

LEGAL ASSISTANT STUDIES: Degree Audit Sheet

Minor

Name: _____ ID Number: _____

Month/Year of Graduation: _____ School Chair Approval: _____

Note: This degree audit sheet should be completed if you are obtaining a minor in Legal Assistant Studies. Attach this completed degree audit sheet to your completed Bachelor's Degree program audit sheet. Also, see reverse side for Instructions/Course Completion Worksheet.

Required Courses				17	Other Electives			
Course	Sem/Yr	Grade	Credits		Course	Sem/Yr	Grade	Credits
LAWS 102	_____	_____	3		_____	_____	_____	_____
LAWS 202	_____	_____	3		_____	_____	_____	_____
LAWS 125	_____	_____	4		_____	_____	_____	_____
LAWS 150	_____	_____	3		_____	_____	_____	_____
OFFC 119	_____	_____	4		_____	_____	_____	_____
Or					_____	_____	_____	_____
PLSC 110	_____	_____	4		_____	_____	_____	_____
Electives*				(minimum of 9)				
LAWS 140	_____	_____	3		_____	_____	_____	_____
LAWS 250	_____	_____	3		_____	_____	_____	_____
LAWS 300	_____	_____	3		_____	_____	_____	_____
LAWS 301	_____	_____	3		_____	_____	_____	_____
LAWS 305	_____	_____	3		_____	_____	_____	_____
LAWS 320	_____	_____	3		_____	_____	_____	_____
LAWS 321	_____	_____	2		_____	_____	_____	_____
LAWS 322	_____	_____	3		_____	_____	_____	_____
LAWS 401	_____	_____	3		_____	_____	_____	_____
LAWS 405	_____	_____	3		_____	_____	_____	_____
LAWS 406	_____	_____	2		_____	_____	_____	_____
BUSN 254	_____	_____	3		_____	_____	_____	_____
BUSN 255	_____	_____	3		_____	_____	_____	_____
CJUS 319	_____	_____	3		_____	_____	_____	_____
CJUS 409	_____	_____	3		_____	_____	_____	_____
*LAWS Elective credits must contain a minimum of 6 credits in the 300-400 course level.								
					Graduation Requirements			
					_____ Minimum of 26 Credits _____ 2.0 GPA in Minor Courses _____ Minimum of 6 LAWS credits at 300/400 level _____ Residency: Minimum of 6 minor credits earned at LSSU			
					Pre-Approval (via Advisor/Program Coordinator)			
					_____ Advisor's Signature _____ Date			
					Final Department Approval			
					_____ School Chair's Signature _____ 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.

COURSE COMPLETION WORKSHEET									
FALL			SPRING			SUMMER (if applicable)			
FIRST YEAR									
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits	
						Credits to Date: GPA:			
SECOND YEAR									
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits	
						Credits to Date: GPA:			
THIRD YEAR									
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits	
						Credits to Date: GPA:			
FOURTH YEAR									
Number	Course Name	Credits	Number	Course Name	Credits	Number	Course Name	Credits	
						Credits to Date: GPA:			

