Bethel University

DEGREE AUDIT

POLICY: 3.090

Date Updated and Published: August 2017	**Revision History:**
Review: Annually	
Last Date Reviewed: December 2019	

POLICY

An audit of a student's academic record must be performed to verify that the student has met all of the requirements for the degree. All degree audits are reviewed and approved by the University Registrar prior to the conferral of a degree.

PROCEDURE

The degree audit is used to show if the requirements are met to complete a degree. When a student has completed or registered for the final semester as shown on the "plan of study", the student should apply for graduation and conferral. At that time, the registrar for the student's college will perform a degree audit to determine eligibility for graduation and conferral. If the College Registrar determines the student eligible for graduation and the student has successfully completed all the degree program requirements as prescribed in the Bethel University catalog, the audit report is sent to the University Registrar.

The student must have completed a minimum of 25% of the undergraduate hours required for the degree from Bethel University in order for the University to confer an undergraduate degree or 33% of the graduate hours required for a graduate degree.

The University Registrar reviews the report, checks that the financial obligations are clear, and then will confer the degree. The conferral date is the end of the month that the student's final credits/grades are posted to the official record/transcript.

MONITORING

The University Registrar will promptly notify the Chief Academic and Compliance Officer of any audit that does not match the requirements for the degree. The Chief

Academic and Compliance Officer will investigate each incident and notify the Vice President of the relevant college and the President.

RESPONSIBLE PARTIES
College Registrars, University Registrar, Chief Academic and Compliance Officer

PUBLICATION
This policy is posted on the University's website.