

## Graduation 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.

### MASTER'S DEGREE

### DOCTORAL DEGREE

Cumulative GPA – Total GPA of all coursework taken as a graduate student (min 3.00)	<b>GPA</b>	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>	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 <b>Program Change Form</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	All courses listed on Program of Study have been completed OR student is currently registered for remaining courses OR submit <b>Program Change Form</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pass/Fail – Maximum of three (3) credits allowed (excluding thesis)	<b>credits</b>	Pass/Fail – Maximum of three (3) credits allowed (excluding dissertation)	<b>credits</b>
Transfer/Non-Degree/Reserved credits – Maximum of nine (9) credits allowed	<b>credits</b>	Transfer/Non-Degree/Reserved credits – Maximum of nine (9) credits allowed	<b>credits</b>
Minimum of 20 credits of coursework beyond 10 required thesis credits (Thesis plans only)*	<b>total credits</b>	Minimum of twelve (12) credits of coursework and eighteen (18) dissertation credits	<b>total credits</b>
All "I"/NR grades received during graduate career have been resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No	All "I"/NR grades received during graduate career have been resolved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grades on Program of Study below a "C" have been repeated, resulting in an acceptable grade	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grades on Program of Study below a "C" have been repeated, resulting in an acceptable grade	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coursework must not be more than six (6) years old at time of graduation	_____ <b>Year of oldest course on Program of Study</b>	Coursework must not be more than ten (10) years old at time of graduation	_____ <b>Year of oldest course on Program of Study</b>
Three (3) minimum credits required during:		Three (3) minimum credits required during:	
a. Term of comprehensive exam	<input type="checkbox"/> Yes <input type="checkbox"/> No	a. Term of comprehensive exam	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Term of defense of thesis (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	b. Term of defense of dissertation	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Term of graduation	<input type="checkbox"/> Yes <input type="checkbox"/> No	c. Term of graduation	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Requirements for each degree may vary