

Name:

UID:

Students should conduct an official audit when they want to determine what requirements are needed to complete their degree, by no later than the semester in which they will earn 90 credits. Completing an official audit involves a few steps. *Complete each task in the order listed, and check each box once the task is completed.*

Review your academic progress on your own before you see an advisor.

- Print your audit using the Degree Navigator system.
 - Open the Testudo "Records & Registration" web page, and click on **Degree Navigator (audit)**.
 - Click the DN icon at the bottom of the page and login.
 - Select your major(s) from the column on the right.
 - Print your audit by clicking the small print icon near the top-right of the page or by pressing Control-P.
- Review the accuracy of your audit report, and list any problems below.
 - Major requirements: Correct Incorrect: _____
 - Supporting sequence and/or skills requirements: Correct Incorrect: _____
 - Advanced Studies: Correct Incorrect: _____
 - Fundamental Studies and Professional Writing: Correct Incorrect: _____
 - Distributive Studies and Diversity: Correct Incorrect: _____
 - Remaining credits to reach 120 total: Correct Incorrect: _____
 - Other questions or concerns: _____

Ask a departmental advisor to check your progress with major requirements.

Schedule an appointment with your departmental advisor or visit his/her office during walk-in hours. **Bring this worksheet and your Degree Navigator report with you.**

Ask a college advisor to check your progress with CORE requirements and other graduation policies.

Schedule an appointment with BSOS Advising by calling 301-405-1697 or visiting 2148 Tydings (audits can not be conducted during walk-in hours). **Bring this worksheet and your Degree Navigator report with you.**

Remember these important policies as you progress toward completing your degree.

- Repeating a "D" or higher:* If you repeat a "D" or higher, you do not earn additional credit.
- Credit shortage:* No student may graduate with fewer than 120 credits, even if all requirements have been completed.
- Minimum grades:* Be sure you know the minimum grades required in your major.
- Audit review:* You may wish to have your audit reviewed in your final semester.
- Graduation:* You must apply for your diploma by the second week of the semester in which you plan to graduate.

Student Signature:

Date:

For Office Use Only:

Department Advisor signature, date, and stamp: _____

- Departmental requirements accurate in Degree Navigator; departmental exceptions posted as necessary
- Request for additional exceptions noted in Degree Navigator

College Advisor signature, date, and stamp: _____

- All requirements accurate in Degree Navigator; CORE/policy exceptions posted as necessary
- Request for additional exceptions noted in Degree Navigator
- Major declared prior to last 15 credits
- Max 12 pass-fail credits have been earned
- 15 of final 30 credits are upper-level
- Transfer course evaluations are accurate
- Credit duplications have been removed
- Internship (386) rules have been satisfied
- Non-applicable courses have been re-evaluated