CLAREMONT McKENNA COLLEGE

Office of the Registrar and Institutional Research

OFF-CAMPUS MAJOR DEGREE AUDIT

This document is intended to assist you in planning your academic schedule. It is also used by the Office of the Registrar and Institutional Research to monitor the completion of major requirements for off-campus majors.

Instructions:

- **Make an appointment** with the department chair/program coordinator of your non-CMC major to review your transcript and identify your progress toward completing this major.
- **List all coursework** for your non-CMC major. Be as specific as possible. The department chair/program coordinator must sign off on your audit and approve any waivers or substitutions.
- **Add an Off-Campus Major Academic Advisor.** Academic advisors should be faculty members knowledgeable in the field(s) of your off-campus major.
- **Return** this completed form to CMC's Office of the Registrar and Institutional Research along with a completed Major Change form.

Student Name (please print): _____ Student ID: _____

Off-Campus Major: _____ Sponsoring College: _____

Will you write your senior thesis in this major? ☐ Yes ☐ No ☐ Unsure

Anticipated Grad Date: _____ Signature: _____ Date: _____

Major Courses:

Course #	Title	Semester	Grade

Department Chair/Program Coordinator:

_____ _____ _____

Department Chair/Program Coordinator Name (please print) *Signature* *Date*

Off-Campus Major Academic Advisor:

_____ _____ _____

Advisor Name (please print) *Signature* *Date*