

Note:

General Information

The following Degree Checkout Sheet is a frame work from which you can construct your own “Degree’s or Certificate’s requirements.” You can edit the number of lines in each area and the instructions at the top of each section to meet your specific needs.

Notice that the last column to the right includes both the course taken and the institution at which it was taken. We will Start using this method of listing the transfer courses used in a degree and **do away with the transfer course sheet that has been used in the past.**
“One more sheet of paper no longer needed.”

Whenever a transfer course is used to meet the requirements of a LSUE degree, enter the transfer institutions course designation and institution designation in the right hand column.

Example :

English (6 sem. hours):

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution
Engl	1001	A	3	SP2002	Engl 101, U of La at Lafayette
Engl	1002	A	3	FA2003	Engl 102, McNeese State

If you have any question about entering this info contact Ron Ryder at 302.

At the bottom of the sheet there is space for you to enter your substitutions (You still need the formal Substitution form also, sorry) and make sure to have the Division Head’s signature, the advisor’s signature, if different from the division head, and the student’s signature.

I hope this makes the process of degree checkout more painless and easier in the future.

ASSOCIATE OF _____
 Hours required for the Associate Degree: _____

Student Name		Date:	
ID#		Catalog:	

COURSES COMPLETED AND IN PROGRESS (Identify courses in progress with an IP in the GRADE column)

Humanities (__ sem. hours):

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution

Social Science (__ sem. hrs.): Anthropology, Economics, Geography, Political Science, Psychology, Sociology

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution

MATHEMATICS (__ sem. hrs):

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution
MATH					
MATH					

NATURAL SCIENCES (__ sem. Hrs).

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution

Area of Concentration (minimum __ sem. hrs.):

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution

Electives (maximum sem. hrs.):

COURSE	NUMBER	GRADE	CREDIT HRS.	Semester	Transfer Course # and Institution

TOTAL HOURS IN A, B, C, D, E, F and G _____

COURSES SUBSTITUTED: (Attach approved Special Permission Form)

_____ for _____
 _____ for _____

RESIDENT REQUIREMENT WILL BE COMPLETED: YES _____ NO _____

 Department Head

 Advisor

 Student Signature