



## Graduation Self Audit - Graduate Students

Students must apply for graduation, even if they do not plan to participate in commencement exercises. Applying for graduation notifies the University that the student intends to graduate. Students should submit a completed Graduate Student Graduation Application ([www.grad.cmich.edu/pdf/Graduation%20App.doc](http://www.grad.cmich.edu/pdf/Graduation%20App.doc)) and a non-refundable \$50.00 graduation fee to the College of Graduate Studies at the address below. Students that do not graduate in the semester for which they have applied must reapply for a subsequent semester. Each reapplication for graduation requires a \$25.00 application fee. Once the graduation application and fee are received by the College of Graduate Studies, an audit of the student's academic file is conducted to determine whether the student has fulfilled all of the academic requirements needed to complete their graduate degree. While waiting for their official academic audit, students are encouraged to use this form to perform a self audit.

### Self-Audit Directions:

- Students need the following items: a copy of their transcript and their *Authorization of Degree Program – Graduate or Doctoral* form. If you no longer have a copy of your authorization form, contact your department or advisor for a copy.
- Read each question and record your answer (X) under the appropriate box. In order to graduate, your audit form must have no “X” marks in the PROBLEM column.
  - DONE = requirement satisfied
  - NOT NEEDED = requirement does not apply to you
  - WILL BE DONE = the requirements will be finished prior to your graduation date (e.g. you are completing the final two courses on your program plan)
  - PROBLEM = requirement will not be satisfied by the end of the semester unless you take corrective action
- Solution column: provides the correction action(s) that need to be taken to rectify the PROBLEM. All forms referred to in the solution column are available on the College of Graduate Studies website.

Question	DONE	NOT NEEDED	WILL BE DONE	PROBLEM	Solution
<b>Master's, Specialist, and Doctoral Candidates</b>					
You must have regular admission status to graduate? Conditional, concurrent, or non-degree status are not acceptable.					Submit a <i>Reclassification Petition</i> form to the College of Graduate Studies.
Have you completed all the courses required on your <i>Authorization of Degree Program - Graduate or Doctoral</i> form? Compare your transcript with your authorization form.					If you are missing required coursework, you must either register for and complete the courses or submit a <i>Course Substitution Form</i> to indicate that a change is being made to your authorization form.
Do any of your required courses have a Z (deferred) or I (incomplete) grade? Compare your transcript and authorization form.					Complete the work necessary to remove the Z or I grades. When the faculty member submits the grade, your transcript will reflect the change.
Have you earned enough graduate credits? (Requirements: Master's – 30; Specialist – 60; Doctoral – 90).					You must register for and complete additional graduate credits unless you have graduate credits that can be transferred to your degree program.
Since your original <i>Authorization of Degree Program- Graduate or Doctoral</i> form was signed, have there been any changes (course substitutions)? If so, did you file a <i>Course Substitution Request</i> ?					File a <i>Course Substitution Request</i>
You must have a cumulative 3.0 graduate grade point average to graduate.					Contact your advisor immediately if your cumulative gpa is below a 3.0.
Do you have at least a C in each graduate level course? (Some doctoral programs have more stringent requirements. e.g. the PSY doctoral degrees require a B- or better in every course.)					Contact your advisor.

Have you submitted a <i>Graduate Transfer Credit Request</i> form and received notification that the transfer request was approved by the College of Graduate Studies?					Submit a <i>Graduate Transfer Credit Request</i> form with original transcripts. If you have submitted a request, contact the College of Graduate Studies to determine whether the request was received and approved.
If you have transferred graduate credits to CMU, do the credits appear on your transcript?					Submit a <i>Graduate Transfer Credit Request</i> form with original transcripts. If you have submitted a request, contact the College of Graduate Studies to determine whether the request was received and approved.
Have all of your graduate credits, including graduate transfer credits, been earned within the seven years of the date you intend to receive your degree?					Contact your advisor to submit an <i>Extension of Time to Complete a Degree Program Request</i> . Requests for an extension of time are rarely granted and only considered if continued progress toward the degree is evident. Extensions granted by the College of Graduate Studies are for a maximum of 12-18 months. Course credit transferred from another institution cannot be extended.
Have you completed any required written or oral comprehensive exams?					Contact your advisor.
Have you completed Plan A or B requirements? Have you filed a <i>Plan A &amp; B Completion Sign-Off</i> form with the College of Graduate Studies? This is required of all students in all degree programs.					Complete the requirements and submit a <i>Plan A &amp; B Completion Sign-Off</i> form to the College of Graduate Studies.
Have you submitted your <i>THESIS, DOCTORAL PROJECT, AND DISSERTATION Binding &amp; Microfilming Approval Form</i> to the College of Graduate Studies? All theses, doctoral projects, and dissertations must be bound and all dissertations (only) must be microfilmed. Your approval form (pink form) must be signed by Printing Services (binding) and the Park Library (microfilming) and returned to Foust 100.					Complete this step in the thesis/doctoral project/dissertation process.
<b>Master's and Specialist Candidates</b>					
Master's and Specialist Degree Candidates must have fewer than 1/3 of their graduate credits earned in courses that have unspecified content or variable credit. Check your transcript. Unspecified content or variable credit courses are listed in the <i>Graduate Bulletin</i> prior to department course descriptions.					Contact your advisor about completing a <i>Waiver of Credit Limitations</i> form.
Master's and Specialist Degree Candidates: the sum of any independent study credits and thesis credits must equal no more than 10 credits. Check your transcript.					Contact your advisor about completing a <i>Waiver of Credit Limitations</i> form.
Master's Candidates must have 15 credit hours in courses that are at the 600-level or higher. Review your transcript.					Take additional coursework or your advisor may request an exception to the policy from the Dean of the College of Graduate Studies.
Specialist Candidates must have 20 of 30 credit hours in courses that are at the 600-level or higher. Review your transcript.					Take additional coursework or your advisor may request an exception to the policy from the Dean of the College of Graduate Studies.
<b>Specialist and Doctoral Candidates</b>					
Specialist and doctoral students must be admitted to candidacy before they can graduate. Have you been admitted to candidacy?					Submit the appropriate candidacy form.
<b>Doctoral Candidates</b>					
Doctoral Candidates must have: <b>(1)</b> 15 of the last 30 credit hours in courses that are at the 700-level or higher <b>AND (2)</b> 50 of the total 90 credit hours in courses that are at the 600-level or above. Review your transcript.					Take additional coursework or your advisor may request an exception to the policy from the Dean of the College of Graduate Studies.