Run your Degree Audit

1. Select **Degree Audit Tools** in the UCD Student Portal

![Diagram of UCD Student Portal]

2. Once in degree audit - click on **Run Declared Programs**

![Request an Audit interface]

3. Once the audit is done loading, a spreadsheet will appear
   Under the **View** column, click on **View Audit**

![Completed Audit Requests]

4. All degree audits will be saved in the **Audits** drop down menu – you can run new ones by selecting **Request New** or view previous audits by selecting **Manage**

![Request New Audit Requests]

**Legend**

- In Progress Course
- Planned Course
1. In the main view of the degree audit, click on Select a Different Program:

2. Drop down menus will appear to select the college, degree, program, and catalog year.

3. Once you selected all options, the menu will populate the new program. Click on Run Different Program (or Clear Selections if you wish to start over).

4. All degree audits will be saved in the Audits drop down menu – you can run new ones by selecting Request New or view previous audits and What-Ifs by selecting Manage.
Reading the Degree Audit

Charts and graphs summary:
Undergraduate programs - This section displays charts and graphs that summarize GPA and credit load information. The charts and graphs can display core, major, elective GPA, credits completed data, etc. Clicking on a section of the graph will display a chart with specific completed requirement GPA, and credit information. Please note that the CU GPA includes courses completed at any CU campus (Boulder, Colorado Springs, The Anschutz Medical Campus and/or Denver). It does not include GPA information from other transfer colleges.

Graduate programs - GPA bar is the program GPA and not CU cumulative.

Academic requirements and sub-requirements:
The degree audit contains lists of requirements and various requirements are made up of sub-requirements. Expanding the caret symbol will show all requirement details.

Per the legend at the bottom of the page, the red “X” indicates the requirement or one of its sub-requirements has not been fulfilled. The blue dots indicate that the requirement and its sub-requirements are completed using in-progress courses. A green check mark indicates the requirement and its sub-requirements are completed. A purple calendar indicates if courses have been planned from the Planner tool.

Electives:
For undergraduates - any course that does not meet core, graduation, major or minor requirements

Work not applied:
This section will list course work that does not complete a specific program requirement. Contact an advisor if a course that meets a program requirement appears in this section.

Repeated Courses:
Though students may take any course more than once, course credit toward graduation is typically counted only once for a given course, unless otherwise noted in the course description. Non-applicable repeat credit will be removed from the total hour count in the degree audit report and appear here as >R per the legend.