

UNDERGRADUATE DEGREE AUDIT WORKSHEET

Student Name: _____ Student ID # _____

To be completed by school administrative staff:

Degree Requirements (Degree Worksheet):

Completion of Core Courses? _____

Completion of Electives? _____

All transfer credits in SHATERM? _____

Informal transfer of credit report attached? _____

All transcripts from previous colleges/univ are official, completed and have all grades posted? _____

Admit type is regular in SGASTDN? _____

Emphasis listed correctly in SGASTDN? _____

Cumulative GPA is 2.0? _____

Major _____ is listed correctly in SGASTDN? _____

Minor _____ is listed correctly in SGASTDN? _____

Concentration _____ is listed correctly in SGASTDN? _____

Emphasis _____ is listed correctly in SGASTDN? _____

Cognate _____ is listed correctly in SGASTDN? _____

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 _____

(Advisor)

(Date)

(Director of Advising)

(Date)

Please check that the Degree Worksheet information reflects accurately the major/minor/and concentration. Also check that the total credits match the Degree Worksheet/ Audit worksheet/and Banner. Please send this worksheet and the graduation application along with all applicable paperwork to Registrar. Graduation application MUST be attached.

To be completed by Registrar's Office:

Holds? Yes___ No___ GPA: _____ Acceptance Status: _____

All Grades Passing? _____ All Courses Taken? _____

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 _____ 05/08