AA Deans: Generating a Degree Audit for an Inactive Student

The self-service Degree Audit is only available for active students; however, it is possible for AA Deans to generate a Degree Audit for a currently inactive student as of the last day that student was active. This can be helpful to evaluate degree progress prior to the student becoming inactive, or to view how a former student used certain coursework to complete their degree. Keep in mind that readmitted students are held to the set of requirements in place at the time of readmission, which may be different than the requirements reflected in this report. Degree Audits are not to be used as a substitute for a transcript. The below steps should only be used to generate Degree Audits for inactive students. To view a Degree Audit for an active student, use either the Advisor Center or Student Services Center pages in UDSIS.

Navigation:

Log into UDSIS, and use the compass icon ( ) to navigate to the following page: Academic Advisement > Student Advisement > Request Advisement Report.
Report Generation Process:

Click the Add a New Value tab.

Enter the student’s ID in the ID field. Enter “AUDIT” in the Report Type field. Click the Add button.

Determine the date that the student was last active and change the As of Date field to that last active date. For example, if the student was discontinued on 6/1/2019, choose an As of Date of 5/31/2019. Refer to the Student Program/Plan page (Records and Enrollment > Career and Program Information > Student Program/Plan) for assistance in determining this date.

Click the Process Request button to generate the report.

NOTE: any course substitutions/exceptions created with a date after the As of Date specified in the request will not be reflected in the resulting report.

For information on the structure and features of the resulting report, see: Reading the Degree Audit.