Degree Audit Report (DARS)

HOW TO ACCESS AND VIEW A DEGREE AUDIT REPORT
Degree Audit Reports (DARS)

A DARS is a report of your current progress within a given degree program. It is a live document that is updated every time you run a new one. You can use it to view your specific program’s requirements, transfer credits you may have, and more.

This guide will walk you through the process of accessing and viewing a DARS report for your enrolled program or another program.
How to Access & View DARS

Step 1: Locate the DARS link

You can access your degree audit (DARS) through MyASU under “My Programs.” Select the “Degree Progress” drop down menu, then “Graduation Audit (DARS)”.

![My Programs screen showing DARS link](image-url)
Step 2: Request New Audit

The Audit Request screen will appear. You can request your default program(s) or run a different audit other than your default program(s). Start by clicking the “Run Audit” button.
Step 3a: Requesting the Default Program

When you first enter the “Request an Audit” screen, the “Run Default Programs” area will list your Degree Program(s) that can be your declared major(s), minor(s), or certificate(s). If you do not have a declared major(s), minor(s), or certificate(s), the “Degree Program” area will be empty and you will need to move to step 3b.

Click on the “Run Default Programs” button, and your default degree program(s) will be processed within a few seconds. Now move to Step 4.
Step 3b: Requesting a Selected Program

If you do not have a default program or if you wish to request an audit for a program other than your default one, called a “What-If” audit, you can do so by clicking the “Select a Different Program” link.

There are three main sections that must be populated for you to run a DARS audit: Degree, Degree Program, and Catalog Year.
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Step 3b: Requesting a Selected Program

In Degree, you will filter your choices by letter, Area of Interest, and Field/Specialization. In each field, there is a dropdown arrow that will give you a list of choices. The lists can range from one to many. This gives you the opportunity to filter your choice of audit that you would like to run, as well as let you explore many different degrees, minors, and certificates offered at ASU.
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Step 3b: Requesting a Selected Program

As an example, the letter “E” was selected as the first letter of interest, “English” as the area of interest and “SecEd” for Secondary Education as the field/specialization.
Step 3b: Requesting a Selected Program

The Degree Program field also has a dropdown arrow and gives you a final choice for the specific degree program that you would like to request. The list can contain one to several choices. If there is only one choice, the degree program will automatically populate the area. In this example, there are two choices to choose from different colleges.
Step 3b: Requesting a Selected Program

Next, select the catalog year for the degree program. A list of catalog years that are available for that particular degree program will be listed in the dropdown box. If the catalog year that you wish to request is not listed in the dropdown box or you are unsure about which catalog year to select, see your academic advisor.
Step 3b: Requesting a Selected Program

Finally, once all of the fields have been selected, click on the “Run a Different Program” button. Your audit will be processed, usually within a minute.
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Step 4: Viewing your Degree Audit

Once you have requested a DARS audit, you will be taken to the “Running Audits” screen. If the audit you requested is your default program(s), it will not state which program is being run, but it is in a queue for processing. The page will automatically refresh until your audit is returned for viewing, but you can click on the “Update” button on the upper right hand corner, if you wish.

![Image of Running Audits screen with notes about default programs and update button.]
Step 4: Viewing your Degree Audit

The completed audit will appear in the “Completed Audit Requests” list. Previously run audits may be in the list already. If there is nothing under “Audit Type,” then it is a DARS audit for your default program(s). If “What-If” is listed, then it is a DARS audit that was run under “Select a Different Program.”
Final Steps

Click on the View Audit button on the line of the audit you wish to view. Your audit will automatically open up on the current tab you are requesting it from.

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.

<table>
<thead>
<tr>
<th>View</th>
<th>Audit Type</th>
<th>Degree Title</th>
<th>Catalog Year</th>
<th>Created</th>
<th>Run By</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Audit</td>
<td></td>
<td>English - SecEd, West, 2014-</td>
<td>Fall 2018</td>
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<td>View Audit</td>
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<td>Human Systems Engineering</td>
<td>Fall 2016</td>
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<tr>
<td>View Audit</td>
<td></td>
<td>Human Systems Engineering</td>
<td>Fall 2016</td>
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</table>
Questions? Contact Us!

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