Instructions for Completing the Degree Audit Form

General Announcements:

- At the beginning of the semester you will graduate, the Degree Audit Form and Application to Graduate, with accompanying $40 graduation fee, are due. For thesis students, the Proposal Approval Form is also due at this time.
- If you plan to walk at commencement, place a regalia order separately and fill-out the Commencement Participation Form along with the Application to Graduate. Please note that we (the School of Communication and the University) expect you to attend the whole graduation ceremony if you commit to attending.
- Adhere to all deadlines this semester. Whether you are a thesis or 39-hour student, you must meet all of the applicable deadlines in the semester you graduate.
- If you are enrolled in less than 9 hours in your last semester and do not have other health insurance, you must pay for ISU health insurance.

Complete the 1st page of the Degree Audit Form:

- Enter your name as it is in the ISU system. Enter your last name first, followed by your first name.
- Enter your UID number.
- Enter the two-digit month, a backslash, and then the two-digit year in which you began the graduate program.
- Most students will need to click the first checkbox only for the three questions on this page. Be sure to read each question on this form carefully, in case you have an exception that requires you to click different boxes than most students would.

Complete the 2nd page of the Degree Audit Form:

- Most students will click the first checkbox only for the first three questions on this page.
- Select the first two checkboxes only for the fourth question on this page.
- Click the first checkbox only for the fifth question on this page.
- For the sixth question on this page, select the first four checkboxes.
  - If you are a thesis student, also select the last checkbox.

Complete the 3rd page of the Degree Audit Form:

In the box at the top of the 3rd page -

- Enter your name as it appears in the ISU system, your UID number, expected graduation date (with two-digit month, a backslash, and four-digit year), mailing address, ISU email only (not a personal email), and phone numbers.
- Type "Communication" where it asks for the "Plan."
  - Leave the "Subplan" blank, as we do not have those.
- Check either MS or MA. Most students will receive a MS degree.
  - If you had a BA, you might be a MA, but not always.
  - ISU requires that you have two full-years of foreign language classes to receive a MA.
  - Being fluent in a foreign language, for international students, may count as a MA if a special note is included – but there is no guarantee.
- Check either "with thesis" for thesis students, *or* check both "30-39 hour option" and "with project/portfolio" if you are a 39-hour student.

In the box at the bottom of page 3 -

- In the "Dept. No. and Course No." column, enter "448" followed by a backslash and then the three-digit course number. For example, enter "448/422" for Prosem.
- In the "Course Title" column, enter the title of the course as shown in the Graduate Catalog.
  - List all courses in chronological order, beginning with your first semester at the top of this list through your final semester at the bottom of this list.
  - You may abbreviate some as needed, but do not be afraid to use the next row for longer titles. Be sure to fit the text neatly within the box provided, abbreviate as needed, and use the next row to finish the title if necessary.
  - Be sure the letters in this column do not overlap each other (which can happen if you use an Apple computer to complete the form; the Graduate School views it on PCs).
  - If you were a GTA, do not enter COM 392.08 on the Degree Audit Form as it does not count toward the degree.
  - If you took the same course number more than once, enter the name of the course in the Graduate Catalog, then a backslash followed the special topic of the course as we identified it in the seminar descriptions. Often, we use "General Survey" for the special topic if other versions of the course are more specialized, such as "Dark Side" or "Media Ecology."
  - For independent studies, enter "Independent Study" followed by a backslash and then the topic you studied.

- o For internships, enter "Professional Practice" followed by a backslash and then the topic of the internship. Do <u>not</u> indicate the location or organization.
  - o Do <u>not</u> list any audited courses on the Degree Audit Form.
- In the "Sem. Hrs." column, most classes will be entered as "3" credit hours.
  - o Exceptions to this rule might be if you have taken COM 400, 498, or 499. Although most 400's and 498's are taken in 3-hour increments, you may have done one worth 6 hours or even just 1 or 2 hours.
  - o Be sure the hours for any 499 are adjusted to reflect a total of at least 5 hours and no more than 6 hours; for instance, you may have taken 9 total hours of 499 but cannot report more than 6 on this form – which means you might have to adjust the 499 hours in a given semester to be lower than what you were enrolled in.
- In the "Grade" column, be sure to check the online grade system and enter the actual grade you received so it matches.
  - o Leave the grade blank for any current or upcoming semester course.
  - o Use an "I" for any grade that is still incomplete.
  - o Leave thesis hours/499's blank (DE is the code they will record for this).
  - o Only grades of C or better count toward your degree and can be listed on the form.
- In the "Sem/Yr" column, indicate Fall, Spr, or Sum followed by a backslash and then by the two-digit year. For example, you might enter Fall/16, Spr/16, or Sum16 (no backslash can be used with Summer due to the character limit).

In the hour total blanks to the right of the bottom box on the 3rd page -

- For "Total Hours Transferred," most students should enter 0.
- For "Total Graduate Hours," calculate the cumulative number of hours taken for your degree that are reported on this Degree Audit Form.
  - o If you are a 39-hour option student, you must have 39 or more entered in this blank.
  - o For thesis students, you must have 32 or more entered in this blank.
- For "Total 400 level hours," calculate only those 400-level seminars you have taken as well as the first 3-hours of an independent study/COM 400 you have taken.
  - o If you took more than 3-hours of COM 400, those additional hours do <u>not</u> count for this total.
  - o Do <u>not</u> include any COM 498 or COM 499 hours in this blank.
  - o Do not include any 300-level hours taken.
- Rules for hours counted:
  - o You cannot count more than 6 total hours of COM 400 on this Degree Audit Form.

- You cannot count more than 12 total hours of non 400-level hours on this form (COM 498 counts as non 400-level, as does anything more than 3-hours of COM 400).
- Thesis students must record at least 5 hours of 499, but no more than 6 hours of 499, on this form.
- You can only have a maximum of 6 hours of COM 400 and COM 498, combined, if you are a thesis student.
- You can only have a maximum of 9 hours of COM 400 and COM 498, combined, if you are a 39-hour student.

Final Instructions:

- If you are graduating in a spring semester, Dr. Miller-Ott and Patty will be holding degree audit workshops in early spring to help students complete the audits before the deadline. You are responsible for attending that workshop and completing your audit on time.
- If you are graduating in fall or summer, you will be responsible for completing the audit on your own in plenty of time before the deadline and emailing the Word version to Dr. Miller-Ott and Patty for review.
- Be prepared to revise any needed corrections quickly and return immediately.
- You cannot graduate with Incomplete's. All incompletes must be converted to a letter grade at least three weeks prior to commencement.
- You cannot graduate if your cumulative GPA is below 3.00.
- If your graduation semester is delayed, you will not have to repay the graduation fee – but you must re-apply for graduation.
  - The Degree Audit Form will be used again, if it has not changed. You will need to update the form and re-submit it if there have been any changes to your plan of study since filing the form.