

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].

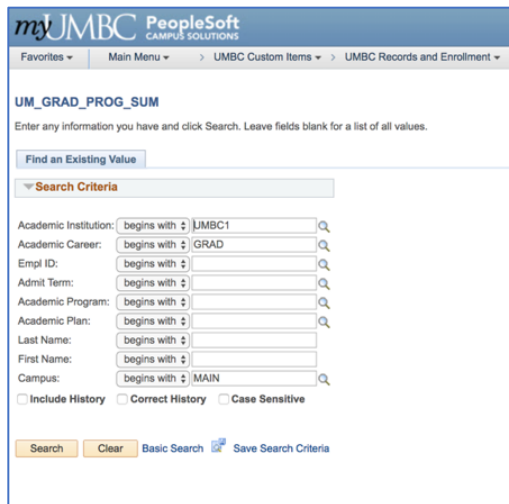
Thesis Chairs must fill this out just before the graduate students' final semester.

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.

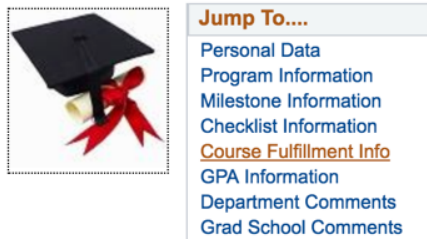
Go to the menu: *Main Menu...UMBC Custom Items... Records & Enrollment... UM Grad Progression Summary*

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



The screenshot shows the myUMBC PeopleSoft Campus Solutions interface. The breadcrumb trail is: Favorites > Main Menu > UMBC Custom Items > UMBC Records and Enrollment > UM_GRAD_PROG_SUM. The page title is "UM_GRAD_PROG_SUM". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Under "Search Criteria", there are several search fields: Academic Institution (begins with JIMBC1), Academic Career (begins with GRAD), Empl ID, Admit Term, Academic Program, Academic Plan, Last Name, First Name, and Campus (begins with MAIN). There are also checkboxes for "Include History", "Correct History", and "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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



4. Hit the "*View All*" link to list all 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 [Print] [Grid]		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	<input type="checkbox"/>	Enrolled	Teach Practicum	2.00	2.00				
2 ART	790	2188	3256	25	<input type="checkbox"/>	Enrolled	Ind. Studies	2.00	2.00				
3 ART	798	2188	5089	01	<input type="checkbox"/>	Enrolled	Thesis	4.00	4.00				
4 ART	799	2188	4373	16	<input type="checkbox"/>	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?: <input checked="" type="checkbox"/>		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.