

Student's Last Name

First Name

UID #



***Degree Audit Form for all Master's and Specialist Degree students  
(replaces all previous plan of study forms, university and program-specific)***

*If the student is also receiving a certificate, see instructions for certificate completion on the Graduate School web site and submit appropriate forms separately. [http://www.grad.ilstu.edu/downloads/grad\\_cert\\_app.pdf](http://www.grad.ilstu.edu/downloads/grad_cert_app.pdf)*

**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.

**\*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. <http://www.ilstu.edu/home/catalog/graduate/>

**Date of admission to this program** \_\_\_\_\_  
mm/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 (8 for MFA's) at the time of graduation.
- Some ISU credits listed here will be OVER 6 years old (8 for MFA's) 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.*

### Transfer credits

- Plan contains no transfer credits.
- Plan contains transfer credits: Limit 9 hours. *Degree 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 Link at <http://www.grad.ilstu.edu/downloads/transfercrredit052.pdf>*

### 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)* \_\_\_\_\_

### Student at large hours

- Plan contains no hours taken as a student at large hours
- Program requests acceptance of hours taken as a student at large. *12 hours or under no rationale needed; over 12 requires rationale from the program and Graduate School approval.*

### University limits on general courses

- No more than 9 hours (15 for MFA's) 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 appear on the mainframe with a "G" for graduate credit.
- Courses 398 and 429 cannot be used towards a degree.
- Meets the 400 level course requirement: at least 15 hours for 30-33 hour option OR 18 hours of 400 level courses for those programs 34 hours or more. The Master of Fine Arts program requires at least 24 hours and the Specialist in School Psychology program requires that most of the courses are taken at the 400 level.
- 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. (Thesis hours do not apply to MFA's.)

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



