

Degree Audit Request (DARS) Correction Request

Please do not use this form for corrections needed for:

Entry Level Writing requirement, please go to 216 Dwinelle Hall, and
For American History, American Institution, and/ or American Cultures, please go to 110 Sproul Hall.

If you see an error on your DARS, please use this form to request corrections by:

1. Returning completed form and copy of the DARS to the Front Desk in the Undergraduate Advising Office in Wurster Hall.
2. If your requested correction is the result of a petition approval, or other special exception, please **attach documentation of the approval**.
3. If your requested corrections involve 3 or more changes, please **attach a copy of your current Degree Audit Report (DARS) to this form and circle or highlight the errors**.

Student's Name: _____ SID#: _____

Email Address: _____ Date: _____

Major: _____ Minor: _____

Term Taken	UCB/CED Requirement	Grade	Units	College <small>(For Ex: Comm. College, Other 4yr schools, AP, IB, AL, etc)</small>	Course Taken
Ex: SP07	Arts & Literature	A+	3	University of Arts	MUS 142

Please describe DARS error:

DEPARTMENT USE ONLY:

Approved by:	
<input type="checkbox"/> UG Dean	<input type="checkbox"/> Curriculum Committee
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Evaluator
<input type="checkbox"/> Advisor	
REVIEWED/ AUTHORIZED BY:	DATE:
STATUS NOTES:	CASE#:
<input type="checkbox"/> Corrections Processed	<input type="checkbox"/> Student emailed
	DATE: