



CSU

Cleveland State
University

April 2026
Graduate Program
Directors Meeting

- April 7 @ 11:30





Agenda

- Degree Audit
- D60 vs D90 Ph.D. program requirements
- Course Substitutions and Credit Hour Waivers Policy



Degree Audit

- **Graduate Audit**
 - Major requirements – department academic exceptions
 - College of Graduate Studies requirements – no academic exceptions



Degree Audit

- **Department Verification:**
 - **Oral Defense Examination:** Successful completion will be verified by the department.
- **Grad Studies Verification**
 - **Thesis:** The thesis document must also be approved by the College of Graduate Studies to complete this requirement.
 - **Dissertation:** The dissertation document must be approved by the College of Graduate Studies to complete this requirement.
 - **General Requirements for the College of Graduate Studies**
- **Examples**



Degree Audit

- Degree Audit Adjustment = Academic Exceptions = AdCom
- Exceptions Best Practices
 - Click on the correct requirement **x** it.
 - Clearly identify courses used in substitutions or waiver.
 - Academic Exception: waive CHM 502.
 - Academic Exception: sub CHM 503 taken Fall 25 for CHM 502.
 - Submit a new exception for separate requirements.
 - Department approved courses – provide list to Registrar to help avoid adcoms.
- Examples



Degree Audit

- **Special Student Populations**
 - Accelerated Students
 - Acceptance letter with guidelines
 - Credits post to grad record in student's first semester of grad work at CSU
 - Incidental Master's
 - D60 (Prior Master's outside CSU)
 - D90 Total Hours: a minimum of **90 credit hours** is required for completion of a doctoral degree without credit granted for a previous Master's degree.
 - D60 Total Hours: a minimum of **60 credit hours** is required for completion of a doctoral degree with credit for a previous Master's degree.
 - Academic Exception: waive 18 credits of flexible credit **based on prior master's degree.**
 - Academic Exception: waiver 12 credits elective **based on prior master's degree.**



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D60 vs D90

- Applied Biomedical Engineering
- Applied Data Science
- Chemical Engineering
- Civil Engineering
- **Clinical-Bioanalytical Chemistry**
- Computer Science
- Electrical and Computer Engineering
- Mechanical Engineering
- **Regulatory Biology**

D60 vs D90

- **Current process**
 - D60 request is sent to Registrar's Office
 - Check credentials
 - Degree audit ad coms getting applied to coursework
- **Issues**
 - Unable to accurately report the number of students following D60 pathway
 - Very little time to react to eligibility issues
 - Incomplete and potentially confusing degree audits
 - Potential inconsistent application of prior Master's



D60 vs D90

- **New process, starting Fall 2026**
 - Reach out to new PhD admits during their first semester
 - Request for official Master's transcripts
 - Submit D60 request form
 - Confirm credentials
 - Check degree audit adjustments
 - Applied to requirements not courses
 - Add D60 student code
- **Transition phase**

D60 vs D90

- Request form
 - A. Student
 - B. Program
 - PhD program
 - Prior master's
 - C. Student signature
 - D. Director signature
 - E. Adjustments

Students who entered a 90+ credit hour Doctoral program at CSU with a qualifying prior Master's degree from another University are eligible to submit a D60 request.

Student Instructions

1. If not completed during the admissions process, submit an official transcript for the qualifying prior Master's degree. Official transcripts must be [mailed](#) or [emailed](#) directly to CSU or submitted in person at Campus 411. Foreign credentials require [evaluation](#).
2. Electronically complete Parts A, B and C.
3. Email the D60 request to the director of your doctoral program.

Program Director Instructions

1. Verify Parts A and B.
2. Electronically complete Parts D and E.
3. Submit the D60 request to grad@csuohio.edu

Part A: Student Information

Name _____ CSU ID _____

CSU Email _____ Phone _____

Part B: Program Information

Current CSU Doctoral Program select current doctoral program Start Date _____

Prior Master's Program _____ University _____

Part C: Student Signature

With my signature, I hereby authorize the Dean or his/her designate to review pertinent academic records.

Student Signature _____ Date _____

Part D: Program Director Signature

With my signature, I confirm that the identified prior master's qualifies for the current CSU doctoral program.

Program Director Signature _____ Date _____

Part E: Degree Audit Adjustments

Please identify which content requirements are to be satisfied by the prior Master's. This information will be used to update the student's degree audit. The combined prior Master's and Doctoral coursework must satisfy all content requirements of the Doctoral program.



Course Substitutions and Credit Hour Waivers Policy

- Faculty have some degree of freedom to make substitutions and waive program requirements for graduate students where appropriate. However, these substitutions and waivers must be used judiciously and sparingly. The College of Graduate Studies provides the following limits on these practices. Exceeding these limits requires approval from the College of Graduate Studies. Approval requests must be submitted at least one semester prior to a student's graduation term.



Course Substitutions and Credit Hour Waivers Policy

- **Waiving credit hours:** program faculty may waive 1-2 credit hours as long as the student has completed the minimum credit hours required by the state and accrediting bodies (e.g. 30 credit hours for master's degree and 90 credit hours for a post-bachelor's Ph.D.). Programs should not, except under exceptional circumstances, seek to waive 3 or more credit hours. On those rare occasions, the program must seek approval from the College of Graduate Studies.
- **Course substitutions:** program faculty may substitute up to 20 percent of the program requirements, as measured in credit hours. Substitutions beyond 20 percent require approval from the College of Graduate Studies. Programs under a teach out program are exempted from this rule.



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Course Substitutions and Credit Hour Waivers Policy

- Programs that have submitted a curriculum revision that reduces the total credit hours for a program may waive the credit hours difference between the current and proposed curriculum for students graduating in the spring semester prior to the changes taking effect, providing the proposal has received all approvals through the Faculty Senate step.



Course Substitutions and Credit Hour Waivers Policy

Scenario 1: Program A requires 39 credit hours. The program director puts in exception requests that waive 9 credit hours with the explanation that the student completed undergraduate equivalent courses as an undergraduate.

Scenario 2: Program B requires 36 credit hours. The program director puts in an exception request to waive 3 credit hours because the student completed that course while pursuing (and completing) a graduate degree at another institution.

Scenario 3: Program C requires 30 credit hours. The program director approves exceptions to replace 15 credit hours of required courses with alternative courses from a different department/discipline.



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Questions

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