Cairn UNIVERSITY

Graduation Audit Request

Instructions – PLEASE READ

- **IF YOU PLAN TO GRADUATE THIS SEMESTER PLEASE COMPLETE THE GRADUATION APPLICATION INSTEAD OF THIS FORM!**
- Please complete all of the following information requested below.
- If you have completed a Graduation Application for the current semester an audit will automatically be performed and this form does not need to be completed.
- If you have any Course Substitutions or Planned Transfer Credit forms that have not been completed, please indicate this information in the Comments/Concerns sections to ensure your audit is as accurate as possible.
- Please allow 3-5 days to receive your audit in your Cairn mailbox.
- If you are requesting an audit during peak periods such as registration or graduation, please allow 5-10 days to receive your audit.

Information		
Name:	Date:	
Email:	ID:	Mailbox:
Curriculum:		
Advisor Name:		
Anticipated Graduation Date:		
Have you requested an audit before? NO YES If yes, when?		
Signature:		

Comments/Concerns
Please list any *Course Substitutions* and/or *Planned Transfer Credit* plans: _____

Your audit will be delivered directly to your Cairn mailbox,
unless you have been emailed to schedule a meeting.