

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

updated April 2021

- 1) Log in to Degree Works.
- 2) Enter the V number for the the student record you will be reviewing.
- 3) Press the Refresh and Process buttons.

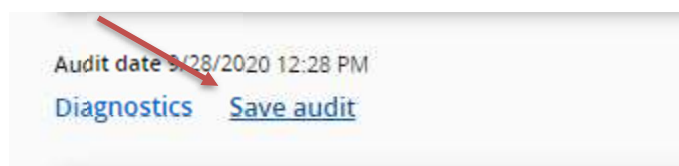
**It is very important that you click Process before freezing. If you do not process, the freeze may not apply or you could inadvertently overwrite an existing freeze.*

The screenshot shows the Degree Works interface for a student. At the top, it says "Data refreshed 9/28/2020 12:28 PM" with a refresh icon. Below this is a search bar with fields for Student ID (redacted), Name (Student, Ram), and Degree (Bachelor of Science). Underneath is an "Advanced search" section with various filters: Level (Undergraduate), Classification (Sophomore), Major (Sociology), Program (Sociology-BS), College (Humanities and Sciences), Registration Holds (No), Cumulative GPA (3.463), Matriculation Term (BS-SOC~Fall 2011, MT-TCH-EDCH~Fall 2015), Effective Catalog (BS-SOC~Fall 2018, MT-TCH-EDCH~Fall 2015), Other Programs of Study (Yes), and Total Earned Credit Hours (48). At the bottom, there are tabs for Academic, What-If, Financial Aid, and Athletic Eligibility. A "View historic audit" dropdown menu is visible. In the bottom right corner, there are checkboxes for "In-progress classes" and "Preregistered classes", both of which are checked, and a "Process" button. A red arrow points from the "Process" button back to the "View historic audit" dropdown.

- 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.*

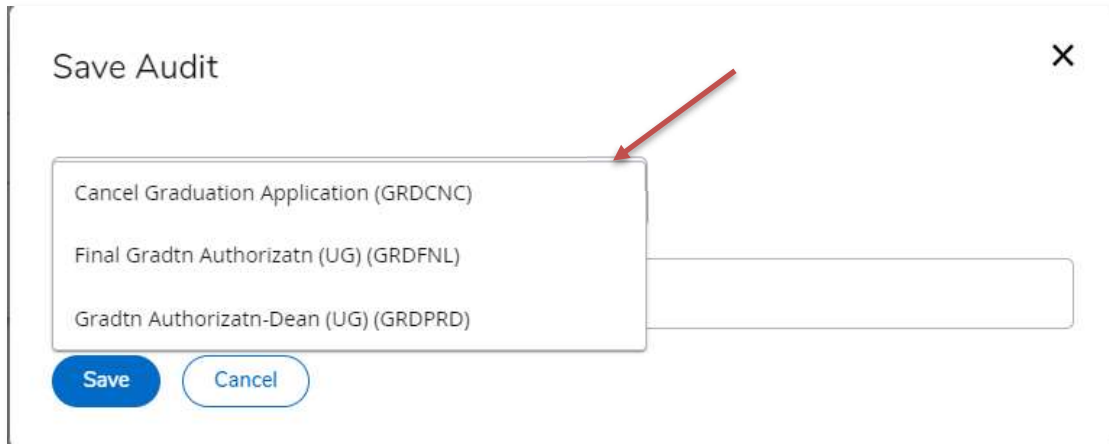


- 5) Click the "Save Audit" link, (located below the degree progress box).



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)

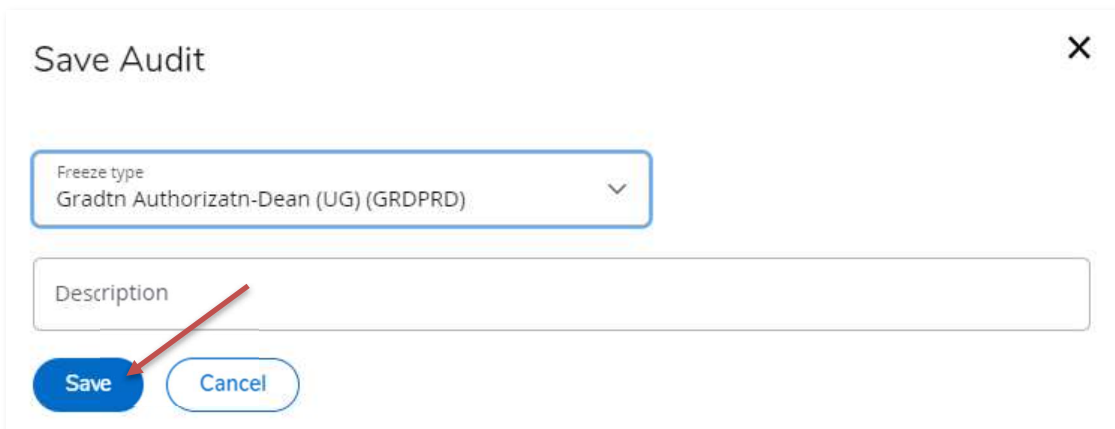


The screenshot shows a 'Save Audit' dialog box with a close button (X) in the top right corner. A dropdown menu is open, displaying three options: 'Cancel Graduation Application (GRDCNC)', 'Final Gradtn Authorizatn (UG) (GRDFNL)', and 'Gradtn Authorizatn-Dean (UG) (GRDPRD)'. A red arrow points to the dropdown menu. Below the dropdown menu are two buttons: 'Save' (a blue button) and 'Cancel' (a white button with a blue border).

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

Please note: At the graduate level, you do not need to enter anything in the description box.

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



The screenshot shows the 'Save Audit' dialog box with the 'Freeze type' dropdown menu set to 'Gradtn Authorizatn-Dean (UG) (GRDPRD)'. Below the dropdown menu is a 'Description' text box. A red arrow points to the 'Save' button (a blue button) at the bottom left of the dialog box. The 'Cancel' button (a white button with a blue border) is also visible.

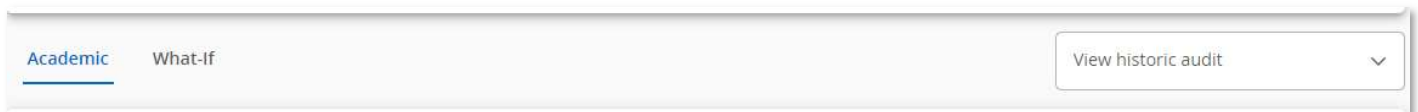
The pop-up message at the top of the audit will confirm that your freeze has been saved successfully.



- 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 View Historic Audit drop down on the right side of the Degree Works window, under the student context information.



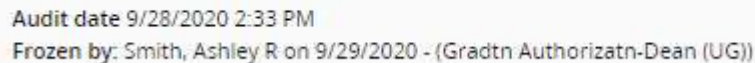
- 2) From the drop-down menu, you can see all of a student's frozen audits.

9/28/2020 at 2:33 PM UG/BS GRDPRD
9/28/2020 at 12:28 PM GR/MT
5/21/2018 at 9:34 AM UG/BFA
5/10/2016 at 4:17 PM GR/MT GRLPAF
5/10/2016 at 4:17 PM GR/MT GRDPDP
5/10/2016 at 4:17 PM GR/MT GRDPAP
5/10/2016 at 4:17 PM GR/MT GRDPAF
5/10/2016 at 4:16 PM GR/MT GRDPCP

If you're looking for a particular type of freeze, you can find the freeze code at the end of the description. 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, click on it.**
- 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). This information can be found under the degree progress bar, right above the degree block.

A screenshot of a grey rectangular box containing audit details. The text inside reads: "Audit date 9/28/2020 2:33 PM" followed by "Frozen by: Smith, Ashley R on 9/29/2020 - (Gradtn Authorizatn-Dean (UG))".

Audit date 9/28/2020 2:33 PM
Frozen by: Smith, Ashley R on 9/29/2020 - (Gradtn Authorizatn-Dean (UG))

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