

## Self-Tracking Degree Audit – Bachelor of Arts

The purpose of this Self-Tracking Degree Audit (STDA) is to assist you in tracking your progress toward completing the BA degree requirements. You can begin this form as soon as you know what discipline(s) you plan to Honour, Major, Double Major, and/or Minor in.

**It is the responsibility of the student to ensure that the BA degree regulations are being met.**

1. Obtain the UNB Undergraduate Calendar, either in hard copy from the Registrar's Office or online at <https://www.unb.ca/academics/calendar/undergraduate/current/index.html>
2. Review the specific requirements for your Honours/Major/Double Major and/or Minor program
3. Review the Bachelor of Arts academic policies and regulations
4. Print a copy of your transcript (available through "My UNB E-services" found on the UNB homepage at [www.unb.ca](http://www.unb.ca). Click on the Academic tab and on the left hand side click on Unofficial transcript).
5. Cross off any failed courses (F's), withdrawals (W's), Labs, and any course completed more than once, leaving the course with the best grade.
6. **On Page 1, list the required courses for your Honours/Major/Double Major and/or Minor program on the chart FIRST.**
7. List the remainder of your courses, in the proper column.
8. Continue with Page 2
9. Take this form and a copy of your transcript with you when you see your Honours, Major, Double Major, and/or Minor Advisor(s) for review, comments and signature.

### Important Things to Note:

- This form should include the courses that you are registered in for the current academic year.
- You will not receive credit for courses you have passed twice. The duplicate course with the highest grade will be considered toward your degree.
- Labs are not considered courses in the BA degree.

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**This Self-Tracking Degree Audit is a tool for you, in conjunction with your Honours/Major(s)/Minor Advisor(s), to track your progress toward completing your BA degree.**

Name:

Student #:

Date:

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Indicate your discipline(s) of study as appropriate:

Honours: \_\_\_\_\_

Major: \_\_\_\_\_

Double Major: \_\_\_\_\_ & \_\_\_\_\_

Minor: \_\_\_\_\_

20 Term-Courses @ 1000/2000 level (Lower Level)			20 Term-Courses @ 3000/4000 level (Upper Level)		
Required (R) Elective (E) Required Elective (RE)	List Courses	Grade	Required (R) Elective (E) Required Elective (RE)	List Courses	Grade
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
9.			9.		
10.			10.		
11.			11.		
12.			12.		
13.			13.		
14.			14.		
15.			15.		
16.			16.		
17.			17.		
18.			18.		
19.			19.		
20.			20.		
<b>Total # of Lower Level Courses =</b>			<b>Total # of Upper Level Courses =</b>		

**Permission to exceed the 20 Lower Level / 20 Upper Level term-courses regulation:** The typical Bachelor of Arts Degree is 20 term-courses at the Lower Level and 20 term-courses at the Upper Level. You cannot have more than 24 term-courses at the lower level. If you have more than 20 term-courses at the lower level, you must seek permission from the Chairperson of the Department in which your Honours or Major falls.

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

Name:

Student #:

**Lower Level Grouping Requirement must be completed to meet the Bachelor of Arts Degree**

**Requirements:** Identify by course number at least two term-courses typically at the lower level (1<sup>st</sup>/2<sup>nd</sup> year) that you have taken in **at least 3 of the following 4 groups**.

Group 1 – Humanities			Group 2 - Languages			Group 3 - Social Science			Group 4 –Science		
ABRG			FR			ECON			BIOL		
CLAS			GER			COMS			CHEM		
ENGL			GRK			GEOG			CS / IT		
HIST			LAT			LING			GEOL		
HUM			SPAN			POLS			MATH		
PHIL						PSYC			PHYS		
WLIT						SOCI			SCI		
									STAT		

Have you met the BA Grouping Requirement?

YES

NO

**Faculty Advisor Special Permission &/or Graduation Review assessments:**

Date	Comments	Advisor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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