

## MEMORANDUM

TO: Council on Graduate Studies  
FROM: Patti Bailey, Graduate School  
DATE: January 9, 2013  
RE: Executive Action Items

This is for clarification of modifications to the degree audit to include the updating of the candidate's catalog of origin to a later version.

### Original Catalog Copy:

**Degree Audit:** The graduate plan of study is the EIU Degree Audit, which is generated automatically in the Degree Audit Reporting System (DARS) at the time of degree or certificate candidacy. Modifications of the standard EIU Degree Audit are submitted by the graduate coordinator to the certification officer in the Graduate School at the time modifications are approved. The Degree Audit serves as an unofficial summary of requirements for the program. Degree and certificate candidates are advised to review the comprehensive summary of the Degree Audit process specified on the "Requirements for All Degree and Certificate Candidates" section of the *Graduate Catalog*. Individual programs may require candidates to submit plans of study in addition to the Degree Audit, candidates should consult with the program coordinator.

### Proposed Catalog Copy

**Degree Audit:** The graduate plan of study is the EIU Degree Audit, which is generated automatically in the Degree Audit Reporting System (DARS) at the time of degree or certificate candidacy. Modifications of the standard EIU Degree Audit are submitted by the graduate coordinator to the certification officer in the Graduate School at the time modifications are approved, this includes updating the candidate's catalog of origin to a later version. The Degree Audit serves as an unofficial summary of requirements for the program. Degree and certificate candidates are advised to review the comprehensive summary of the Degree Audit process specified on the "Requirements for All Degree and Certificate Candidates" section of the *Graduate Catalog*. Individual programs may require candidates to submit plans of study in addition to the Degree Audit, candidates should consult with the program coordinator.