

## Certificate Audit Checklist

This form is **for departmental use**. These are the items The Graduate School will review before approving your Graduation Application.

Using a copy of your approved Program of Study and a current transcript (available through MyInfo), please use the following checklist to review graduation requirements. Please submit any necessary Program of Study changes with the Graduation Application. Remember that coursework listed on the Program of Study may not be removed once the course has been taken.

### **CERTIFICATE ONLY**

|   |  |
|---|--|
| Cumulative GPA – Total GPA of all coursework taken as a graduate student (min 3.00)   | <b>GPA</b>   |
| Total GPA of only the courses in the Program of Study (min 3.00)  | <b>GPA</b>   |
| All courses listed on Program of Study have been completed or student is currently registered for remaining courses or submit Program Change form | <input type="checkbox"/> Yes<br><input type="checkbox"/> No    |
| Pass/Fail – Pass/Fail credits are not allowed.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No    |
| All “I”/NR grades received during graduate career have been resolved  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No    |
| 1/3 of Program of Study credits maximum are 4XX level   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No    |
| Grades on Program of Study below a “C” have been repeated, resulting in an acceptable grade   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No    |
| Coursework must not be more than six (6) years old at time of graduation  | _____ <b>Year of<br/>oldest course on<br/>Program of Study</b> |
| Three (3) minimum credits required during term of graduation  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No    |