DARS – Degree Audit Reporting System

You may learn your progress-to-degree at any time by consulting the Degree Audit Reporting System (DARS). Your DARS report, or degree audit, details how your courses and completed activities apply towards your MBA degree requirements.

To access this information simply go to this link, MyPlan, and click on the “Audit a UW Degree Program (DARS)” link which is located on the top right-hand corner under the Purple “My Plan” ribbon. When the new page comes up, select the Graduate tab, make sure the Seattle Campus button is highlighted, and from the “Select a Program” drop-down menu, select “Business Administration MBA”. Then, click the “Audit Your Degree” button and your degree audit page should come up.

Audit a UW Degree Program (DARS)

As you scroll down the audit page, you will see that the various components of your MBA degree (core classes, elective requirements, and additional required degree activities) are detailed and your status for fulfilling each of them is noted with a colored button that reads one of the following messages:

- OK (Meaning: You have fulfilled this requirement)
- NO (Meaning: You are still have this to complete)
- IP (Meaning: You are currently registered for a course that will fulfill a requirement but it is not complete)

Important Notes:

1. If you are registered for a non-MBA course (e.g., EMBA 529, PBAF 503, RE 571, etc.), it will not appear under your MBA Required Electives section until you have successfully completed the course and it has been manually added to this section of the Degree Audit by our office.
2. If you see an “X” for a course grade, know that this course will not be counted towards your degree until a grade of 2.7 or greater has been recorded. Contact your instructor to get this resolved.
3. When counting your status for earning the 11 (4-credit equivalent) electives, remember that typically one complete elective is equal to a 4-credit class or two 2-credit classes. Exceptions are approved non-MBA classes of 3-5 credits and the following MBA course combinations – which are considered equivalent to one 4-credit elective (apply to students admitted before Autumn 2016):
   a. BA 545 Global Business Forum classes can be bundled in one of three ways to be considered equivalent to one complete elective: 1) 3 BA 545 classes, 2) 1 BA 545 and an IBUS 570 International Study Tour class, or 3) 2 BA 545 classes and any 2-credit elective. For more details about, please see this link. If you take two BA 545 classes, you can fulfill one international business activity.
   b. If you are participating in the Board Fellows program, your three 1-credit EMBA 529 classes will be counted as equivalent to one complete elective.
4. Your degree audit page will be updated by our office at the end of each quarter (updates to include items such as: independent study projects that would fulfill a practical experience activity or classes that would fulfill an international business activity). If you are doing a summer internship, it will be recorded as fulfilling a practical experience in Autumn Quarter - when Career Management confirms your successful completion.
You may access the Degree Audit page at any time. If you have any questions about your report and/or would like to discuss your academic plan, please contact Sigrid or make an appointment using the scheduling link.