

# Form 14 Graduation Audit Request

**Please Carefully Read Below Before Completing This Petition**

**Instructions**

- 1) Fill out petition completely before submitting. Incomplete petitions will not be reviewed.
- 2) Please submit form to the Undergraduate Studies, on the Boca Campus (Fleming West 102) or fax: 561-297-3978.
- 3) Graduation audits will normally be processed in two weeks. Audit will be sent to student's FAU email address or student may choose to pick up audit at the Undergraduate Office (Fleming West 102).

**Please Note:**

- Form 14 can be used to request a graduation audit, which is a thorough check of your records resulting in a document that lists exactly the courses/requirements remaining 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.

Date of Request: \_\_\_\_\_ Expected Graduation: (term) \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student Number: Z# \_\_\_\_\_

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

Select One:     **BBA** (Bachelor of Business Administration)     **BS** (Bachelor of Science)     **BHS** (Bachelor of Health Science)

Major: \_\_\_\_\_ Second Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**\* 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: \_\_\_\_\_  
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