DEGREE AUDIT WORKSHEET FOR GRADUATE PROGRAMS

Student Name: _____________________________________________  Student ID# __________________

Program: ____________________________  Major(s): ___________________________________________

Concentration(s) (if any): ____________________________________________________________________

Degree Requirements (ADP):

Completion of Core Courses? Yes □  No □
Completion of Electives? Yes □  No □
Completion of Culminating Experience? Yes □  No □
Comprehensive Exam (COM and COUN only)? Yes □  No □
Acceptance status is Regular in SGASTDN? Yes □  No □
Did the student complete within 5 years from start date (7 years for MDiv and doctoral)? Yes □  No □
Is GPA above 3.0 (2.0 for JD)? Yes □  No □

Hours completed _______ (all hours must be completed before student is authorized and application is forwarded to Registrar’s Office)

Term completed ______________20______ (degree date based on term in which last requirement was completed)

Based on the above evaluation, the student is authorized for degree clearance.

Based on the above evaluation, the student is denied for degree clearance.

Passed Comp Exams w/Distinction – add note to transcript

Passed Dissertation w/Distinction – add note to transcript

___________________________   _____________________________
(Advisor)                  (Date)

___________________________   _____________________________
(Dean)                    (Date)

Please send this worksheet and the graduation application along with all applicable paperwork (petitions, grade changes, etc.) to Registrar. Graduation application MUST be attached.

To be completed by Registrar’s Office:

Holds? Yes □  No □  GPA: ________  Acceptance Status: ________  All Courses Passed? □  Comp Exams Verified? □
Degree Date __________________ based on __________________

Posted Degree? □  Diploma Order Form Completed? □  Date Degree Approval ________________ Registrar Staff _______

Official Transcript Sent □  Registrar Staff _______

Requirements Not Complete. Date Application Returned to School: ________________

Missing grade(s) □  Admit Type □  Joint Degree □  Hold for Term End □  Diss/Portfolio not yet approved □