

## Undergraduate Student Services: “How To” series



TEXAS A&M UNIVERSITY  
COLLEGE OF LIBERAL ARTS

# HOW TO READ A DEGREE AUDIT

The degree audit is not your official A&M transcript. It is a map to show what courses you must pass to graduate. It gives you important information: 1) your overall and major GPR, 2) the courses that are required for your degree, 3) the courses you have passed, failed or repeated, 4) the courses you must still take, and 5) how everything you have taken or registered for counts in reaching your goal. You can view your current audit on Bonfire or you can get a printed copy of your audit at any time from Heaton Hall (for a fee). For instructions on how to access your degree audit on Bonfire, pick up a copy of the [“HOW TO USE BONFIRE TO ACCESS DEGREE AUDIT”](#) handout from the Undergraduate Student Services “How To” series.

### **These are the steps to read and understand a degree audit:**

- 1) Make sure your degree information is correct (major, degree sought [B.A. or B.S.], minor, options, catalog number, etc.).
- 2) Quickly scan “SECTION 1 - Academic Requirements Remaining”. Any courses listed must be taken and passed and all requirements must be fulfilled to obtain your degree.
- 3) Turn to “SECTION 3 - Work Not Yet Applied - See Advisor for Acceptable Substitutions”. There are several reasons why a course appears in this section. The following are some examples: Transfer courses listed “by title” must be reviewed by your major advisor and the Office of the Dean, Undergraduate Student Services to substitute for any A&M course. Courses in which you earned grades of “D” may not count towards your major or minor in Catalog 115 and beyond.
- 4) Look for courses in SECTION 3 which you believe matches something in “SECTION 1 – Academic Requirements Remaining”. For example, if the audit says you need a “Humanities”, look for titles similar to those listed in the University core curriculum “Humanities” section in your catalog. Highlight or mark these courses on your audit. Moving courses out of SECTION 3 into SECTION 2 helps you reach your goal (graduation). For information on this process, pick up a copy of the “How To Apply for a Course Substitution” handout from the Undergraduate Student Services “How To” series.
- 5) Look at “SECTION 2 - Academic Requirements Completed or in Progress” carefully. Are these courses being used to fulfill the requirement you intended? If not, see your major advisor.
- 6) Read the fine print in SECTION 1 about the “LIMITATION – RESIDENCY”, which is 36 hours of 300/400 level classes taken at A&M. At least 12 hours must be in your major. Also, make sure you read and comply with all other “limitations” or “minimum requirements” stated in SECTION 1.
- 7) As you read the audit, write down your questions. You may find the answers yourself, or your major advisor can help you.
- 8) Keep your goal in mind. Try to move appropriate courses from SECTION 3 into SECTION 2 and complete everything in SECTION 1. The prize? Your A&M diploma! If you need help understanding your degree audit, consult an advisor in your major department or ask Degree Audit (Heaton Hall) for help. Still have questions? Ask an academic advisor in the Office of the Dean, Undergraduate Student Services.

Remember to check your audit periodically during your undergraduate career (e.g., after you register, substitute courses, or make any schedule changes that may affect remaining requirements) and work closely with your major advisor to track progress and avoid costly delays in graduation.

**Questions? Consult your Major Advisor! You can also contact the Office of the Dean, Undergraduate Student Services at 979-845-5143 or by e-mail at [advising@libarts.tamu.edu](mailto:advising@libarts.tamu.edu)**