



Application for Degree Audit / Graduation

*Submit request to the Office of the Registrar or to risinger.t@wvwc.edu.
Applications will be processed for students within three semesters of
graduating. **Failure to complete this request twelve months before intended
graduation date will result in a \$50 late fee.***

Print FULL LEGAL Name: _____ Student ID: _____

Today's Date: _____ Year you entered WVWC: _____

WVWC email: _____@wvwc.edu Cell/best phone #: _____

Degree: *

I expect to complete my degree requirements in (month/year): _____

*Students who intend to earn 150 credit hours and complete the requirements to receive two degrees must notify the Office of the Registrar one year prior to anticipated degree completion date.

The audit is based on the catalog you entered under UNLESS you note otherwise in the major and minor sections of this request after consultation with your advisor.

Major*: _____ Track/Concentration (if applicable): _____

* Education majors: ☐ elementary ☐ secondary ☐ combined Teaching fields: _____

2nd Major (if applicable): _____ 3rd Major (if applicable): _____

Minors (if applicable): _____

Academic Advisor: _____

Please read the following information regarding your degree audit.

Your audit will not be processed without your signature.

- The audit is the working plan between you, your advisor, and the Academic Services Office.
- IT IS YOUR RESPONSIBILITY to inform the Credentials Analyst in writing (Taylor Risinger: risinger.t@wvwc.edu) of ANY changes you make at any point during your final two semesters including (but not limited to):
 - Change in major(s) or minor(s) –adding *or* dropping
 - Intent to repeat a course where you earned a C- or below (NOTE that you can only earn hours once, so if you are repeating a course where you originally earned a C-, D, or D-, you are NOT earning additional hours toward the minimum 120 required.) You are required to complete the C-/F repeat form in the Academic Services Office.
 - Change in which catalog you and your advisor are following for your major(s) or minor(s)

I have read the degree audit information and understand my responsibilities.

I understand that if I fail to inform the Credentials Analyst of any changes, my graduation could be delayed.

Student signature: _____