

Office of the University Registrar  
 Kutz 121, Mail Stop 068  
 Waltham, MA 02453  
 Phone: (781) 736-2010  
 Email: registrar@brandeis.edu



Brandeis University

## 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 \_\_\_\_\_ 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 Department Administrator Completing Form (please print) \_\_\_\_\_