

Brandeis University – Office of the University Registrar
P.O. Box 549110, MS 068, Kutz Hall 121
Waltham, MA 02454-9110
Phone: (781) 736-2010 Fax: (781) 736-3485 Email: rcunnane@brandeis.edu

Master's Degree and Post Baccalaureate Certificate Audit Checklist Update

Use this form to convey to the Office of the University Registrar updates to a student's progress toward fulfillment of the degree requirements of his/her academic program. Only report information not currently reflected in the student's Degree Audit Checklist in sage. Some requirement areas may not pertain to your department and may be ignored.

Student Name _____ Date _____

sage ID 2 _____ Department _____

Instructions: Please check the appropriate box below to indicate the status of a requirement area. If a requirement or part of a requirement is being waived, please place a "waived" notation next to the appropriate status (e.g. if first of two languages is being waived: check the box one of two and write waived next to it). Mail (MS 068) or fax (6-3485) the completed form to Richard Cunnane, Assistant Registrar.

Requirement Area

New Status

Courses

Complete

Residency

Complete

Languages

1 of 2

1 of 3

2 of 3

Complete

Language: _____

Exams

1 of 2

1 of 3

2 of 3

Complete

Exam Area: _____

Thesis

Complete

Title (250 Character Max): _____

Department:

Name of Dept. Representative Completing Form (please print) _____