

# How to Freeze an Audit in Degree Works for Graduation (First Professional Level)

updated February 2023

1) Log in to Degree Works.

2) Enter the V number for 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.*

**Audits**

Data refreshed 02/03/2023 12:48 PM

Student ID: [Redacted] Name: Student, Ram Degree: Doctor of Pharmacy

Advanced search

Level: First Professional Classification: {goal} Major: Pharmacy Program: Pharmacy-DPHA College: School of Pharmacy Academic Standing: N/A

Registration Holds: No Matriculation Term: DPHA-PHA-Fall 2015 Effective Catalog: DPHA-PHA-Fall 2022

Academic | What-If | Financial Aid | Athletic Eligibility

View historic audit: 02/03/2023 at 12:48 PM PR/D...

Format: Student View

**Degree progress**

0%

Requirements

In-progress classes  Preregistered classes **PROCESS**

Audit date 02/03/2023 12:48 PM

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).

Audit date 02/03/2023 12:48 PM

Diagnostics **Save audit**

**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.

- PrelimAdviser/DeanDesignee(PR) (GRDFPA)
- FinalGradtnAuth-Dean(PR) (GRDFPD)

### Save Audit



Cancel Graduation Application (GRDCN1)

PrelimAdviser/DeanDesignee(PR) (GRDFPA)

Description

CANCEL

SAVE

Please note: 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.

### Save Audit



Freeze type  
PrelimAdviser/DeanDesignee(PR) (GRDFPA) ▼

Description

CANCEL

SAVE

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

**The audit changes have been saved**

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