

## **Pre-Junior Degree Audit Process**

*As of February, 2019*

Prior to registration for their fifth semester (during the second semester of sophomore year), students will be notified that they must complete the degree audit process before they can register for classes.

Tentative plans for each of these student's remaining four years will be completed by the Director of Academic Progress and Evaluation in the format attached. These plans will be sent to advisors prior to Advising Week (begins March 4, 2019).

Advisors will review the tentative plans for accuracy. In particular, advisors should check program-specific requirements, classes that are offered on rotation, special offerings, and any possible substitutions that may be necessary. These should be noted in the space indicated on the degree audit form. During Advising Week, advisors will go over the degree audit plan with each of their sophomore advisees. They should carefully review courses needed and when each should be taken so that the student can complete degree requirements in a timely manner.

Students will be asked to sign their plans as an indication that they are aware that they must assume responsibility for meeting all graduation requirements. ARC Staff and Advisor signatures will also be required. Students will be directed to turn in their signed forms to the ARC, Room 109, by the stated deadline. The preferred date is the last day of Advising Week prior to Registration.

The ARC will retain the printed plans in each student's existing file so that they will be subject to normal retention and disposal timelines and procedures.

Student ID Student Name

Advisor:

Bachelor of Science - Bus Adm: Management

Tentative Degree Plan	Advisor Updates/Recommendations
<b>2019SP (Current)</b>	
ACC 202	
ART 206	
COM 201	
REL 207	
BUS 315	
<b>2019FA</b>	
MTH 208	
BUS 303	
BUS 313	
BUS 230	
Literature Requirement	
<b>2020SP</b>	
BUS 308	
BUS 320	
BUS 330	
Business Major Elective (300-/400-level)	
Business Experiential Requirement	
Lab Science (2 credits)	
ETerm	
<b>2020FA</b>	
ACC 301 or BUS 325	
BUS 311	
BUS 403 (WI)	
Business Major Elective (300-/400-level)	
Elective for Minor or Additional Emphasis (3 credits)	
<b>2021SP</b>	
BUS 331	
BUS 498 (WI)	
Business Major Elective (300-/400-level)	
Electives for Minor or Additional Emphasis (6 credits)	

This degree plan is tentative and is to be used for planning purposes only. Neither ARC Staff nor the Advisor can be held accountable for any errors contained herein or any courses failed by the student. The student is aware that he or she is ultimately responsible for the accuracy of this plan and for meeting all requirements to ensure timely degree completion.

Signatures:

ARC Staff \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

**THIS FORM MUST BE SIGNED BY BOTH THE ADVISOR AND THE STUDENT AND TURNED IN AT THE ARC (LOWER LEVEL, STANLEY LIBRARY), ROOM 109, BY FRIDAY, MARCH 15, 2019.**

Student ID **Student Name**

Advisor:

Bachelor of Science-Pre-Professional Health Sci:Pre-Med

Tentative Degree Plan	Advisor Updates/Recommendations
<b><u>2019SP (Current)</u></b>	
CHM 104	
HIS 102	
MTH 208	
PSY 331	
SOC 101	
<b><u>2020FA</u></b>	
BIO 254	
CHM 301	
Literature Requirement	
PHI 211	
HSC 299	
<b><u>2020SP</u></b>	
BIO 255	
CHM 302	
MTH 203	
NSM 398 (WI, SI)	
ETerm	
<b><u>2021FA</u></b>	
NSM 498 (WI, SI)	
BIO 303	
BIO 230	
Major Elective at 300-/400-level (4 credits)	
<b><u>2021SP</u></b>	
CHM 315	
Major Elective at 300-/400-level (3 credits)	
Major Elective	
Electives for an Additional Minor/Major or to Reach 121 Credits (6 credits)	

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Signatures:

ARC Staff \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

**THIS FORM MUST BE SIGNED BY BOTH THE ADVISOR AND THE STUDENT AND TURNED IN AT THE ARC (LOWER LEVEL, STANLEY LIBRARY), ROOM 109, BY FRIDAY, MARCH 15, 2019.**