



## 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:	
<b>THIRD YEAR</b>								
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits
						Credits to Date:	GPA:	
<b>FOURTH YEAR</b>								
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits
						Credits to Date:	GPA:	

