

GENERAL INSTRUCTIONS

DEGREE AUDIT FORMS

Degree Audit forms are available on the **WEB ONLY**, and may be downloaded:

- ▶ Please ensure that you select the appropriate form for your degree program as listed in the Academic Calendar you are following for your program of study. Degree Audit forms are listed according to Academic Calendar year by degree program and Major.
- ▶ Please ensure that you complete all sections of the Degree Audit form and include courses in which you are currently registered that will complete your degree requirements:
 - 120 credits;
 - 3/4000 level credits as required for program (BA = 36 credits; BCM = 42 credits; BSC = 30 credits from 3/4000 level Science courses);
 - distribution requirements applicable to your degree program;
 - courses completed for your Major, Minor, Honours(s) program
 - * B.A. and B.Sc. students are not required to list elective courses (courses not included in the Major(s), Minor(s) or Honours).
- ▶ Degree Audit forms will be verified against transcripts to ensure that degree requirements will be fulfilled based on courses completed and current course registration. Students applying for graduation must be registered in all of the courses that are required for degree completion when submitting the Degree Audit form.

The Degree Audit form will require a signature of approval of the appropriate Program Advisor ONLY under the following circumstances:

- ▶ Majors/Honours which require **complementary courses chosen in consultation with the Program Advisor**. If you do not know who the Program Advisor is for your Major/Minor/Honours, please refer to the list of Program Advisors on the Degree Audit page at http://www.mta.ca/administration/sas/degree_audit.htm.
- ▶ any variances in the prescribed program as listed in the Academic Calendar under which you are completing your degree requirements, that have been approved. **A record of approved variances should have been e-mailed by the appropriate Academic Dean to the Registrar.**

STUDENTS ARE ADVISED TO RETAIN A COPY OF THEIR DEGREE AUDIT FORM.

Degree Audit forms must be completed and returned to the Registrar's Office by:

- ▶ **first week of September for students applying for October graduation**
- ▶ **October 30 for students applying for May graduation.**

Students not currently registered on campus may send the completed form by fax to (506)364-2272 or by mail to :

Registrar's Office
Mount Allison University
62 York St
Sackville NB E4L 1E2

If you have any questions concerning completion of Degree Audit forms, please contact the Registrar's Office at regoffice@mta.ca or at 364-2269.