How to Freeze an Audit in Degree Works for Graduation (Graduate Level)
updated April 2021

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1) **Log in to Degree Works.**

2) **Enter the V number for the the student record you will be reviewing.**
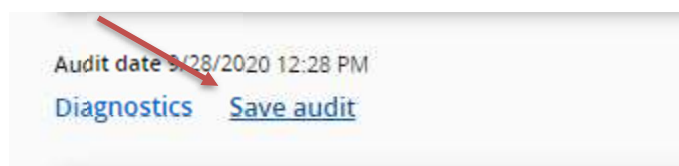
3) **Press the Refresh and Process buttons.**
   It is very important that you click Process before freezing. If you do not process, the freeze may not apply or you could inadvertently overwrite an existing freeze.

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.*
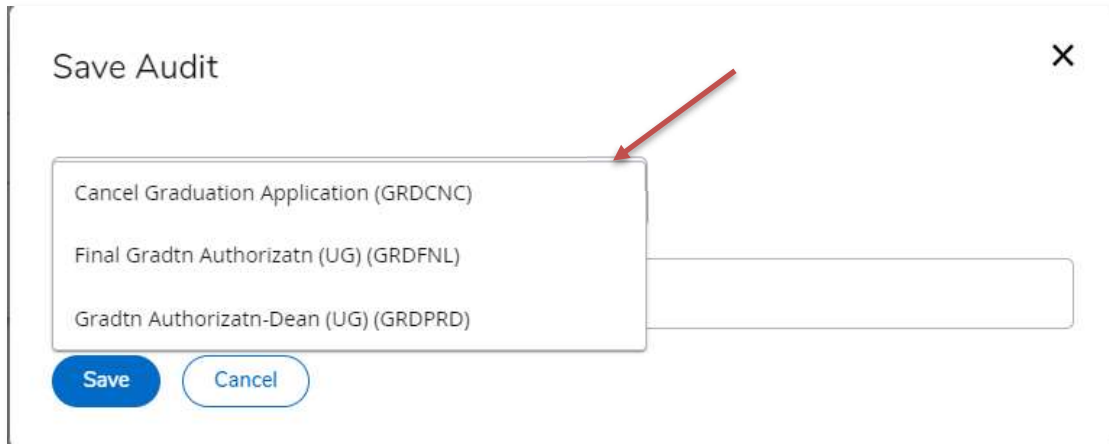

5) **Click the "Save Audit" link, (located below the degree progress box).**

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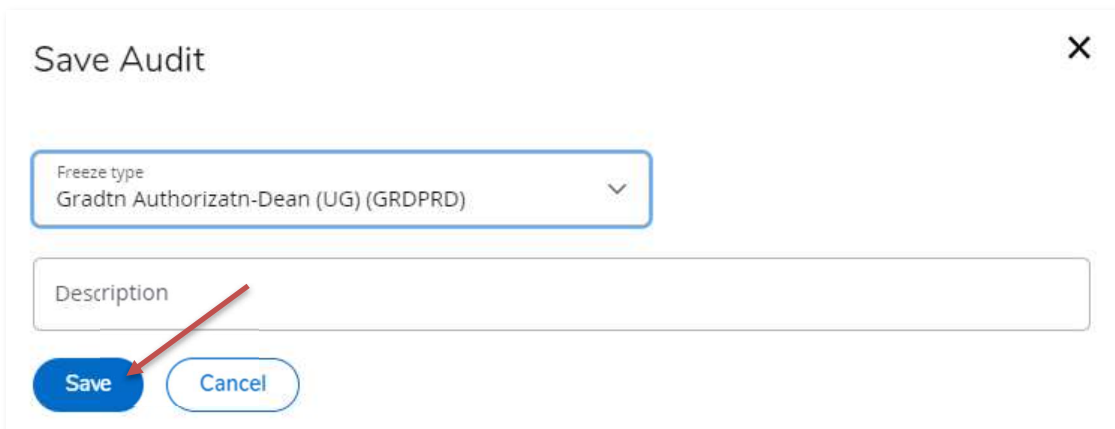- Final Gradtn Auth-Prog Dir(GR)
- Final Gradtn Auth-Dean (GR)

*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.

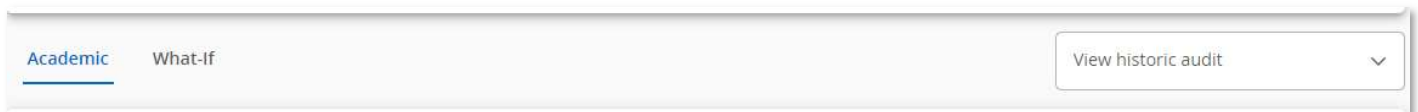7) **Click the Save button** after you have selected an option from the drop-down menu.

The 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.**
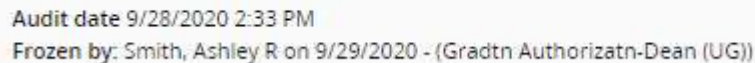

2) **From the drop-down menu, you can see all of a student's frozen audits.**

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:

GRDPAP	Prelim Grad Auth-Adviser (GR)
GRDPCP	Prelim Gradtn Auth-ProgDir(GR)
GRDPDP	Prelim Gradtn Auth-Dean (GR)
GRDPAF	Final Gradtn Auth-Adviser (GR)
GRDPCF	Final Gradtn Auth-Prog Dir(GR)
GRDPDF	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.

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.