

Student's Last Name

First Name

UID #



Degree Audit Form for Doctoral Degrees
(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. 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.

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 that time limit. Degree audit requires *extension form*.
<http://www.grad.ilstu.edu/downloads/Extensionoftime.pdf>

Currency of ISU credits

- All ISU credits listed in this plan will be no more than 8 years old at the time of graduation.
- Some ISU credits listed here will be OVER 8 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*.

Coursework from another University

- Plan contains no coursework from another university.
- Plan contains coursework from another university. An official transcript must be submitted to the Graduate School.

University limits on general courses

- No** more than 12 hours of Independent Study 500.
- 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.)
- If 300 level courses were taken the mainframe must indicate "G" for graduate credit.
- 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 dissertation option, a minimum of 15 dissertation hours (599.00) is required, and a maximum of 15 hours is allowed to be used in the degree audit.

See next page to list courses taken for degree requirements.

