**How to Fill Out *Review of Degree Audit* Form**

Interim Advisors must fill this out prior to the graduate student choosing a Thesis Chair [around the time of Candidacy].
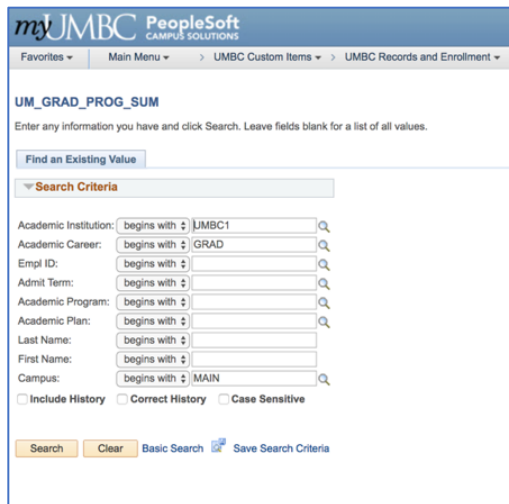
Thesis Chairs must fill this out just before the graduate students' final semester.

This is the form that will tell the Graduate School to issue a degree to your graduating MFA candidate. Use the advising tool from the GPD, or a graduate students Unofficial Transcript, ensuring all requirements have been met.
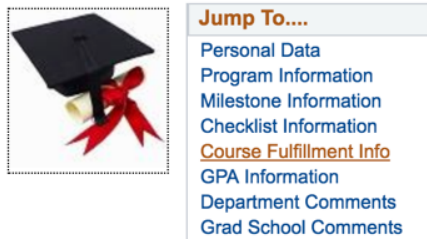
Open PeopleSoft through my.umbc and login.

Go to the menu: *Main Menu….UMBC Custom Items…. Records & Enrollment…. UM Grad Progression Summary*

1. Go to the menu *"Favorites… Add to Favorites"*
2. Type the students name and/or ID



3. At top, right hand side, click *"Course Fulfillment Information"* [or scroll down ]



4. Hit the *"View All"* link to list <u>all</u> the courses student has taken or is taking.

5. Check all the boxes of courses that are applicable to degree. [transfer credits aren't listed but are input manually]

**Course Requirement Fulfillment Information**

To sort by Level, click the column heading.    [Transcript Access]    [Save Used Flags]

Personalize | Find | View All | ⬚ | ⊞    First ◀ 1-4 of 17 ▶ Last

| | Course | Level | Term | Class Nbr | Class Section | Used? | Status | Description | Attempted | Earned | Grade |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ART | 638 | 2188 | 5774 | 21 | ☐ | Enrolled | Teach Practicum | 2.00 | 2.00 | |
| 2 | ART | 790 | 2188 | 3256 | 25 | ☐ | Enrolled | Ind. Studies | 2.00 | 2.00 | |
| 3 | ART | 798 | 2188 | 5089 | 01 | ☐ | Enrolled | Thesis | 4.00 | 4.00 | |
| 4 | ART | 799 | 2188 | 4373 | 16 | ☐ | Enrolled | Thesis Exhibit | 3.00 | 3.00 | |

6. Scroll up to "Program Information." If all requirements have been met for the MFA
   a. Check *"Requirements Complete"*

**Program Information**

| Program: | GRDEG | Plan: IMDA MFA | SubPlan/Track: | | [Degree Audit] |
|---|---|---|---|---|---|
| Program Action: | MATR | Action Date: | 05/27/2016 | Transfer Credit? | NO |
| Requirement Term: | 2168 - Fall 2016 | Activation Date: 05/27/2016 | | UMBC Ugrad Degree? NO | |
| Last Active Term: | 2192 - Spring 2019 | | | | |
| Requirements Complete?: ☑ | | Posted: 02/01/19 10:08:11AM By: Moren,Lisa | | | |

7. Once completed, scroll down and click *"Save"*

Please contact Patricia Winborn [pwinborn@umbc.edu] or the GPD with any issues.