

---

## PhD Degree Audit Checklist Update Form

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: \_\_\_\_\_

Teaching

Complete

Exams

1 of 2

1 of 3

2 of 3

Complete

Exam Area: \_\_\_\_\_

---

Prospectus

Complete

Title (250 Character Max): \_\_\_\_\_

---

---

---

**Department:** \_\_\_\_\_

Name of Department Administrator Completing Form (please print) \_\_\_\_\_