AA-10 DEGREE AUDIT & COMPLETION POLICY

Issued: 12/19/2023
Revised:
Reviewed:
Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: This policy outlines the procedures for degree audits and degree completion reviews.

II. GENERAL POLICY GUIDELINES
At least 25 percent of the credit hours required for an undergraduate degree and 33 percent for a graduate degree or post-baccalaureate professional degree must be earned through instruction offered by LSUHSC-NO.

III. PROCEDURES

1. An audit of each student's degree progress will be conducted by each school at the beginning of each term, prior to the drop/add date of the term.

2. A final degree audit must be conducted by the school prior to the drop/add date of a student's graduating term. Students should be informed of any outstanding courses/work required to be considered for graduation in that term.

3. The names of all students eligible to graduate must be submitted by each school to the Registrar's Office by the drop/add date of the students' graduating term.

4. If a test or examination is required to be eligible for graduation, this information must be published in the University Catalog. Any failure(s) of such tests or examinations may result in the student not meeting graduation requirements.

5. The names of all students approved to graduate must be submitted by each school to the Registrar's Office one week prior to the graduation date.

6. The Registrar will review the academic records of degree candidates to ensure that all degree requirements have been met prior to commencement.