

## **Instructions on How to Complete the Psychology Program Audit and Degree Evaluation Form (1.5.23)**

1. Go to iRattler and click on the "My Requirements" feature so that you can pull up your Academic Advisement Report (AAR).

2. Use the "View Report as pdf" option to view your AAR. You must use the AAR to complete your Program Audit and Degree Evaluation Form.

3. Scroll down to the BS in Psychology Section of the AAR. This is where you will begin documenting the courses you have completed on the audit, including credit hours, grade, semester, and year. HR = Credit Hours; GR = Grade; SM = Semester, and YR = Year.

4. Note that the grade for courses that have been transferred is "T".

5. Also, note that you will include any courses that are in process. The grade for those courses will be "IP".

6. D and F grades do not satisfy course completion(s). Please do not include them in your audit. These grades fall to the "Courses Not Used" Section of your AAR.

7. The Hours Taken Towards the Degree on your audit must exactly match the Total Hours Used on your AAR.

8. Please ensure that you complete the top part of the audit with your name and all requested items.

9. Please carefully monitor your AAR to see where courses fall after you have enrolled in your courses.

Best wishes for a successful and productive semester!