



Student's Last Name

First Name

UID #

Degree Audit Form for Accelerated Master's Degree students

If the student is also receiving a certificate, see instructions for certificate completion on the Graduate School web site and submit appropriate forms separately. <https://grad.illinoisstate.edu/downloads/gradcertappl.pdf>

Instructions:

1. Please do not submit this form until the student has enrolled for his or her final semester.
2. Students will electronically fill in course names, numbers, and grades then electronically forward the form to the coordinator for review. Rationales and requests for exceptions need to be completed by the coordinator.
3. After reviewing this form with the student, the graduate coordinator emails it, along with any required attachments, to Grad.Degree.Audit@ilstu.edu. Submission directly from the graduate coordinator's ISU email account serves as the coordinator's signature on the form and is required for the degree audit.

***Please Note:** If the Master of Arts degree is an option in your program, you must provide a transcript showing a minimum of 4 semesters of one foreign language at the university level (equivalent to ISU's FOR 116) OR a satisfactory score on a University administered language examination (available in German, French, or Spanish). See Graduate Catalog for guidelines.

*** *Please Note:** If enrolled in two (2) simultaneous masters degree programs a maximum of nine (9) semester hours of course work may count simultaneously. Refer to the Graduate Catalog under *Degree Requirements* for stipulations.

Semester of first enrollment in this program _____
m/yy

Catalog year for degree audit

- Follow catalog for year of admission
- Follow catalog for year of graduation

Time limitation

- This student is graduating within the time limit stated in the catalog.
- This student is NOT graduating within the time limit. *Degree audit requires extension form. Link at <http://www.grad.ilstu.edu/downloads/Extensionoftime.pdf>*

Currency of ISU credits

- All ISU credits listed in this plan will be no more than 6 years old at the time of graduation.
- Some ISU credits listed here will be OVER 6 years old at the time of graduation. *Degree audit requires a letter or email message from the department in which each class was offered, stating that the student's knowledge from the class is still current.*

Deficiency courses (Assigned at the time of admission to the program.)

- No deficiency courses required.
- Deficiency courses were required, all have been completed or waived.
- These/This deficiency course(s) still need to be taken. (Please list)* _____

University limits on general courses

- No more than 9 hours total hours in this plan come from 393, 397, 400, 493, 498,
- AND no more than 6 of those are from 400.
- Plan exceeds university limits on general courses; *program requests an exception. Degree audit requires a letter or message from the program explaining the rationale for counting excess general courses, and Graduate School approval.*

Substitutions or exceptions

- Courses listed below meet all catalog requirements
- Courses listed below do NOT meet all catalog requirements; *program requests a substitution or exception. Degree audit requires a letter or message from the program, describing all requested substitutions or exceptions and the program's rationale for each one, and Graduate School approval.*

Additional University Requirements

- GPA is 3.0 or higher; students with GPA's lower than 3.0 will not graduate.
Only graduate level courses with a grade of A, B, or C, may be used.
(C's are not allowed in some programs or in some courses.)
- All 300 level courses must be for graduate credit.
- Courses 398 and 429 cannot be used towards a degree.
- All master's degree programs require a minimum of 50 percent of the non-thesis credit hours applied to the degree to be 400-level courses or above.
- Syllabi must be submitted for courses offered under the same number but with different content (e.g. Seminars, Topic Courses, Studies, Workshops).
- If choosing the thesis option, a minimum of 4 thesis hours (499.00) is required, and a maximum of 6 hours is allowed to be used in the degree audit.

See next page to list courses taken for degree requirements.

