GriffAudit is our automated degree audit system. Faculty, advisors and students will access the system from our self-service web pages.

To access the degree audit system follow the steps listed below:

- If you have the Banner Self Service icon on your desktop, click there; if not --
- Go to the college homepage: [www.canisius.edu](http://www.canisius.edu).
- Under the Canisius logo, select **faculty & staff**.
- Under On-line tools select **Web HR, Finance, Grading, Advising**.
- **Login to Secure Area** using your Griffmail username and password
- You will receive a welcome to the Canisius College Information System message and the first menu page.
- Select **Faculty and Advisors**.
- From the Faculty Services menu select **Advisor Menu**.
- From the Faculty & Advisors menu, select **GriffAudit (Degree Audit)**.

You are now in the degree audit menu. This menu allows you to either (1) run a degree audit on a student or (2) view a list of previous audits you have run for students.

It is important to note that each degree audit is run dynamically; each time you submit an audit request for a student a new audit is created. It is suggested that after you run a degree audit on a student and are finished working with the student and that particular audit, you delete the audit. This will ensure that you are always working with an up-to-date degree audit.

**How to run a degree audit:**

- You will need the student’s ID number to run an audit; if you do not have the ID number:
  - From the Faculty & Advisors Menu select ID Selection option.
  - Select the current term from the pull down box.
  - Click the submit icon.
  - Enter the last name and first name of the student.
  - Leave the ALL search type selected.
  - Click the submit icon.
  - Select the correct student from the pull down box.
  - You will have to write the ID down. The ID does not move forward to the GriffAudit request form.
  - Click on the submit icon.
- From the Faculty & Advisors Menu select GriffAudit (Degree Audit) option.
- From the “GriffAudit (Degree Audit)” menu, select **Submit an Audit**.
- The current term will be displayed; click on **Submit**.
Enter the ID of the student for which you wish to run an audit; please note you cannot search for a student’s ID on the Enter Student ID page.
You DO NOT need to enter the Student PIN.
Click on Submit ID.
If you entered the wrong ID, click Reset and re-enter the correct ID.
The “Submit Audit” page will display; verify the student’s name (if the wrong student comes up, use the back arrow key and enter the correct number).
In the “Select Degree Program” box, leave “Latest (all)” in the pull-down box.
Leave “List All Requirements” in the next pull-down box.
Click on Run Audit.
You will get the following message: “The audit has been submitted. Please allow up to 5 minutes for the audit to finish.” Currently, it takes between 45 – 60 seconds to produce an audit. This may change as more majors are added.
To view the audit click on view submitted audits.
If you want to run another audit, click on Submit another GriffAudit request.
The audit you have just run will appear on the “List of Available Audits” page (if it does not appear, click on “Refresh the List” in the upper right corner.
To view the audit click on the student’s degree program under “View Link”.
The GriffAudit will display.

Degree Audit Content & Navigation:

- The audit will display all the components of a student’s degree program.
- Degree audits are organized into requirements and subrequirements.
- The red arrows indicate requirements; the completions status is indicated by either:
  - NO requirement not completed
  - IP requirement is completed but includes in-progress courses
  - OK requirement is completed with only graded courses
- The numbered sections indicate sub-requirements; codes associated with sub-requirements:
  - - sub-requirement not completed
  - + sub-requirement is completed (may include in-progress courses)
  - RG with an “EARNED” amount – includes in-progress courses used
  - * optional sub-requirement is completed
  - R sub-requirement is required
- Another indication that a sub-requirement is not complete – look for a “select from” list (indicated in red on the GriffAudit) and the word “NEEDS” (in black boldface type).

- You can click on the red arrow next to a requirement at the top of the audit and you will be taken to the detail for that requirement.
- You can also use the scrollbar on the right-hand side to navigate through the audit to view the degree requirements.
- At the top of the audit you can also select to view a “Printer Friendly Report”; this looks very much like the Web Audit, but there is no color coding and no summary of requirements at the beginning.
- To print either version of the audit use the browser printer function.
- To run another audit click on Return to Audit List and either select an audit from the list you generated or submit a new audit.

- There are also 3 possible messages which will be displayed at the top:
  - “AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED”
  - “All requirements are completed”
  - “ALL REQUIREMENTS COMPLETED – IN-PROGRESS COURSES USED”

- Some codes associated with courses:
  - RG registered course*
  - IP in-progress course
  - >R repeatable course (e.g., music performance courses)
  - >X no credit for this course
  - RP repeated course
  - TR indicates a transfer course

*often codes are combined; for example RG IP indicates an in-progress course for which the student is registered; RG RP would indicate a course for which a student is registered which he has taken before

- The RG IP courses do not list as outstanding degree requirements; this is a difference from the junior/senior credit evaluations you are familiar with
- RG IP and RG RP - once courses are graded, the grade replaces the RG IP or RG RP notation

- Other terms you may see:
  - “NEEDS” – indicates number of courses or credit hours student needs to complete
  - “SELECT FROM” – lists the specific courses student needs to take (or choose from) to complete the sub-requirement
  - “NOT FROM” – lists any courses that may not be counted in that sub-requirement
  - “MATCHED AS” – course taken was cross-listed with the required course
  - “PROCESSED AS” – course had a different prefix or course number when taken
  - “HOURS TAKEN” – fulfills a requirement but doesn’t add to total hours
  - “EXCEPTION” – indicates an exception to a rule has been made