

DEGREE AUDIT REQUEST

College of Education & Human Development

Return this form to the COEHD Advising & Certification Center (MB 3.214)

Name: (Last, First) _____ Banner # _____

Daytime phone: (_____) _____ Cell phone: (_____) _____ Catalog: _____

MyUTSA Email address: _____@my.utsa.edu

Major: _____ Minor: _____ Concentration: _____

Expected Term of Graduation: Year _____ Fall Spring Summer

Comments: _____

***Requests will be processed in the order they are received.
You can check your degree plan online at BANNER ASAP-Degree Evaluation.***

I have read and understand all information on this form and my responsibilities for completing my degree and for participating in commencement:

(Please initial each statement.)

_____ (1) My Degree Audit Request results and all degree conferral and commencement information will be sent ONLY to my MyUTSA email address and I understand that it will not be sent through U.S. Mail.

_____ (2) I must apply for my degree (graduation) online through ASAP before the deadline. (Fall – Apr. 15; Spring – Nov. 15; Summer – June 15.) **I must print and attach the confirmation number to process this Degree Audit Request.**

_____ (3) All of my transcripts and CLEP scores must be posted 15 business days prior to final examinations of the term in which I plan to complete degree requirements.

_____ (4) If I am completing a minor and/or second major, I must meet with my academic advisor in the respective area to verify that the requirements will be met by projected graduation date; if not, I will submit a change to my Banner record.

_____ (5) If I am taking course(s) at another college or university during my last term, I will immediately upon posting of grades, hand-carry official transcript(s) in a sealed envelope(s), or have official transcript(s) sent overnight, to COEHD Advising Center, Attention: Degree Auditor.

_____ (6) My degree WILL NOT be conferred if I have any incomplete grades. Incomplete grades must be cleared 15 business days prior to graduation.

_____ (7) My UTSA major (and minor if applicable) GPA(s) must be 2.0 or higher.

Signature of student

Date

Degree Results: _____

Advisor: _____ Date: _____