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 audit. You can use it to view your specific program’s requirements, any 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.
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).”
How To Access & View DARS

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.
How To Access & View DARS

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).

- If you do not have a declared major, minor, or certificate, the “Degree Program” area will be empty, and you will need to move to step 3b.

- If you do have a declared major, minor, or certificate, click on the “Run Default Programs” button as shown in the below screenshot, 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 (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
- Catalog Year
Step 3b: Requesting a Selected Program (continued)

- In the *Degree* section, you can filter your choices by letter, Area of Interest, or Field/Specialization.

- Each field will provide a dropdown arrow that will give you a list of choices.

- The lists can range from one to many, allowing you the opportunity to filter your choice of audit that you would like to run.

- This will allow you to explore many different degrees, minors, and certificates offered at ASU.
Step 3b: Requesting a Selected Program (continued)

• As an example, the letter “E” was selected as the first letter of interest, “ElecEngnr” as the area of interest and “ElecEngnr” for Electrical Engineering as the field/specialization.
Step 3b: Requesting a Selected Program (continued)

- 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 may contain one to several choices.

- If there is only one choice, the degree program will automatically populate the area.

- In the screenshotted example above, there are three choices to choose from.
Step 3b: Requesting a Selected Program (continued)

• Next, select the catalog year for the degree program. *Please be aware that each catalog has its own specific requirements, and these may differ from year to year.*

• A list of catalog years that are available for that specific 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 (continued)

- 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.
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 background queue for processing.

- The page will automatically refresh until your audit is returned for viewing, but you may also choose to click on the “Update” button in the upper right-hand corner.
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Step 4: Viewing your Degree Audit (continued)

- The complete audit will appear in the “Completed Audit Requests” list. *Previously run audits may be in the list already, so please ensure that you select the correct audit to view.*

- If nothing is listed under “Audit Types,” the DARS audit provided is for your default program(s).

- If “What-If” is listed, the DARS audit provided was run under the “Select a Different Program” option.
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Step 4: Viewing your Degree Audit (continued)

• Click on the “View Audit” button on the line of the audit you wish to view.

• Your audit will then automatically open on the current tab of your browser.
Questions?
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