

RECORDS OFFICE REQUEST FOR DEGREE AUDIT

By completing this form you are giving the Records Office permission to send your degree audit paperwork to the division office for evaluation.

Degree audit results can take up to two weeks to complete. Please see division office of major for results.

NAME _____

MAILING ADDRESS _____

PHONE # _____ SSN _____

Student ID _____ Catalog Year to use for audit _____

WHAT DEGREE: (CIRCLE ONE)

ASSOCIATE IN ARTS

ASSOCIATE IN APPLIED SCIENCE

ASSOCIATE IN SCIENCE

CERTIFICATE OF COMPLETION

WHAT MAJOR? _____

See catalog for specific majors

Other Colleges Attended _____

(The Records Office will need to pull transcripts for you to send to the division for evaluation, so please list any transcripts you have submitted to our office.)

Mail my degree audit to the above address.

I will pick up my degree audit in the division office.

I am a Veteran. Please send a copy of the completed degree audit to the Veteran Certifying Official.

STUDENT SIGNATURE _____ DATE _____