

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**.

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

ID	=	▼	<input type="text"/>	
Academic Institution	=	▼	UOD01	
Report Type	=	▼	<input type="text"/>	
Report Date	=	▼	<input type="text"/>	
Report Sequence	=	▼	<input type="text"/>	
Report Identifier	begins with	▼	<input type="text"/>	
User ID	begins with	▼	<input type="text"/>	
Date Processed	=	▼	<input type="text"/>	
Report Status	=	▼	<input type="text"/>	▼

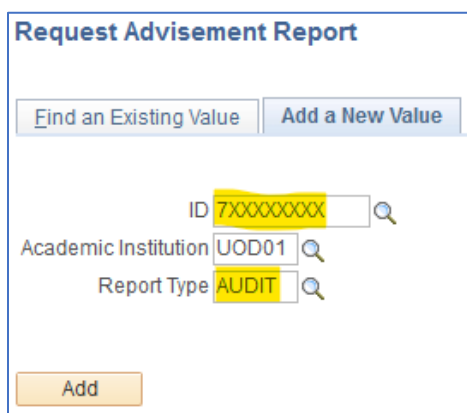
Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

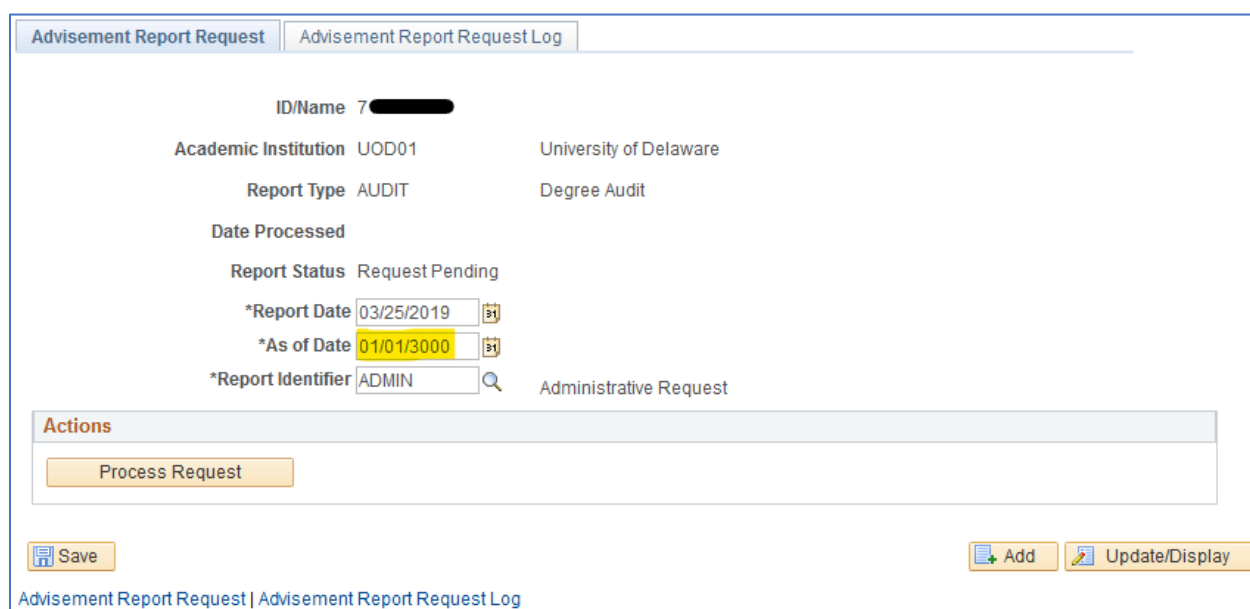
Report Generation Process:

Click the **Add a New Value** tab.



The screenshot shows a web form titled "Request Advisement Report". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are three input fields: "ID" with the value "7XXXXXXXX", "Academic Institution" with the value "UOD01", and "Report Type" with the value "AUDIT". Each field has a magnifying glass icon to its right. At the bottom of the form is an "Add" button.

Enter the student's ID in the **ID** field. Enter "AUDIT" in the **Report Type** field. Click the **Add** button.



The screenshot shows the "Advisement Report Request" form. At the top, there are two tabs: "Advisement Report Request" and "Advisement Report Request Log". The form displays the following information:

- ID/Name: 7 [REDACTED]
- Academic Institution: UOD01 (University of Delaware)
- Report Type: AUDIT (Degree Audit)
- Date Processed: [Empty]
- Report Status: Request Pending
- *Report Date: 03/25/2019
- *As of Date: 01/01/3000
- *Report Identifier: ADMIN (Administrative Request)

Below the form, there is an "Actions" section with a "Process Request" button. At the bottom of the page, there are "Save", "Add", and "Update/Display" buttons.

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](#).