

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 toward 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)

The screenshot shows the DARS interface with three tabs: Undergraduate, Graduate (selected), and Professional. Below the tabs, there is a note: "Some programs are not included in the degree program list for audit". There are three radio buttons for campus selection: Seattle Campus (selected), Bothell Campus, and Tacoma Campus. A dropdown menu shows "Business Administration MBA". A yellow button labeled "Audit Your Degree" is on the right. At the bottom left, there is a link: "Show recent graduate audits".

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) 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 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, it will not appear under your MBA Required Electives section until you have successfully completed the course and it has been manually applied to this section 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 elective credits, you may apply the following items towards your MBA degree elective requirements:
 - a. Up to 16 approved non-MBA credits.
 - b. Up to 24 credits in any one subject area (i.e., FIN, MKTG, MGMT, etc.).
 - c. Up to 6 Global Business Forum credits.
 - d. Up to 16 credits from classes that are graded Credit/No Credit.
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 (olsens3@uw.edu) or make an appointment using the scheduling [link](#).