

The Registrar's Office is committed to completing 2 file audit updates for each student:

- When the student enrolls at Houghton; this audit includes transfer credits and test scores that are accepted for credit.
- When the student is in their junior or early senior year; this is the **senior audit**, and is a full summary of courses and requirements.

For additional audits, please follow these instructions:

1. Collect your audit sheets

- [General Education audit sheets](#)
Note: [Integrative Studies audit sheets](#) (for students entering prior to Fall 2017) are also available.
- [Major audit sheets](#)

Print the appropriate audit sheets for General Education (Gen Ed) and your major(s). Use the audit sheet from the year that you entered, unless granted an exception from your advisor and the Registrar's Office. [Minor requirements](#) can be found under the appropriate department in the [course catalog](#).

2. Print your unofficial transcript

Go to [Student Self-Service](#), choose the "Grades" tab, and select "Unofficial Transcript" in the top right corner. This will allow you to print a record of all the courses you have taken. Make sure that your transcript lists your correct major(s), with concentrations/tracks if applicable, and minor(s). If it does not, it means you have not officially declared or changed your major(s)/minor(s) with the Registrar's Office ([major/minor declaration forms](#)).

3. Complete your self-audit

Using your audit sheets and transcript, go through each semester on your transcript and mark off on your audit sheets each class you successfully completed. To see if courses are considered Liberal Arts (LA), refer to the [catalog](#).

Remember that a C- or better is required for majors, minors, and concentrations (C for Education majors), and a D- or better is required for Gen Ed requirements. Pre- and co-requisites are not considered part of the major.

4. Meet with your advisor

Your advisor should always be your first point of contact for questions about requirements and staying on track for graduation.

Bring your audit sheets and transcript when you meet with your advisor. Your advisor can assist you in understanding what courses meet each requirement.

More detailed information on requirements can be found in the [Houghton College Catalog](#). Use the catalog from the semester you started (e.g. Fall 2018 and Spring 2019 use the 18-19 catalog).

Remember – you are responsible for meeting all [graduation requirements](#).

Common Issues & Questions

- *What classes meet Gen Ed requirements?*

You can refer to the second page of the [Gen Ed](#) audit sheet for the full listing of courses that meet requirements. If you are seeking approval for a course that is not listed, you must be approved through the Academic Petition process.

- *I've taken classes that I want to count for more than one requirement.*

A student must have a minimum of 24 distinct credits in each major and a minimum of 12 distinct credits in each minor and concentration. Credits beyond these minimum distinct credits may be dual-counted as permitted by individual major/minor requirements – that is, a course that meets requirements for both a major and a minor (or two majors, etc.) may be used toward both if such a course is beyond the minimum 24/12 distinct credits for the major/minor. The dual-counting restrictions do not apply to courses that fulfill both Gen Ed requirements and the requirements of a major/minor/concentration.

- *My department has made significant changes to its curriculum, and I want to switch to a different year's audit sheets.*

In cases where majors/minors/concentrations have changed significantly, students can request approval from their department chair to switch catalog years. If approved, the student and advisor **must** notify the Registrar's Office. Remember that when switching catalog years, **all** audit sheets should switch to that year. Both Gen Ed and major audit sheets should be from the same year, unless an exception has been approved.

- *I'm unable to take a course listed on my audit sheet.*

In this case, you have up to three options:

- A course substitution (approved by your department chair, who **must** notify the Registrar's Office);
- An independent study (as an approved course substitution); or
- A tutorial course – one-on-one study of a course from the regular college catalog

- *I want a class from another college to meet a Houghton requirement.*

You will need to submit a [Non-Houghton Course Prior Approval Form](#). This form is used for all past or future transfer courses that you want to request to meet a Houghton requirement. You must earn a grade of C- or better for a course to transfer to Houghton, and upon completion of the course, you must request that the other college send us an official transcript.

Remember that 18 of your last 24 credits must be taken at Houghton, unless an approved Academic Petition has been filed.

- *What are the graduation requirements?*

You can find a [checklist of graduation requirements here](#).

- *My advisor and I still have questions about my Gen Ed/major/minor/concentration requirements.*

The next step is to contact your department chair for more information on requirements, exemptions, substitutions, and other options. After you have completed these steps, you may contact the Registrar's Office by emailing registrarsoffice@houghton.edu.