

# How to Use CIS to Check Your Program Status:

A Picture Checklist Guide for ME  
Graduate Students

# Quick Checklist

1. All of your **paperwork** has been submitted and **approved in CIS**.
2. You have **applied for graduation** (or renewed your graduation semester).
3. You have **passed quals** and your **proposal** defense (Ph.D. students only).
4. You have **passed your defense** (Thesis and Ph.D.) or final exam (Non-Thesis).
5. You have obtained a **Thesis Release** from the Thesis Editor (Thesis and Ph.D. only).
6. All of your **grades** (including those for your last semester's classes) have been reported – **No Ts or EUs**.
7. Numbers 1-6 are TRUE before the next semester begins.



**1. ALL OF YOUR PAPERWORK HAS  
BEEN SUBMITTED AND APPROVED**

# Log into CIS and check out your Graduate Student Summary

**U CAMPUS INFORMATION SYSTEM**  
THE UNIVERSITY OF UTAH

Help/FAQs CIS Home

My Links >>

Student

Personalize>> Content Layout

### Student Profile

**Name:** HOLLY, BUDDY  
**Student ID:** 00000000  
**Address:** 201 S. PRESIDENTS CIR  
SALT LAKE CITY, UT 84112  
**Phone:** add phone number  
**UMail:** u0000000@utah.edu  
**Declared Major:** Music PhD

**IMPORTANT:** Your UMail and Mailing Address are used for formal communications to you from the University. To avoid missing official information keep your Mailing Address current by selecting the above link to make changes.

### Student Message Center

#### Registration Appointments for Summer 2009

Summer 2009 registration appointments will be available on Tuesday, February 17, 2009.

#### Start Dialing 10 Digits for Local Calls

Mandatory 10 digit dialing starts on March 1, 2009 due to the addition of the new 385 area code. Start dialing 10 digits now to be

### Speedy Links

**Speedy Links**

- Fast Grades
- Fast Schedule

### Student Grades

- View your Grades by Term
- View your Unofficial Transcript
- View your Summary of All Grades
- View your Academic Summary
- Official Transcript Information

### Registration

- View your Registration Dates
- View your Class Schedule
- View your Weekly Class Schedule
- Drop Class
- Add Class
- Student Course Feedback Results

### Class Schedules & General Cat.

- General Catalog
- Student Handbook
- Course Number Changes
- Class Schedules:
  - Fall 2009
  - Summer 2009
  - Spring 2009
- Archived Class Schedules
- Academic Outreach & Continuing Edu
- U-online - U of U Online Courses

### ASUU Voting

### Graduation

#### DARS

- How to Read a DARS Report
- View/Delete your Degree Audit Report(s)
- Generate Degree Audit Reports
- Generate Degree Audit for My Major(s)

#### GPS

- Graduation Planning System

#### Graduation

- General Information
- Personal Graduation Information
- Ceremonies
- Undergraduate Degree Application

#### Graduate Students

- Graduate Student Summary

You have messages:

- Important! 1098-T Tax Information

Read your messages here.

Questions can always be sent to [webmaster@acs.utah.edu](mailto:webmaster@acs.utah.edu)

Click on your Supervisory Committee link.




- If you see this

**Grad Student Prog Plan Audit**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

- Then you haven't turned in any paperwork. Your graduation will **defer** to the next semester.

You should see something like this:

Supervisory Committee Find | View All | First 1 of 2 Last

Supervise Date:  Entered By: FRIZ,AMANDA MICHELE +

|           |                      |                      |                                    |
|-----------|----------------------|----------------------|------------------------------------|
| Chair:    | <input type="text"/> | BAMBERG,STACY MORRIS | Department: Mechanical Engineering |
| Member 1: | <input type="text"/> | BLOSWICK,DONALD S    | Department: Mechanical Engineering |
| Member 2: | <input type="text"/> | MEEK,SANFORD G       | Department: Mechanical Engineering |
| Member 3: | <input type="text"/> | MACWILLIAMS,BRUCE A  | Department: Bioengineering         |
| Member 4: | <input type="text"/> | DIBBLE,LELAND E      | Department: Physical Therapy - COH |
| Member 5: | <input type="text"/> |                      | Department:                        |

Dir Grad Studies or Dept Chair:   PARDYJAK,ERIC R Department: Mechanical Engineering

Non-Employee Member:

Non-Employee Member:

Committee Comments:

Graduate School Committee Approval Date:  07/19/2010

Graduate School Committee Approval Date: 11/01/2010 

- That date means your **committee is approved.**  
Yay!



- If you see this:

Graduate School Committee Approval Date:



- Then your committee is NOT APPROVED.  
**Email the Grad Advisor ASAP.**

- Check that your **Program of Study** has been entered and approved.
- From the Grad Student Summary page in CIS, click on “Grad Student Program of Study.”




- If you see this

**Grad Student Prog Plan Audit**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

- Then you haven't turned in any paperwork. Your graduation will **defer** to the next semester.

# You should see something like this:

| Grad Tracking SA1046q                         |                            |             |                            |                               |   |                         |             |             |
|---|----------------------------|-------------|----------------------------|-------------------------------|---|-------------------------|-------------|-------------|
| <b>EmpID:</b> 00000000                        | <b>Name:</b> HOLLY, BUDDY  |             |                            |                               | <b>Resident:</b> N                          | <b>International:</b> N |             |             |
| <b>Academic Program:</b> GFAGR Fine Arts (GR) |                            |             |                            | <b>Academic Plan:</b> MUSCPHD |   | Music PHD               |             |             |
| <b>Career Nbr</b>                             | <b>Degree Seeking:</b> PHD |             | <b>Term Admitted:</b> 1078 |                               | <b>Admissions Status:</b> Active In Program |                         |             |             |
| Coursework                                    |                            |             |                            |                               |   |                         |             |             |
| <b>*Effective Date:</b> 11/02/2009            |                            |             | <b>Sequence Nbr:</b> 1     |                               |   |                         |             |             |
|   | Subject Area               | Catalog Nbr | Class Section              | Course Title                  | Term  | Semester Taken          | Units Taken | Name        |
| 1   | MUSC                       | 7530        | 001                        | Composition PHD               | 1078  | Fall 2007               | 3.00        | RICHARD, L. |
| 2   | MUSC                       | 6550        | 001                        | Adv Formal Proc I             | 1088  | Fall 2008               | 3.00        | DIDDLEY, B. |
| 3   | MUSC                       | 7970        | 001                        | Thesis Research: PhD          | 1094  | Spring 2009             | 6.00        | BERRY, C.   |
| 4   | MUSC                       | 6361        | 001                        | Adv Electro Comp II           | 1084  | Spring 2008             | 3.00        | CARLOS, W.  |
| 5   | MUSC                       | 6540        | 001                        | Style Studies - Orch I        | 1084  | Spring 2008             | 3.00        | FAITH, P.   |
| 6   | MUSC                       | 6541        | 001                        | Style Studies - Orch II       | 1088  | Fall 2008               | 3.00        | CONNIFF, R. |
| 7   | MUSC                       | 6360        | 001                        | Adv Electro Comp I            | 1078  | Fall 2007               | 3.00        | SCHULZ, K.  |
| 8   | MUSC                       | 7510        | 001                        | Theory Pedagogy               | 1088  | Fall 2008               | 3.00        | LEWIS, J.L. |
| 9   | MUSC                       | 6551        | 001                        | Adv Formal Proc II            | 1094  | Spring 2009             | 3.00        | PRESLEY, E. |
| 10  | MUSC                       | 6010        | 001                        | Music Bibliograph             | 1078  | Fall 2007               | 2.00        | BERRY, C.   |

- **Important:** Make sure the **classes listed** here are actually the **classes you took**.
- If not, you need to email the **Grad Advisor ASAP!**

- In the Program of Study, scroll down to check approvals. If you see this

Approvals

Supervise Date: 11/01/2010

|                                    |                       |                |                      |
|------------------------------------|-----------------------|----------------|----------------------|
| Chair:                             | BLOSWICK,DONALD S     | Date Approved: | <input type="text"/> |
| Member:                            | HOEPPNER,DAVID W      | Date Approved: | 11/08/2010           |
| Member:                            | MERRYWEATHER,ANDREW S | Date Approved: | <input type="text"/> |
| Member:                            |                       | Date Approved: | <input type="text"/> |
| Member:                            |                       | Date Approved: | <input type="text"/> |
| Member:                            |                       | Date Approved: | <input type="text"/> |
| Dept Chair or Dir of Grad Studies: | PARDYJAK,ERIC R       | Date Approved: | <input type="text"/> |

- then you need to **email each professor** without a date and ask him/her to approve your form online
- CC the **Grad Advisor** on this email

- If you see dates by all of your professors' names

Approvals

Supervise Date: 11/01/2010

|                                    |                       |                |            |
|------------------------------------|-----------------------|----------------|------------|
| Chair:                             | BLOSWICK,DONALD S     | Date Approved: | 11/08/2010 |
| Member:                            | HOEPPNER,DAVID W      | Date Approved: | 11/08/2010 |
| Member:                            | MERRYWEATHER,ANDREW S | Date Approved: | 11/15/2010 |
| Member:                            |                       | Date Approved: |            |
| Member:                            |                       | Date Approved: |            |
| Member:                            |                       | Date Approved: |            |
| Dept Chair or Dir of Grad Studies: | PARDYJAK,ERIC R       | Date Approved: | 12/08/2010 |

- then your classes have been approved. Yay!
- Proceed to Step 2



## **2. YOU HAVE APPLIED FOR GRADUATION**



# Click on Your Program/Plan Audit



- Your screen should look like this:

| Graduate School Requirements Audit   |   |
|--|---|
| Graduation Application:  | Complete - Applied For Summer 2011          |
| Thesis hours (6 or more for Masters, 14 or more for Doctor):                   | Complete                                    |
| Total hours (30 for Masters, no requirement for Doctorate):                    | Complete                                    |
| Residency (two continuous semesters of full-time enrollment):                  | Complete - Not required.                    |
| Program of Study Approvals:  | Complete                                    |
| Exam Approvals:  | Incomplete - Missing Approvals              |
| Language Verification (for MA's and some Doctorates):                          | Complete - Not Required                     |
| Thesis Release:  | Incomplete - Missing Thesis Office Approval |
| Class Grades:  | Complete                                    |
| T and I grades must be changed to letter grades before student's can graduate. |   |

- Your **Graduation Term** is the semester listed.

- If this term is when you want to graduate, congrats! Proceed to the next step.
  
- **If you will not finish in time**, you need to go to the Graduation Office to push back your graduation date.

- If you see this

| Graduate School Requirements Audit   |                                |
|--|--------------------------------|
| Graduation Application:  | Incomplete                     |
| Thesis hours (6 or more for Masters, 14 or more for Doctor):                   | Complete - Thesis Not Required |
| Total hours (30 for Masters, no requirement for Doctorate):                    | Complete                       |
| Residency (two continuous semesters of full-time enrollment):                  | Complete - Not required.       |
| Program of Study Approvals:  | Complete                       |
| Exam Approvals:  | Complete                       |
| Language Verification (for MA's and some Doctorates):                          | Complete - Not Required        |
| Thesis Release:  | Complete - Thesis Not Required |
| Class Grades:  | Complete                       |
| T and I grades must be changed to letter grades before student's can graduate. |                                |

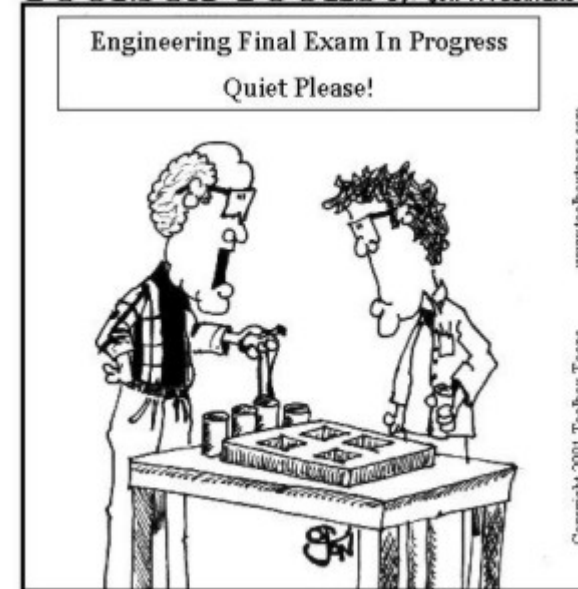
- You have not applied for graduation with the Graduation Office. You need to **contact the Graduation Office ASAP**

3. You have **passed quals** and your **proposal** defense (Ph.D. students only)

- These are tracked via **paper forms** in the ME Grad Advising Office (2102 MEB)
- Come see the **Grad Advisor** to verify these forms are on file



**Toolbox Toons** By: Jon A Pudlitzke



"Okay, you've got two hours... Go!"

4. YOU HAVE **PASSED YOUR DEFENSE**  
(MST AND PH.D.) OR FINAL EXAM  
(MSNT)

- You need to make sure your defense or final exam is approved online.
- Click on your Audit link.



# “Exam Approvals” means Thesis Defense, Dissertation Defense, or Non-Thesis Exam.

## Graduate School Requirements Audit

|  |   |
|--|---|
| <b>Thesis hours (6 or more for Masters, 14 or more for Doctor):</b>  | Complete - Thesis Not Required  |
| <b>Total hours (30 for Masters, no requirement for Doctorate):</b>   | Incomplete - Total Hours 0  |
| <b>Residency (two continuous semesters of full-time enrollment):</b> | Complete  |
| <b>Program of Study Approvals:</b>                                   | Incomplete - Missing Approvals  |
| <b>Exam Approvals:</b>   | Incomplete - Missing Approvals  |
| <b>Language Verification (for MA's and some Doctorates):</b>         | Complete  |
| <b>Thesis Release:</b>   | Incomplete - Missing Thesis Office Approval   |
| <b>Class Grades:</b>   | Incomplete - Not all grades reported or student still has T or I grades<br>T and I grades must be changed to letter grades before student's can graduate. |



If you see this and ***have defended*** or taken the final, contact the **Grad Advisor ASAP**

| Graduate School Requirements Audit                            |   |
|---|---|
| Thesis hours (6 or more for Masters, 14 or more for Doctor):  | Complete - Thesis Not Required  |
| Total hours (30 for Masters, no requirement for Doctorate):   | Incomplete - Total Hours 0  |
| Residency (two continuous semesters of full-time enrollment): | Complete  |
| Program of Study Approvals:                                   | Incomplete - Missing Approvals  |
| Exam Approvals:   | Incomplete - Missing Approvals  |
| Language Verification (for MA's and some Doctorates):         | Complete  |
| Thesis Release:   | Incomplete - Missing Thesis Office Approval   |
| Class Grades:   | Incomplete - Not all grades reported or student still has T or I grades<br>T and I grades must be changed to letter grades before student's can graduate. |

If you see this and ***have not defended***/taken the final according to the **deadlines** your graduation will be **deferred**

| Graduate School Requirements Audit                            |   |
|---|---|
| Thesis hours (6 or more for Masters, 14 or more for Doctor):  | Complete - Thesis Not Required  |
| Total hours (30 for Masters, no requirement for Doctorate):   | Incomplete - Total Hours 0  |
| Residency (two continuous semesters of full-time enrollment): | Complete  |
| Program of Study Approvals:                                   | Incomplete - Missing Approvals  |
| Exam Approvals:   | Incomplete - Missing Approvals  |
| Language Verification (for MA's and some Doctorates):         | Complete  |
| Thesis Release:   | Incomplete - Missing Thesis Office Approval   |
| Class Grades:   | Incomplete - Not all grades reported or student still has T or I grades<br>T and I grades must be changed to letter grades before student's can graduate. |

Deadlines are posted here:

[http://www.gradschool.utah.edu/students/masters\\_calendar.php](http://www.gradschool.utah.edu/students/masters_calendar.php)

If you **defended**/took the final according to the **deadlines** you will see this:

| Graduate School Requirements Audit                           |                            |
|--|----------------------------|
| Thesis hours (6 or more for Masters, 14 or more for Doctor): | Complete                   |
| Total hours (30 for Masters, no requirement for Doctorate):  | Incomplete - Total Hours 0 |
| Residency (two continous semesters of full-time enrollment): | Complete                   |
| Program of Study Approvals:                                  | Complete                   |
| Exam Approvals:  | Complete                   |
| Language Verification (for MA's and some Doctorates):        | Complete                   |
| Thesis Release:  | Complete                   |

Deadlines are posted here:

[http://www.gradschool.utah.edu/students/masters\\_calendar.php](http://www.gradschool.utah.edu/students/masters_calendar.php)



**5. YOU HAVE OBTAINED A **THESIS  
RELEASE** FROM THE THESIS EDITOR (MST  
AND PH.D. ONLY)**

# Click on your Audit link.



- If your audit looks like this

| Graduate School Requirements Audit   |   |
|--|---|
| Thesis hours (6 or more for Masters, 14 or more for Doctor):                   | Complete  |
| Total hours (30 for Masters, no requirement for Doctorate):                    | Incomplete - Total Hours 0  |
| Residency (two continuous semesters of full-time enrollment):                  | Complete  |
| Program of Study Approvals:  | Incomplete - Missing Approvals  |
| Exam Approvals:  | Incomplete - Missing Approvals  |
| Language Verification (for MA's and some Doctorates):                          | Complete  |
| Thesis Release:  | Incomplete - Missing Thesis Office Approval                             |
| Class Grades:  | Incomplete - Not all grades reported or student still has T or I grades |
| T and I grades must be changed to letter grades before student's can graduate. |   |

- and you have **completed corrections**, call the **Thesis Editor**.

- If your audit looks like this

| Graduate School Requirements Audit                            |   |
|---|---|
| Thesis hours (6 or more for Masters, 14 or more for Doctor):  | Complete  |
| Total hours (30 for Masters, no requirement for Doctorate):   | Incomplete - Total Hours 0  |
| Residency (two continuous semesters of full-time enrollment): | Complete  |
| Program of Study Approvals:                                   | Incomplete - Missing Approvals  |
| Exam Approvals:   | Incomplete - Missing Approvals  |
| Language Verification (for MA's and some Doctorates):         | Complete  |
| Thesis Release:   | Incomplete - Missing Thesis Office Approval   |
| Class Grades:   | Incomplete - Not all grades reported or student still has T or I grades<br>T and I grades must be changed to letter grades before student's can graduate. |

- and you have **not completed corrections** you have until the **end of the semester** to complete them.
- If you miss this deadline, you graduation will be deferred to the next semester.

- If you see this

| Graduate School Requirements Audit   |                            |
|--|----------------------------|
| Thesis hours (6 or more for Masters, 14 or more for Doctor):                   | Complete                   |
| Total hours (30 for Masters, no requirement for Doctorate):                    | Incomplete - Total Hours 0 |
| Residency (two continuous semesters of full-time enrollment):                  | Complete                   |
| Program of Study Approvals:  | Complete                   |
| Exam Approvals:  | Complete                   |
| Language Verification (for MA's and some Doctorates):                          | Complete                   |
| Thesis Release:  | Complete                   |
| Class Grades:  | Complete                   |
| T and I grades must be changed to letter grades before student's can graduate. |                            |

- You are clear to graduate





**6. ALL OF YOUR GRADES HAVE BEEN REPORTED – NO Ts, Is, OR EUs**

- All of your **grades need to be reported** before the next semester starts.
- This includes your **final semester's grades**, too!
- Remember, **Summer is a Semester**, too.
- Watch out for **thesis/dissertation** research – these tend to have Ts or go ungraded
- **Communicate** with your professors about your grades

Click on your Audit link.



# Check your audit

## Graduate School Requirements Audit

|  |   |
|--|---|
| <b>Thesis hours (6 or more for Masters, 14 or more for Doctor):</b>  | Complete  |
| <b>Total hours (30 for Masters, no requirement for Doctorate):</b>   | Incomplete - Total Hours 0  |
| <b>Residency (two continuous semesters of full-time enrollment):</b> | Complete  |
| <b>Program of Study Approvals:</b>                                   | Incomplete - Missing Approvals  |
| <b>Exam Approvals:</b>   | Incomplete - Missing Approvals  |
| <b>Language Verification (for MA's and some Doctorates):</b>         | Complete  |
| <b>Thesis Release:</b>   | Incomplete - Missing Thesis Office Approval   |
| <b>Class Grades:</b>   | Incomplete - Not all grades reported or student still has T or I grades<br>T and I grades must be changed to letter grades before student's can graduate. |

If it looks like this, you need to  
**talk to your professors.**

Grades need to be in before the next  
semester starts.

| Graduate School Requirements Audit  |   |
|---|---|
| Thesis hours (6 or more for Masters, 14 or more for Doctor):                  | Complete  |
| Total hours (30 for Masters, no requirement for Doctorate):                   | Incomplete - Total Hours 0  |
| Residency (two continuous semesters of full-time enrollment):                 | Complete  |
| Program of Study Approvals:   | Incomplete - Missing Approvals  |
| Exam Approvals:   | Incomplete - Missing Approvals  |
| Language Verification (for MA's and some Doctorates):                         | Complete  |
| Thesis Release:   | Incomplete - Missing Thesis Office Approval                             |
| Class Grades:   | Incomplete - Not all grades reported or student still has T or I grades |
| T and I grades must be changed to letter grades before student's can graduate |   |

- You can use the **Program of Study** page to see which classes are **missing grades** or have Ts, EUs, or Is.
- Scroll down to Coursework.

**Coursework** Find | View All | First 1 of 1 Last

Effective Date: 12/06/2010      Sequence Nbr: 1 +

Customize | Find | First 1-17 of 17 Last

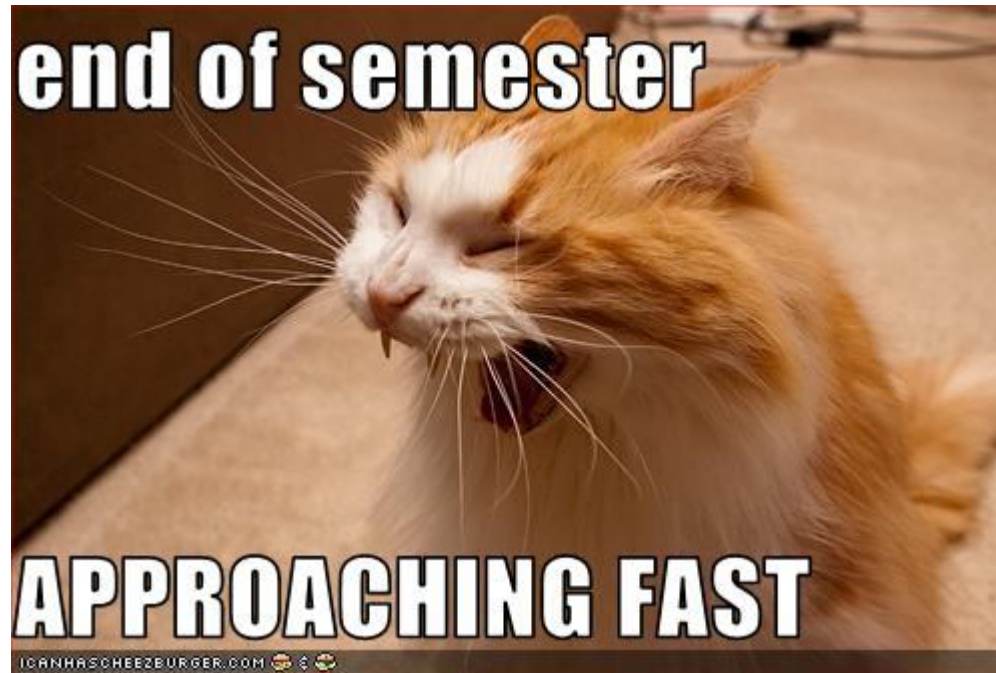
|    | Subject Area | Catalog Nbr | Class Section | Course Title          | Term | Semester Taken | Units Taken | Official Grade | Name             |   |   |
|----|--------------|-------------|---------------|-----------------------|------|----------------|-------------|----------------|------------------|---|---|
| 8  | ME EN        | 6400        | 001           | Vibrations            | 1094 | Spring 2009    | 3.00        | A              | MEEK,SANFORD G   | + | - |
| 9  | ME EN        | 6520        | 001           | Composite Mat'ls      | 1094 | Spring 2009    | 3.00        | A              | ADAMS,DANIEL     | + | - |
| 10 | ME EN        | 6830        | 001           | Aero Propulsion       | 1094 | Spring 2009    | 3.00        | A              | CHEN,KUAN        | + | - |
| 11 | ME EN        | 7650        | 001           | Adv Conduction        | 1098 | Fall 2009      | 3.00        | A              | CHEN,KUAN        | + | - |
| 12 | ME EN        | 7700        | 001           | Adv Fluid Mechanics   | 1098 | Fall 2009      | 3.00        | A              | MCMURTRY,PATRICK | + | - |
| 13 | ME EN        | 7060        | 001           | Fatigue & Creep       | 1098 | Fall 2009      | 3.00        |                | Professor X      | + | - |
| 14 | ME EN        | 7720        | 001           | Turbulence            | 1104 | Spring 2010    | 3.00        | A              | MCMURTRY,PATRICK | + | - |
| 15 | ME EN        | 6720        | 001           | Comp Fluid Dynamics   | 1104 | Spring 2010    | 3.00        | A              | STOLL II,JAMES R | + | - |
| 16 | ME EN        | 7070        | 001           | Tribology & Corrosion | 1108 | Fall 2010      | 3.00        | A              | HOEPPNER,DAVID W | + | - |
| 17 | ME EN        | 7970        | 022           | PhD Dissertation      | 1108 | Fall 2010      | 6.00        | T              | Professor X      | + | - |

- You can use the **Program of Study** page to see which classes are **missing grades** or have Ts, EUs, or Is.
- Scroll down to Thesis Coursework.

| Thesis Coursework |              |             |               |                  |                |             |                | Customize   Find |
|-------------------|--------------|-------------|---------------|------------------|----------------|-------------|----------------|------------------|
|                   | Subject Area | Catalog Nbr | Class Section | Course Title     | Semester Taken | Units Taken | Official Grade | Name             |
| 1                 | ME EN        | 7970        | 009           | PhD Dissertation | Fall 2009      | 4.00        | CR             | Professor X      |
| 2                 | ME EN        | 7970        | 009           | PhD Dissertation | Spring 2010    | 9.00        | CR             | Professor X      |
| 3                 | ME EN        | 7970        | 009           | PhD Dissertation | Fall 2010      | 9.00        | T              | Professor X      |
| 4                 | ME EN        | 7970        | 009           | PhD Dissertation | Spring 2011    | 3.00        | T              | Professor X      |

- If you have any **Ts, Is, or EUs**, you need to talk to the professor of that class **IMMEDIATELY**
- These grades need to be changed **before** the next semester **starts**.





**7. NUMBERS 1-6 ARE TRUE BEFORE THE NEXT SEMESTER BEGINS**

Remember to count Summer as a  
Semester, too!



# Go into your Plan Audit:



# Your Audit should have everything complete, like this:

| Graduate School Requirements Audit   | Non-thesis Example             | Thesis/PhD Example        |
|--|--------------------------------|---------------------------|
| <b>Graduation Application:</b>   | Complete - Degree Awarded      | Complete - Degree Awarded |
| <b>Thesis hours (6 or more for Masters, 14 or more for Doctor):</b>            | Complete - Thesis Not Required | Complete                  |
| <b>Total hours (30 for Masters, no requirement for Doctorate):</b>             | Complete                       | Complete                  |
| <b>Residency (two continuous semesters of full-time enrollment):</b>           | Complete - Not required.       | Complete                  |
| <b>Program of Study Approvals:</b>   | Complete                       | Complete                  |
| <b>Exam Approvals:</b>   | Complete                       | Complete                  |
| <b>Language Verification (for MA's and some Doctorates):</b>                   | Complete - Not Required        | Complete - Not Required   |
| <b>Thesis Release:</b>   | Complete - Thesis Not Required | Complete                  |
| <b>Class Grades:</b>   | Complete                       | Complete                  |
| T and I grades must be changed to letter grades before student's can graduate. |                                |                           |

- **MS Students:** If you have transfer credits, your Audit might look like this:

| Graduate School Requirements Audit   |                                |
|--|--------------------------------|
| Graduation Application:  | Complete - Degree Awarded      |
| Thesis hours (6 or more for Masters, 14 or more for Doctor):                   | Complete - Thesis Not Required |
| <u>Total hours (30 for Masters, no requirement for Doctorate):</u>             | Incomplete - Total Hours 27    |
| Residency (two continuous semesters of full-time enrollment):                  | Complete - Not required.       |
| Program of Study Approvals:  | Complete                       |
| Exam Approvals:  | Complete                       |
| Language Verification (for MA's and some Doctorates):                          | Complete - Not Required        |
| Thesis Release:  | Complete - Thesis Not Required |
| Class Grades:  | Complete                       |
| T and I grades must be changed to letter grades before student's can graduate. |                                |

- That's ok. Make sure you have **30 hours** in your **Program of Study** and you'll be fine.

# You're Done!

