GRADUATION AUDIT

**College of Business Administration**

**REQUEST FORM (GARF)**

This form is to be submitted by potential graduating seniors to the College of Business Administration Undergraduate Program. Students must complete the form at least two semesters in advance of graduation. The university expects all graduating seniors to complete their remaining course requirements (last 30 hours) at the University of New Orleans. Please fill in all fields that are applicable.

**Submit the completed form to** [**bsgrad@uno.edu**](mailto:bsgrad@uno.edu)**.**

**Subject line: *Your Name-Semester of Graduation* –GARF**

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| --- | --- | --- | --- | --- | --- | --- |
| **STUDENT DATA** | | | | | **Date of Request:** Click here to enter a date. | |
| **NAME**  Click here to enter text. | | | **STUDENT ID#**  Click here to enter text. | | | |
| **HOME PHONE**  Click here to enter text. | | | **CELL/WORK PHONE**  Click here to enter text. | | | |
| **UNO EMAIL:**  Click here to enter text. | | | **ALTERNATE EMAIL**  Click here to enter text. | | | |
| **CURRENT ADDRESS**  Click here to enter text. | | | | | | |
| **COLLEGE OF BUSINESS ADMINISTRATION B.S. DEGREE INFORMATION** | | | | | | |
| **Graduating Semester**: | **FALL** | **SPRING** | | **SUMMER** | | **Year:** Click here to enter text. |
| **NAME**  AS IT SHOULD APPEAR ON DEGREE | Click here to enter text. | | | | | |
| **BACHELOR OF SCIENCE DEGREE IN:**  **ACCT, BADM, BADMC, FIN, HRT, MANG, MKT** | Click here to enter text. | | | | | |
| **MINOR(S)** | .Click here to enter text. | | | | | |
| **CONCENTRATION(S)**  **FIN/HRT/MANG/MKT MAJORS ONLY** | .Click here to enter text. | | | | | |
| **CONFIRMATION-** Students will receive an email with a survey confirming eligibility to graduate in the intended semester, and instructions on how to complete the “Application for Degree.” This will ensure that the student is on the University’s official graduation list and has completed the “Application for Degree” in a timely manner. | | | | | | |

**Questions or concerns email**

[**business.advisor@uno.edu**](mailto:business.advisor@uno.edu) **or** [**bsgrad@uno.edu**](mailto:bsgrad@uno.edu)