Degree Audit for UNDERGRADUATE Students

I. Purpose
A study plan/degree audit is the description of the requirements for the student’s completion of their degree at GSU and informs the student of the recommended sequence of required courses. The study plan is through the Degree Audit system in the student information system for undergraduate students.

II. Definitions
a. Degree Audit is student’s progress report from the student information system.
b. Student information system is the computer system that houses student data.

III. Study Plan
Every degree-seeking undergraduate student is required to meet with their advisor to review the degree requirements through the degree audit system for the major during the first semester of enrollment. Students who do not meet with their advisor during the first semester of enrollment may be precluded from further registration as degree-seeking students, until the review is completed. Students are responsible for requesting a degree audit meeting with their assigned advisor.

The student study plan/degree audit for the degree sought will detail the requirements that are in effect at the time of admission as a degree-seeking student. These requirements will remain unchanged as long as a student’s enrollment in the program has not been interrupted by more than six (6) consecutive semesters/term, (including summer term), unless substitutions need to be made through the university or program exception process. The study plan/degree audit will specify the amount of transfer credit, proficiency examination credit, military credit, and credit for experiential learning applied toward the degree requirements; the total credit-hour requirements for the degree; university general education requirements, and required and/or selective/elective courses. The advisors will discuss career goals with students and recommend courses to assist the student in meeting their career goals, as part of the study plan/degree audit review sessions.

When a student applies for acceptance of post-matriculation credit from another regionally accredited institution, an updated study plan/degree audit must be completed.

When a student changes majors or is readmitted, a new study plan/degree audit must be developed and approved with the new academic advisor.

If a student adds a minor or minors, those will be added to their degree audit. See the appropriate policies for further information.
IV. References

Baccalaureate Degree Requirements
General Education Policy
Residency Policy
Undergraduate Admissions Policy
Transfer Credits for Undergraduate Students
Minor Policy