

Student's Last Name

First Name

UID #



**Audit Form for All Non-degree Graduate Certificates**  
**(Replaces all previous plan of study forms, university and program-specific)**

**Instructions:**

1. Please do not submit this form until the student has enrolled for his or her final semester.
2. Coordinators may choose to fill in course names and numbers themselves, or they may delegate that task to the student or a staff member, who will then 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](mailto: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.
4. An audit form must be submitted for each certificate program a student is completing.

**Semester of first enrollment in this program** \_\_\_\_\_  
m/yy

**Catalog year for audit**

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

**Formal Admission to Certificate Program**

- This student has been formally admitted to this certificate program.

If this student has not been formally admitted to this certificate program, he/she needs to apply for admission and be formally admitted through the Admissions Office before this audit form can be submitted to the Graduate School. Admissions application:

<http://www.admissions.ilstu.edu/graduate/information/>

**Time limitation**

- This student is graduating within the time limit stated in the catalog.  
 This student is NOT graduating within the time limit. *Audit requires extension form 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. *This 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.*

**Transfer credits**

- Plan contains no transfer credits.
- Plan contains transfer credits: No more than 40 percent of coursework hours required can be transferred from other accredited institutions to satisfy the certificate requirements. *This audit requires a Request for Transfer of Credit form, an official transcript sent from originating school (if an official transcript is on file, it is not necessary to have it sent again; if the student is not certain, please contact Yvonne, who can check to see whether a transcript was received) and Graduate School approval. Transfer courses that do not meet all requirements listed in the transfer form will not be accepted at <http://www.grad.ilstu.edu/downloads/transferecredit052.pdf>*

**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. This 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 appear on the mainframe with a "G" for graduate credit.

**Please Note:** *The Application for Completion of a Non-Degree Graduate Certificate is a separate form and must be submitted early in the semester of anticipated completion of the program and by the deadline established by the Graduate School. [http://www.grad.ilstu.edu/downloads/grad\\_cert\\_app.pdf](http://www.grad.ilstu.edu/downloads/grad_cert_app.pdf)*

*Certificates are not included in Commencement exercises except by agreement of the College which sponsors the Academic Unit.*

**See next page to list courses taken for certificate requirements.**

