Degree Audit — Graduate Student Forms

The Degree Audit Form* is required of all graduate students and should be submitted to the Registrar’s Office at least one semester prior to graduating. Students earning more than one graduate degree must submit the appropriate Degree Audit form for each degree if admitted into that degree prior to fall 2020.

- Master’s students will be able to apply to graduate in Trailhead after the Degree Audit form has been processed.
- PhD students will be able to apply to graduate in Trailhead after the Admission to Candidacy form has been processed by the Registrar’s Office.

*ALL thesis-based students must submit the Advisor/Committee form to the Office of Graduate Studies (OGS) and have it approved prior to submitting the Degree Audit Form to the Registrar’s office. Thesis-based students who submit a Degree Audit form prior to submission of the Advisor/Committee form will have the Degree Audit form returned and if not re-submitted to the Registrar’s Office by the deadline, the Registrar’s Office will considered the form late, which could impact graduation. Non-thesis students will only need to submit an advisor form, if changing advisors or adding a minor.

Certificate students need to submit the Certificate Audit form.
Master’s non-thesis students need to submit the Degree Audit – MS Non-Thesis form (form updated 11.11.2020)

Master’s thesis students need to submit the Degree Audit – MS Thesis form (form updated 12.02.2020)

PhD students need to submit the Degree Audit – PhD form (form updated 03.16.2021)

- In addition, PhD candidates must submit the Admission to Candidacy form after completing the PhD qualifying process. Please turn this form in to the Registrar’s Office.

SUBMISSION DEADLINES: Semester prior to intended graduation or earlier

- **December graduation** – submit form no later than May 1
- **May graduation** – last day of priority registration for the fall term – see Academic Calendar for exact date.
- **August graduation** – submit form no later than March 1

For Master’s students, submission of the Degree Audit form will activate the graduation application in Trailhead.
For PhD students, submission of the Admission to Candidacy form will activate the graduation application in Trailhead.

*If you miss the deadlines listed above, you will not be able to apply to graduate. *Please allow 2 weeks processing time.

Form Submission Requirements:

- Download, complete & sign the degree specific Degree Audit Form
- Obtain signatures OR approval emails from:
  1. Advisor(s)
  2. Committee members (MS thesis and PHD students)
  3. Program director/Department Head.
What is the purpose of this form?

For Certificate students this form:
Certifies that the program director approves the courses and that they meet institutional and certificate program requirements.

For Master’s degree students this form:
- Declares the coursework that will constitute a student’s graduate degree plan.
  - Only list courses required for degree including future credits so that the total number of credits listed equals the number of credits required to earn the degree. Do not list all courses taken.
  - Only courses taken for credit may count towards a degree (ie. no Audit or NC courses).
  - Maximum of 9 credits of 400 level coursework.
  - Only courses with a grade of C- or better, or PRG grades may count towards a degree (ie. no D, F or PRU grades allowed).
- Certifies that the advisor/committee* approves of the courses on the graduate degree plan.
- This form can be submitted as early as the second semester of the degree program.
- Course changes MUST be approved by the advisor/committee & department head on the Addendum to Degree Audit form and submitted to the Registrar’s Office
- Transfer credits and Double counting credits (limits apply – see transfer limits)
  - Transfer credits from other universities:
    - Registrar must have official transcripts
    - List in the transfer section on Degree Audit
  - Transfer credits from Mines (taken while an
undergraduate
- Do no list these credits in transfer section. Instead, list in Section A.
- Credits cannot have been used towards the undergraduate degree.

For Doctoral students this form:

- Certifies that the student has completed all the coursework for the graduate degree plan.
  - Only list courses required for degree including future credits so that the total number of credits listed equals the number of credits required to earn the degree. Do not list all courses taken.
  - Only courses taken for credit may count towards a degree (ie. no Audit or NC courses).
  - Maximum of 9 credits of 400 level coursework.

- Only courses with a grade of C- or better, or PRG grades may count towards a degree (ie. no D, F or PRU grades allowed).
- Certifies that the advisor/committee* approves of the courses on the graduate degree plan.
- Course changes MUST be approved by the advisor/committee & department head on the Addendum to Degree Audit form and submitted to the Registrar’s Office
- Transfer credits and Double counting credits (limits apply – see transfer limits)
  - Transfer credits from other universities:
    - OGS must have official transcripts
    - List in the transfer section on Degree Audit
  - Transfer credits from Mines (taken while an undergraduate)
    - Do no list these credits in transfer section. Instead, list in Section A.
    - Credits cannot have been used towards the undergraduate degree.
PHD students using Mines graduate level work taken while earning a Mines Master’s degree ARE NOT transfer credits. *List all these credits in Section A.*

**Responsible Conduct of Research**

- All thesis-based students must check the appropriate box.
- Any student receiving NSF funding must take one of the Responsible Conduct of Research courses. NSF funded students who do not complete the coursework will not be awarded a degree.

**Students simultaneously enrolled in two graduate degree programs at MINES:**

**Students enrolled in two master’s degree programs may:**

- Count up to 1/2 of the required credits of the degree with the fewest required credits towards both degrees (written approval from both degree programs required).
  - For example, a student enrolled in a 36 credit MS degree & a 30 credit ME degree may count up to 15 credits towards both degrees.
- Degree Audit forms for each degree must be submitted along with the written approval from both departments.
  - Approval must include a list all the courses that can be counted towards both degrees and a statement that the department agrees that the courses can be used towards two degrees.

**Students enrolled in a master’s degree and a PhD degree may:**

- Use all of the credits used toward the master’s degree toward the PhD (advisor/committee and department head approval required).
- Degree Audit forms must be submitted for both degrees.
- The advisor’s/committees’ & department head’s signatures
on the degree audit forms, indicates that degree should be awarded based on the coursework/credits listed and any other departmental requirements have been waived.

Contact

Registrar's Office
Student Center, Suite E280
1200 16th Street
Golden, CO 80401
Hours: Mon-Fri, 8 am-5 pm

Registration or student record questions
registrar@mines.edu
303-273-3200
FAX: 303-384-2253

Residency Petition Questions & COF
residency@mines.edu

Transfer Credit
transfer@mines.edu

Scheduling
scheduling@mines.edu

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