

How to Freeze an Audit in Degree Works for Graduation (Graduate)

updated May 6, 2016

1) **Log in to Degree Works.** If you need additional instructions, please view the following tutorial: [http://rar.vcu.edu/media/sem/randr/docs/pdf/VCUDWLoggingintoDegreeWorks\(forAdvisors\).pdf](http://rar.vcu.edu/media/sem/randr/docs/pdf/VCUDWLoggingintoDegreeWorks(forAdvisors).pdf)

2) **Enter the V number for the the student record you will be reviewing, if necessary.** If you need additional assistance with finding a student in Degree Works without their V number, please view the following tutorial: [http://rar.vcu.edu/media/sem/randr/docs/pdf/VCUDWFindinganIndividualStudent\(forAdvisors\).pdf](http://rar.vcu.edu/media/sem/randr/docs/pdf/VCUDWFindinganIndividualStudent(forAdvisors).pdf)

3) **Press the Process New button.**



The screenshot shows a navigation bar with three tabs: 'Audits', 'Notes', and 'GPA Calc'. Below the tabs, there is a 'Format:' dropdown menu set to 'Student View'. To the right of the dropdown are three buttons: 'View', 'Save as PDF', and 'Process New'. The 'Process New' button is highlighted with a red border.

4) **Review the student’s record to ensure that they meet the requirements for graduation.** All classes should be complete or in progress. If there are incomplete requirements, you may freeze the audit at the preliminary level if you are certain the requirements will be fulfilled by the end of the semester. Ensure any necessary substitution/waiver requests have been submitted. *Audits must be at 100% completion for any of the **Final Graduation Authorizations (“Final Freezes”)** to be issued.*



= Complete

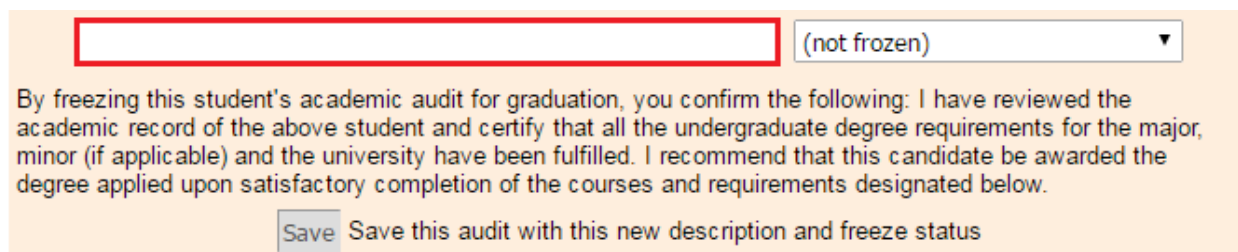


= In Progress



= Incomplete

5) **Locate the Freeze box at the top of the audit.** At the graduate level, you do not need to enter anything in the empty box



The screenshot shows a form with a red-bordered input box and a dropdown menu set to '(not frozen)'. Below the form is a paragraph of text: 'By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.' At the bottom of the form is a 'Save' button and the text 'Save this audit with this new description and freeze status'.

6) **From the drop-down menu, select the appropriate Freeze option.** You will only be presented with the options that have been assigned to you.

- Prelim Grad Auth-Adviser (GR)
- Prelim Gradtn Auth-ProgDir(GR)
- Prelim Gradtn Auth-Dean (GR)

- Final Gradtn Auth-Adviser (GR)
- Final Gradtn Auth-Prog Dir(GR)
- Final Gradtn Auth-Dean (GR)

(not frozen) ▼
(not frozen)
Final Gradtn Auth-Adviser (GR)
Prelim Grad Auth-Adviser (GR)

By freezing this student's academic audit for graduation, you confirm the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

Save this audit with this new description and freeze status

*If you are able to Freeze at the **Undergraduate (UG)** and **Graduate (GR)** level please take the time to ensure you are selecting the correct Freeze option*

7) **Click the Save button** after you have selected an option from the drop-down menu.

Final Gradtn Auth-Adviser (GR) ▼

By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

Save this audit with this new description and freeze status

The pop-up window will confirm for you that the audit has been saved successfully.

8) If you'll need to freeze the audit again (perhaps you are responsible for freezing at multiple levels), *be sure to press the Process New button before freezing the audit a second time.*

Viewing Frozen Audits in Degree Works

1) **Select the history link on the left side of the Degree Works window.**

Audits

>

What If

Look Ahead

2) From the Historic Report drop-down menu, you can see all of a student's frozen audits.

The screenshot shows the 'Historic Report' dropdown menu with the following items:

- 05/06/2016 08:31 GR/MS
- 05/06/2016 08:31 GR/MS
- 04/27/2016 15:46 GR/MS (GRDPDF)
- 04/27/2016 15:46 GR/MS (GRDPDP)
- 04/27/2016 15:46 GR/MS (GRDPCF)
- 04/27/2016 15:46 GR/MS (GRDPCP)
- 04/27/2016 15:45 GR/MS (GRDPAF)
- 04/27/2016 15:45 GR/MS (GRDPAP)

If you're looking for a particular type of freeze, you can find the freeze code in parentheses. Those freeze codes are explained as follows:

| | |
|-----------------|--------------------------------|
| GRDP <u>A</u> P | Prelim Grad Auth-Adviser (GR) |
| GRDP <u>C</u> P | Prelim Gradtn Auth-ProgDir(GR) |
| GRDP <u>D</u> P | Prelim Gradtn Auth-Dean (GR) |
| GRDP <u>A</u> F | Final Gradtn Auth-Adviser (GR) |
| GRDP <u>C</u> F | Final Gradtn Auth-Prog Dir(GR) |
| GRDP <u>D</u> F | Final Gradtn Auth-Dean (GR) |

3) Once you have selected the frozen audit you wish to view, press the View button

The screenshot shows the 'View' button highlighted in red. The 'Historic Report' dropdown menu is now closed, and the selected report '04/27/2016 15:46 GR/MS (GRDPDF)' is displayed in the main area. The 'History - Introduction Page' is also visible.

4) The frozen audit will load with detailed information about the freeze, including name of the person who froze the audit, the date it was frozen, the freeze type used, and any details in the description box (graduate freezes should not have description).

Final Gradtn Auth-Dean (GR) ▼

Frozen byLast Name, First Name on 04/27/2016

By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

This audit is already frozen. Please press the Process New button above to generate a new audit that may be frozen.

Still have questions? Please contact the Degree Audit Office in Records
and
Registration at degreeaudit@vcu.edu or (804) 827-1673.