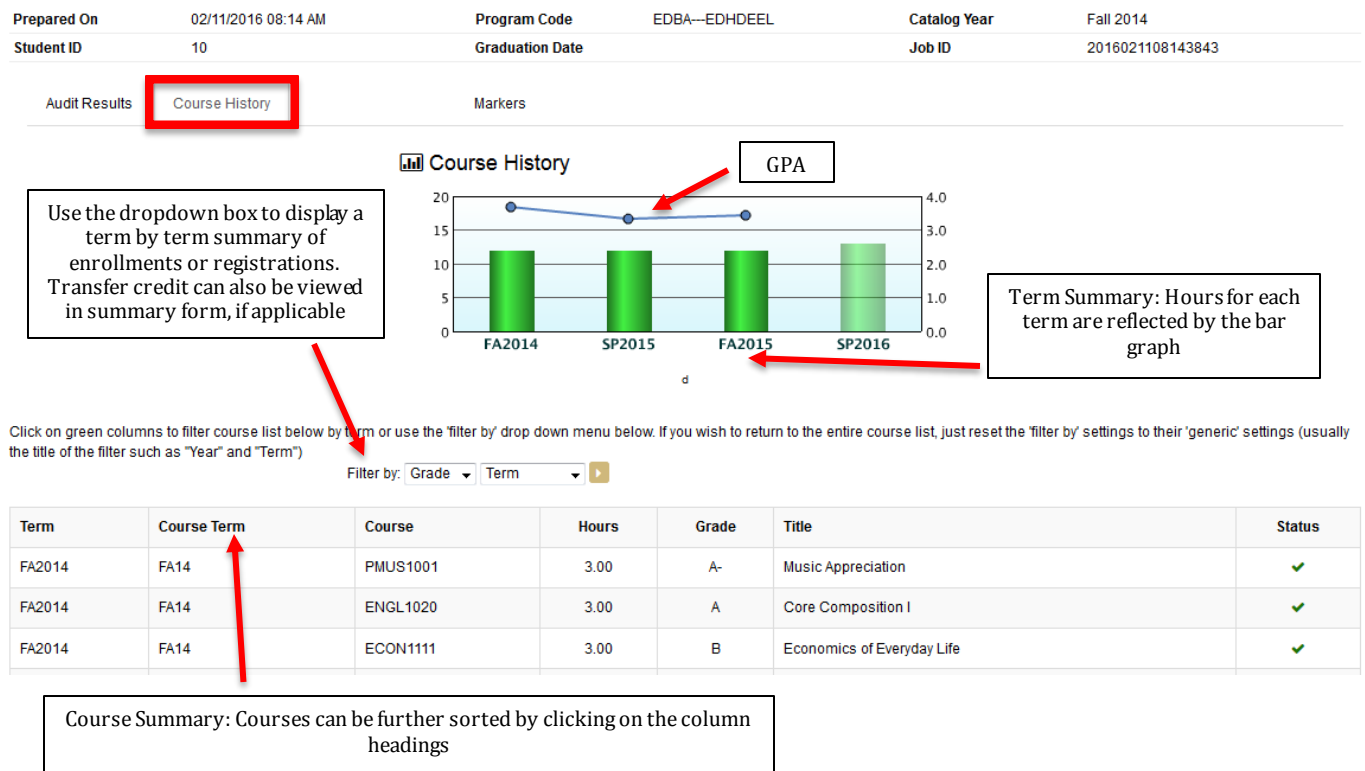| Prepared On | 02/11/2016 08:14 AM | | Program Code | EDBA---EDHDEEL | Catalog Year | Fall 2014 |
| Student ID | 10 | | Graduation Date | | Job ID | 2016021108143843 |

Audit Results   Course History   Markers

Use the dropdown box to display a term by term summary of enrollments or registrations. Transfer credit can also be viewed in summary form, if applicable

GPA

Term Summary: Hours for each term are reflected by the bar graph

Click on green columns to filter course list below by term or use the 'filter by' drop down menu below. If you wish to return to the entire course list, just reset the 'filter by' settings to their 'generic' settings (usually the title of the filter such as "Year" and "Term")

Filter by: Grade ▾ Term ▾ ▶

Term	Course Term	Course	Hours	Grade	Title	Status
FA2014	FA14	PMUS1001	3.00	A-	Music Appreciation	✔
FA2014	FA14	ENGL1020	3.00	A	Core Composition I	✔
FA2014	FA14	ECON1111	3.00	B	Economics of Everyday Life	✔

Course Summary: Courses can be further sorted by clicking on the column headings

GPA – Cumulative statistics are shown in the GPA section when you first open View Course History. Term-specific statistics will display if a term is selected in the Course or Term Summary. GPA for each term is reflected by the line graph below "Course History".

TERM SUMMARY – Term-by-term GPA and hour's statistics are shown in the bar graph below the "Course History" section. GPA is reflected by the line graph. Hours are reflected using the bar graph. Hovering over either the line or bar graph will display the exact GPA and hours for that term. Clicking on the bar graph will display the term details in both the GPA and Course Summary sections.

COURSE SUMMARY – A listing of all courses including transfer courses is displayed in the Course Summary section. A term can be selected by using the dropdown box and clicking the ▶ button. You can also sort the courses by term, course, hours, grade or title by clicking on the corresponding headings.