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# Graduate Degree Audits (SEHD Faculty Guide)

## Overview

Graduate degree audits ensure that students meet all requirements for graduation and are required for all graduating students. Graduate audits are currently being implemented across programs, with full rollout expected by Fall 2026.

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## How Degree Audits Work

### Degree Audit Logic Flow

```
Student Admit Term
  ↓
Catalog Year
  ↓
Degree Audit Output
```

#### Interpretation:

- Student admit term determines the catalog year
  - Catalog year determines program requirements
  - Requirements + completed coursework generate the audit output
- 

## Why Degree Audits Matter

- Colorado statute C.R.S. § 23-1-131 requires Colorado public institutions to implement a degree audit process
  - Required for graduation clearance
  - New for graduate programs (already established for undergraduate)
  - Students already have access and may request guidance
- 

## Key Concepts

### Degree Audit Structure

Student Record  
↓  
Program of Study  
↓  
Catalog Requirements  
↓  
Completed Coursework  
↓  
Audit Results (Completed / In Progress / Work Not Applied / Not Satisfied)

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## Faculty Workflow

Review Student Audit

↓

Check Against Catalog

↓

Approve / Request Changes

↓

[Degree Audit & Transfer Change \(DATC\) Form](#)

↓

Audit Updated

## Important Rules

### Catalog-Year Dependency

- Audits are tied to the catalog associated with a student’s admit term
- Example: Fall 2025 → 2025-2026 catalog

### Exceptions Handling

Standard Requirements  
+  
Faculty Exception (DATC Form)  
↓  
Updated Individual Audit

- Exceptions must be applied individually per student

- Catalog changes apply to all students in that catalog year
- Catalog-level updates can be made once a year (during late fall or spring) and go into effect starting in fall of the following academic year (Example: changes made in late Fall 2025 / Spring 2026 → effective Fall 2026 / 2026-2027 catalog)

## Multiple Programs Limitation

Degree Audit (MA, EdS, EdD, or PhD)  
Degree Audit (Certificate)  
Degree Audit (License or Endorsement)  
Degree Audit (Credential)

↓

NOT CONNECTED

- Separate programs generate separate audits
- Audits do not integrate or share information
- Faculty can select a different term or program to “run a different program” audit

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## Access & Tools

- Access and run audits through the [UCDAccess faculty portal](#)
- [Request “DATC Advisor” access](#) if needed
  - Request type “Update Access” as “DATC Advisor”
  - Justification is “advisor-level DATC audit access”
- [Transfer of Credit Form](#)

## DATC Form Use Cases

- Course substitutions
- Waivers
- Transfer credit updates

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## Common Issues

→ Submit DATC Form if necessary” to end of “Missing Requirement → Check catalog alignment” and “Course Not Counting → Verify substitution  
Missing Requirement → Check catalog alignment  
Course Not Counting → Verify substitution  
Transfer Not Applied → Confirm updated form → Submit Transfer of Credit Form if necessary  
Multiple program issue → Run audit for each program

# Sample Degree Audits

## MA LEADERSHIP FOR EDUCATIONAL ORGANIZATIONS: LEADING CHANGE FOR STUDENT SUCCESS IN HIGHER EDUCATION

1) Complete all listed courses (10 total):

IN-P -->		8 COURSES TAKEN		1 COURSE TAKEN
SP23	EDUC5500	3.0	A	Diversity in Higher Education
SP23	EDUC5651	3.0	A	Foundations of Leadership
SU23	RSEM5120	3.0	A	Intro to Research Methods
FA23	EDUC5060	3.0	A	Higher Ed in a Global World
SP24	EDUC5653	3.0	A	Leadership Practice for Change
SP25	EDUC5070	3.0	A-	Law and Ethics
FA25	EDUC5080	3.0	A	Resource Mgmt in Higher Ed
FA25	EDUC5130	3.0	A	College Student Development
SP26	EDUC5654	3.0	***	Leadership Practice Capstone

NEEDS: 1 COURSE

SELECT FROM: EDUC5652




### WORK NOT APPLIED

The following courses have not been applied to your degree program. For more information contact your academic advisor.

SP26	EDUC7510	3.0	***	Strategic Org Mngmt
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## • MA CFT with clean audit

### ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES USED

- >  MA COUPLE AND FAMILY THERAPY:  
GENERAL REQUIREMENTS
- >  MA COUPLE AND FAMILY THERAPY:  
CORE REQUIREMENTS
- >  MA COUPLE AND FAMILY THERAPY:  
PRACTICUM AND INTERNSHIP

## Support

- Contact your Graduate Academic Advisor for program-specific issues

- Email Degree Audit Unit: [DAUnit@UCDenver.edu](mailto:DAUnit@UCDenver.edu)

## Key Takeaways

- ✓ All students need a CLEAN audit to graduate
- ✓ Audits are tied to catalog year
- ✓ Exceptions require DATC form
- ✓ Faculty review is critical
- ✓ Full implementation targeted for Fall 2026

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