

**Degree Audit Correction Sheet**  
**For Student Use Only**

To make adjustments to your DA sheet, please fill out the following form and forward it to the Registrar's Office. We are glad to make necessary corrections (moving classes around that may not be properly placed on your sheet), as you notice them. Please remember, however, that program / course substitutions require the signature of your Departmental Chairperson on an official Variance Form (available from the Registrar's Office), or from an Audit Correction Sheet (similar to this one) that is customized for Faculty Advisor's only.

Name \_\_\_\_\_, \_\_\_\_\_  
*PRINTED Name* *Student's ID*

NCU Email: \_\_\_\_\_ Phone # \_\_\_\_\_

**Please confirm the following information for our system:**

Program (circle one): 4-yr. BA      4-yr BS      Other - \_\_\_\_\_

Major 1: \_\_\_\_\_ Major 2: \_\_\_\_\_

Supporting Program: \_\_\_\_\_ Minor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please make the following changes to my Degree Audit sheet ...**

<b>Move this class</b>		<b>Currently</b>	
<b><u>Subject/Course #</u></b>	<b><u>Title</u></b>	<b><u>on this line</u></b>	<b><u>To this line</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_ [Additional change requests for DA adjustments are on the back of this page.]

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office Use Only: Date Processed: _____ Notification Date: _____ Memo / Email Initials: _____
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