Degree Audit Sheet Directions for Chairs

The degree audit sheet allows for major departments to verify completion of the major requirements and notify the Registrar’s Office of honors recommendation for students completing a thesis. Only students eligible for graduation in that specific semester will be listed. The degree audit sheet process will now be completed via Google Docs and DocuSign.

Recommendations for summa cum laude on an audit sheet must still be supplemented with a separate letter addressed to the Committee of Six, signed by all members of the recommending department. This letter should be submitted to the Registrar’s Office upon completion of the degree audit sheet.

Directions for Completing the Degree Audit Sheet Process:

- ADCs will be sent a digital degree audit sheet when the academic department has a degree candidate eligible to graduate in a given semester. The degree audit sheet will be accessible via an individual’s Amherst College Google Docs account directly, or via a link sent to the ADC’s Amherst email address.

- Upon viewing the department’s degree candidates in Google Docs, the following information will need to be verified by ADCs: completion of comps or equivalent, completion of course requirements for the major, and notification of the honors recommendation, specifically, cum laude, magna cum laude and summa cum laude.

- Once the ADC has verified that the information on the degree audit sheet is correct and has signed the document via DocuSign, the degree audit sheet will be sent to the Department Chair for final verification and electronic signature.

- The department chair will receive an email prompting review and final signature via DocuSign. This email will prompt chairs to first create an account in DocuSign.

Once you’ve set up your account, click on the person icon in the upper right hand corner. You’ll only need to do this once.

**Go to My Preferences:**

On the bottom of the preferences page, click Add New under Signatures. You’ll get a pop up menu for choosing a signature. You can either use one of the existing fonts or you can upload a picture of your actual signature. (For this purpose it’s fine to use one of the above options.) You’ll then have your own signature which will be appended to the documents. Your electronic signatures are secure, legally binding, and FERPA compliant.


Click on the Yellow Sign box.
Docusign will add your signature as well as the date.

You can download or print a copy using the icons in the center top of the page.

When complete click on **Finish**.

Once you click finish a notice will be sent to our office that the process is complete and we’ll be able to open the form and see the information.