

Completing your Degree

Degree Audit

- Degree works is a comprehensive academic advising and degree audit solution to monitor progress toward degree completion.
- New students admitted for the fall semester will be able to access the audit the first day of classes.
- Each graduate program has a list of required courses. In some programs, every student takes the exact same courses and in other programs, students may take a variety of different courses.
 - The degree audit will show required courses and additional electives or number of credit hours that are needed.
 - Check your program requirements in the Graduate Catalog and/or meet with your advisor to determine the courses you need to take.
 - For further instructions regarding how to read your degree audit follow the link below.
 - <https://www.youtube.com/watch?v=2gSxBomYAao>

Things to Remember:

- No courses with a grade C- or below may be applied to a graduate program.
- A graduate student becomes ineligible to continue in the current graduate program if more than 9 hours of C+ or lower are earned in graduate courses taken in the degree program.
- No course older than 8 years old may be used for a graduate program without an approached 8 year appeal/exception.



Comprehensive Examinations:

- Many programs require a comprehensive examination. This can be completed as a verbal or written examination or a combination of both.
- Your advisor will be able to tell you if your program requires a comprehensive exam and what format will be required.
 - Comprehensive Examination Application/Result Form should be submitted to your department
 - Your department will forward results to the Graduate College
 - The form is available online at <http://graduate.missouristate.edu/forms.htm>

Application for Graduation:

- An Application for Graduation must be submitted for the semester you plan to graduate. The published deadline for this application is the first week of the semester in which you plan to graduate (but can be done months earlier and all during the semester of graduation.)
- Complete the application for graduation at My Missouri State
 - You will choose how you want your name to appear on the diploma. It must match a name that is in the university system.
 - You will choose your diploma delivery: mailed, self-pick-up, or authorized pick-up by someone else.

