3.3 Degree Audit

A. Description

The degree audit is a document that serves both as a guide to successful degree completion and a contract between students and their programs. In this way, it serves to reduce the potential for misunderstandings about degree requirements and outlines the expected academic progress students should make. It is especially helpful when it is evaluated on at least an annual basis by students with their advisor(s), and, where applicable, their advisory committees, with any needed modifications recorded at that time. It should be viewed as a "living document" that reflects changes that may occur as students continue to develop and refine their academic programs

B. Contents of a Graduate Degree Audit

The Graduate Degree Audit includes:

1. a list of the coursework to be undertaken
2. accurate information about any transfer credits to be used for the degree. Any request to include transfer credit should be submitted to the Graduate School prior to the start of the student's graduate program or no later than before the end of the first semester

C. Timing

As the Graduate Degree Audit serves as a guide to promote successful progression through a given graduate program, it is important that various components of it be completed in a timely manner.

1. All Graduate Students: Course Component of the Graduate Degree Audit
   - By the end of their first year, and preferably earlier than that, students in all graduate programs should plan a preliminary course schedule using the Graduate Planner where necessary, defining the specific courses or, at a minimum, courses in a curricular area, including electives, required to fulfill the degree requirements for their respective degree programs.

D. Revising a Graduate Degree Audit

The expectation is that the Graduate Degree Audit will be reviewed and revised annually to reflect students' academic trajectories as they become better defined during their academic careers. Given that an annual progress report is required (Section 3.4 (http://catalog.ncsu.edu/graduate/graduate-handbook/time-limits/)) as part of this process, the student's major professor and, where appropriate, the advisory committee should review the Graduate Degree Audit to evaluate progress, suggest potential revisions, and provide guidance as necessary.

E. Annual Progress Evaluation

The Graduate School requires all graduate programs to complete an annual evaluation of progress toward degree for each graduate student. This evaluation process should involve the student, at least one academic advisor/committee chair, and the DGP. As part of each annual evaluation, the student's major advisor should review the Degree Audit to evaluate progress, suggest potential revisions, and provide guidance as appropriate. Each evaluation must include the following items:

1. the student's report of activities and achievements for the preceding year (e.g., courses, honors, milestones achieved, and professional development);
2. the student's own evaluation of his or her progress;
3. an evaluative response to the student's progress report by at least one faculty advisor/committee chair; and
4. a completed Degree Audit (see Degree Audit requirements).