

**LEGAL ASSISTANT STUDIES: Degree Audit Sheet**  
**Associate Degree**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Month/Year of Graduation: \_\_\_\_\_ School Chair Approval: \_\_\_\_\_

**Note: New Gen Ed Requirements: Applies to students entering LSSU in the Fall of 2004 or later.**  
**Also, see reverse side for Instructions/Course Completion Worksheet.**

General Education/Electives				Departmental Requirements			
Course	Sem/Yr	Grade	Credits	Course	Sem/Yr	Grade	Credits
<b>General Education Requirements</b>			<b>12-14</b>	<b>Required Program Courses</b>			<b>48 Credits</b>
ENGL 110	_____	_____	3	LAWS 102	_____	_____	3
ENGL 111	_____	_____	3	LAWS 125	_____	_____	4
COMM 101	_____	_____	3	LAWS 140	_____	_____	3
Mathematics*	_____	_____	_____	LAWS 150	_____	_____	3
<b>General Education Electives (minimum of 6)*</b>			_____	LAWS 202	_____	_____	3
_____	_____	_____	_____	LAWS 250	_____	_____	3
_____	_____	_____	_____	LAWS 299	_____	_____	4
_____	_____	_____	_____	LAWS 320	_____	_____	3
_____	_____	_____	_____	LAWS 321	_____	_____	2
<b>Electives (balance to total 64 credits)**</b>			_____	LAWS 322	_____	_____	3
_____	_____	_____	_____	BUSN 254	_____	_____	3
_____	_____	_____	_____	BUSN 255	_____	_____	3
_____	_____	_____	_____	CJUS 319	_____	_____	3
_____	_____	_____	_____	PLSC 110	_____	_____	4
_____	_____	_____	_____	OFFC 119	_____	_____	4
* See University Catalog for list of courses which satisfy these requirements.			_____	<b>Cognate</b>			<b>2-3 Credits</b>
** Electives to be chosen in consultation with Legal Studies advisor.			_____	Students must choose one of the following courses: CMPT101 (3); DATA225 (3); DATA231 (3); DATA235 (3); or DATA250 (3)			
<b>Graduation Requirements</b>				<b>Pre-Approval (via Advisor/Program Coordinator)</b>			
_____ 2.0 Overall GPA				_____ Advisor's Signature			
_____ 2.0 Departmental Requirements				_____ Date			
_____ 2.0 GPA in LA Requirements				<b>Final Department Approval</b>			
_____ Residency (16 of last 20 credits earned at LSSU)				_____ School Chair's Signature			
_____ Minimum of 64 Credits				_____ Date			

## INSTRUCTIONS

A degree audit sheet serves two purposes. First, it will assist you and your advisor in monitoring your progress toward completion of degree requirements. Second, it will eventually serve as a record for the Registrar's Office that all degree requirements have been completed. When preparing this sheet for submission to the Registrar's Office prior to graduation, follow the steps below:

1. Write neatly in BLACK INK all courses you have completed. Record LSSU course prefix and number, semester and year the course was taken, the grade you received, and the number of credit hours. If you are utilizing transfer credits, simply indicate "TRANSFER" next to the relevant course.
2. Determine the courses that still need to be taken to complete all requirements. Insert these courses in the appropriate spots in BLUE or RED INK. Record course prefix and number, the semester and year in which you plan to take the course, and the number of credit hours.
3. If you have a minor outside the School Social Sciences, obtain the signature of the relevant department head, indicating his/her approval of the minor courses you have listed.
4. Consult your advisor and obtain his/her signature.
5. Obtain the signature of the Social Sciences Department Head (your advisor can assist you with the same).
6. Submit this form, together with a completed "Declaration of Candidacy" form to the Registrar's Office no later than seven or eight months prior to your projected date of graduation.

<b>COURSE COMPLETION WORKSHEET</b>								
FALL			SPRING			SUMMER (if applicable)		
<b>FIRST YEAR</b>								
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits
						Credits to Date:		GPA:
<b>SECOND YEAR</b>								
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits
						Credits to Date:		GPA: