

FRESHMAN DEGREE AUDIT CHECKLIST

Student _____ Advisor _____ Date _____

The student is ultimately responsible for the accuracy of their degree audit. Faculty advisors are to assist students in reviewing their degree audit to insure its accuracy. Note the student's answer to each question and return this form to the Advising Office.

YES NO

___ Have you reviewed your online degree audit? If No, review it with them or ask them to schedule an appointment after they have.

ELEMENTS ON DEGREE AUDIT TO CHECK

___ Is the catalog year correct? If **NO**, send student to Registrar's office.

___ Is the degree, major, minor and advisor accurate? If **NO**, send student to Registrar's office.
If the student wishes to change majors or minors, they should go to the Registrar and complete a "Change of Major form."

___ Are the General Education requirements correct? If **NO**, send student to Registrar. *Watch for specific general education requirements required by the major.*

OTHER CHECKS ADVISORS SHOULD MAKE

___ Are the courses listed for the major correct for the catalog selected? If **NO**, email Chris Wood in the Registrar's Office for all corrections.

___ Are the minor courses correct for the catalog selected? If **NO**, email Chris Wood in the Registrar's Office for all corrections.

NOTES:

- 1. A substitution may be required if courses required for the minor are also required in the major.*
- 2. Courses cannot be used to satisfy both a major and minor requirement.*
- 3. Gen. Ed. courses can count in gen. ed. and in a major or minor.*
- 4. Substitution forms must be approved by the Department Chair and sent to the Registrar.*

___ Check all courses listed in the electives category to determine if any can count in the Gen. Ed. major or minor. If **YES**, email Chris Wood for the correction.

NOTE: Courses with a grade of "D" cannot count in the major or minor. ENGL 1301 and 1302 must be passed with a "C" or higher. A substitution form must be approved by the Department Chair and sent to the Registrar.

OTHER ISSUES FOR THE STUDENT (*Mention the following as appropriate if you have time*)

___ ___ Is there a GPA requirement for the major selected? *NOTE: This requires a manual calculation.*

___ ___ Is the student attending Chapel? If **NO**, explain Chapel requirements and how to make up.

___ ___ The student must accumulate a minimum of 120 hours to graduate. *The hour totals at the top of the degree audit do not include hours in progress or enrolled hours.*

OTHER REQUIREMENTS

___ ___ At least 39 advanced hours with at least 33 being at ETBU.

___ ___ At least 12 advanced hours in each major and 6 in each minor.

___ ___ Must pass all sections of the JQE. It should be taken after completion of 45 hours coursework.

FINAL ASSIGNMENT FOR STUDENT

If any changes are needed, have the student agree to check on-line in several weeks and report back to you that the changes have been made and are correct.

For all problems with the degree audit, the student and/or advisor must contact the Registrar to have the specific problem corrected.