



DEGREE AUDIT WORKSHEET FOR GRADUATE PROGRAMS

Student Name: _____ Student ID# _____

To be completed by school administrative staff:

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)

____ 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

(Dean)

(Date)

(Advisor)

(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 Grades Passing? Yes No All Courses Taken? Yes No Comp Exams Verified? Yes No

Degree Date _____ based on _____

Posted Degree? Yes No Diploma Order Form Completed? Yes No

Date Degree Approval _____ Registrar Staff _____

Student is denied degree approval _____ Registrar Staff _____

3 Official Transcripts Sent _____ Registrar Staff _____