



# DEGREE AUDIT REQUEST

FOR OFFICIAL USE ONLY:  
 Examiner: \_\_\_\_\_

Evaluation complete

Letter Sent

Incomplete Information,  
 Need Major  
 Need official transcripts from:

\_\_\_\_\_

\_\_\_\_\_

- ◆ A degree audit identifies the progress a student has made toward an NWACC degree plan.
- ◆ Determines the specific credits that NWACC has awarded to a student from another institution.
- ◆ There is no charge for a degree audit.

**Who should request an audit?**

Students will want to request a degree audit **only** if they plan to receive a degree from NWACC.

**When should a student request an audit?**

- If a student has completed coursework successfully at another institution or if a student believes that they are close to completing their degree requirements, they should request a degree audit.
- Before a degree audit can be completed, **official** transcripts from all institutions attended **must** be on file in the Student Records Office.

ID# \_\_\_\_\_

SS# \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

(List Other Names Used) \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_ Work Phone \_\_\_\_\_  
City State Zip

Student status:  Current or previously enrolled NWACC Student  
 New Student

NWACC Degree:  AA  AS  AAS  Certificate Major: \_\_\_\_\_

Semester and Year you started the program: \_\_\_\_\_

Previous Colleges and Vocational Technical Schools Attended: (Official Transcripts must be on file before audit.)

*List Schools:*

\_\_\_\_\_  
 \_\_\_\_\_

Have you requested these transcripts?  Yes  No If yes, when (date) \_\_\_\_\_

Will you be transferring to a 4-year institution?  Yes  No If yes, where? \_\_\_\_\_

Is this Audit for a Financial Aid Appeal?  Yes  No

\_\_\_\_\_  
 Student Signature Date

Send this request to the Student Records Office by one of these three methods:

**Mail:** NWACC Student Records Office,  
 One College Drive  
 Bentonville, AR 72712

**Fax:** (479) 619-2229

**In person:** The Student Records Office is located on the second floor of the Student Center.  
 Hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m. and on Friday from 9:00 a.m. to 4:30 p.m. Exceptions to these hours are made during holidays.

**No one else (including your spouse, parent, etc) may pick up your evaluation without your written permission. Identify by name the person who is authorized to obtain your evaluation and include your original written signature.**

**Phone or e-mail requests are not accepted.**