Please follow these directions to ensure that your Degree Audit is properly evaluated:

1. Highlight or circle the problem area/group on your Degree Audit Report in question.

2. In the space provided below, write a brief but detailed description of the problem (number the problems if there are more than one).

3. Leave form and a complete copy of your Degree Audit Report at the front desk of the Registrar’s Office.

4. Your record will be reviewed and a response will be e-mailed to your Southeast email account.

                   
DATE:______________

NAME: ___________________________ SOUTHEAST ID: S0 ___________________________

Southeast email: ___________________________ @semo.edu

                   
DO NOT WRITE IN SPACE BELOW – OFFICE USE ONLY