

**Complete and return this form to:**

University of Rochester - Simon Business School  
Office of the Registrar  
245R Gleason Hall  
[registrar@simon.rochester.edu](mailto:registrar@simon.rochester.edu)  
Phone: (585) 275-3533 / Fax: (585) 271-3907



**DEGREE AUDIT REQUEST FORM**

**Directions**

- Complete this form to request an unofficial audit of your degree program. The audit report can assist you in determining the graduation requirements of your program, but it will be an unofficial report that should be used for informational purposes only.
- Please allow 5 business days for the Registrar's Office to complete your degree audit.
- If you have any questions regarding your program requirements, please meet with your advisor to discuss.

**Student Name:** \_\_\_\_\_ **UID#:** \_\_\_\_\_  
*Please print*                      Last                                      First                      MI

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
month/day/year

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

Academic year I intend to finish my program: \_\_\_\_\_

Term in which I intend to finish my program:       Summer       Fall       Spring

Please audit me for the following Concentrations (MBA only):

\_\_\_\_\_

Please check one:

- Place the audit report in my Simon mail folder.
- I will pick up the audit report at the Simon Registrar's Office.

*\*Registrar's Office Use Only\**

*Revision: 3/2020*

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_