

GriffAudit (Degree Audit) Self-Service Faculty/Advisor Documentation

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:

- **Login to myCanisius** with your username and password
- Under Online Tools Click on Email, Angel, & Services option.
- Under Faculty Services select Run a GriffAudit.

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 of 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 insure that you are always working with an up-to-date degree audit.

- From the GriffAudit menu, click on Submit an Audit.
- Enter the Student ID number. Please note you DO NOT have to enter a Student PIN.
- Click on the Submit ID icon.
- 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.

To run a “What-If” audit:

- Enter the Student ID number. Please note you DO NOT have to enter a Student PIN.
- Click on the Submit ID icon.

- 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).
- Click on “**What-If?**”
- **Select the College/School** for the major from the drop-down list; click “**Select**”
- **Select the Degree** for the major from the drop-down list; click “**Select**”
- **Select the Major** from the drop-down list; click “**Select**”
- **VERY IMPORTANT:** Select the **LAST TERM** from the drop-down list; this is the term you entered the college; click “**Select**”
- **Leave “No minor” displayed** in the “Select Minor” field; click “**Select**” (even though a list of minors displays in the drop-down box, this function is not available)
- Click on “**Run Analysis**”
- You will see the following message: “Your audit has been submitted. Please allow up to 5 minutes for the audit to finish.” It actually only takes 20-30 seconds to run an audit.
- Click on “**View Submitted Audits.**” If nothing appears, click on “Refresh the List” in the upper left corner

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
 - “**EXCEPTION**” – indicates an exception to a rule has been made