Degree Audit Batch Instructions

What: A batch is a request for multiple interactive degree audits submitted simultaneously.

Why: To run a large (≥20) number of degree audits during off-peak times, avoiding the need to individually request each interactive degree audit.

Who: Advisors can request batches for any population within their college that they would like to review. This could be for GPA checks, graduating seniors, etc...

When: Any time during the academic year. Resulting interactive degree audits are available the next morning for the subsequent 14 days.

Where: To request a batch, e-mail one file to DARS-Q@ASU.edu and find results on DARS Self-Service.

List of students for whom to run audits for their default degree programs (ID in column E).
List of students for whom to run *unmet* requirements for their default degree programs (N in column I).

List of students for whom to run audits for specified degree programs (column L) and catalogs (column M).
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- If you need to run audits for specified degree programs (other than the default), remember:
  - DPROG is in the format:
    - AA BB CC in which
      - AA = 2-character college code,
      - BBB = DARS major code,
      - CC = 2-4 character degree code
    - All separated by spaces and as determined by DARS (not necessarily the same as PeopleSoft plan codes).
  - CATYR is in the format:
    - YYYYYT in which
      - YYYYY = 4-digit year
      - T = 1-digit term (‘7’ for Fall).

- Refer to the DARS Crosswalk in PeopleSoft:
  - ASU Customizations → ASU Student Records → DARS → DARS Crosswalk