FAU
STUDENT ACADEMIC SERVICES
College of Business
Florida Atlantic University

Form 14
Graduation Audit Request

Please Carefully Read Below Before Completing this Request

Please Note:

- A graduation audit is an official review of your records which lists exactly the courses/requirements to complete your degree.
- Students should request an audit in the semester before their anticipated graduation.
- Audits will not be processed if you lack more than 11 courses (including ones in-progress) for your degree.
- A student should request a graduation audit once; if you have received a graduation audit in the past, do not request another audit (the front desk can provide a copy of your audit on file).
- The graduation audit is NOT an "Application for Degree;" in order to receive your degree, you must apply early (within the first three weeks) in the semester of your anticipated graduation.

Instructions

1) Fill out this form completely before submitting. Incomplete forms will not be reviewed.
2) Submit form to the College of Business Student Academic Services via e-mail to COBAdvising@fau.edu.
3) Graduation audits will normally be processed in three to four business days. Audit will be sent to student's FAU email address or student may choose to pick up audit at the Student Academic Services Office that they submitted it to.

Date of Request: _____ Expected Graduation: (term) _____

Last Name: _____ First Name: _____ Student Number: Z# _____

Daytime phone (_____) _____-_____ FAU E-mail*(required): _____@fau.edu

Circle One: **B.B.A.** (Bachelor of Business Administration) or **B.S.** (Bachelor of Science) or **B.H.S.** (Bachelor of Health Services)

or **B.G.S.** (Bachelor Of General Studies)

Major: _____ Second Major: _____ Minor/s: _____

* **The completed audit will be sent to the FAU email address in Adobe pdf format.**

If you would rather pick it up, check here. ☐

---------- Office Use Only ----------

Advisor Initials: _____ Date: _____

Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

7-12-22 -CR