



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-12-02</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Evaluation of Degree Requirements</p>	
<p>RELATED POLICIES: Graduation Applications/Degree Checks Commencement Degree Requirement Policies</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: October 2, 2006</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Evaluation of Degree Requirements

I. POLICY:

Students are responsible for the fulfillment of graduation requirements. The Academic Advising Center is available to students who are undecided about their proposed academic major. Students will need to work closely with their academic advisor after a major/minor has been declared. Some students will need more than one advisor, particularly students seeking teacher licensure.

Applications for graduation are available in the One Stop Student Services Center, department chair offices, or online at www.adams.edu/records by clicking the "Commencement" link. Students should submit a copy of the completed application form to the office of the department chair in which their first major is located and the original to the records evaluator the semester before the semester in which the student plans to graduate but no later than August 31 for fall, January 31 for spring, and June 1 for summer graduation (or the next business day if these dates fall on a holiday or weekend). Those students who are pursuing the associate of arts or associate of science degree should submit a copy of their application for graduation to the Academic Advising Office. A late fee of \$20 will be imposed on applications received after February/September for spring/fall graduation, respectively. After review by the department chair or APAA, the copy of the application and supporting documentation will then be forwarded to the records evaluator for final approval. All supporting documentation must be on file in the Records Office before the student will be approved for graduation.

II. PURPOSE:

The purpose of this policy is to state the procedures for evaluating degree requirements, and the graduation application process, and to provide deadlines by which these actions must occur in order for a student to graduate.

III. DEFINITIONS:

- A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Academic Advising Center: The office responsible for advising students on their academic program and/or ensuring that faculty advisors have access to the students academic record. Also coordinates tutoring services for qualified students.
- C. Academic Department Chair: The person responsible for the daily operations of an academic department, and the delivery of its academic program(s).
- D. AA Degree: Associate of Arts degree.
- E. AAS Degree: Associate of Applied Science Degree

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- F. AS Degree: Associate of Science Degree
- G. Associate's Degree: An Associate of Arts or Associate of Science degree.
- H. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- I. Degree Check: A form used to assess whether a student has completed all degree requirements.
- J. Degree Plan: The outline of courses required for an academic degree program.
- K. Degree Requirements: The courses and proficiencies which must be completed at a satisfactory level in order for a degree to be conferred.
- L. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- M. Graduation Requirements: The required general education courses, courses within the major(s), minor(s) and electives which make up the minimum 120 hours required in order to confer a BA/BS degree.
- N. Major: The area in which a student intends to specialize.
- O. Minor: The secondary areas in which a student intends to specialize.
- P. One Stop Student Services Center: The consolidated service center of student business services, registration, financial aid, academic advising, etc, located in the Student Union Building, where students can conduct most college business.
- Q. Records Evaluator: The ASC staff member of the Records Office charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is authorized to assign equivalent credit to general education courses; all other course equivalents are authorized through the department chair of the corresponding subject of the course under review.

IV. PROCEDURES:

- A. The student must complete all graduation requirements and submit an application for graduation. The original is submitted to the Records Office and a copy is submitted to the Department Chair in which the student's first major is located by the end of the semester before the semester in which the student plans to graduate but no later than August 31 for fall, January 31 for spring and June 1 for summer graduation (or the next business day if these dates fall on the weekend or a holiday). Students seeking an AA or AS degree, must submit copies of the graduation application to the Office of Academic Advising, rather than the department chair. A late fee of \$20 will be imposed on applications received after the aforementioned deadlines.
- B. The student's academic advisor will complete a degree check following the same timelines as those for graduation application. The degree check will evaluate whether the student has completed all graduation requirements and will indicate any requirements that must be completed during the final semester.
- C. The degree plan(s), course substitution form, and any other supporting documentation will be signed by the student and the advisor, and attached, together with a current transcript to the degree check. Signing the forms indicates that the student is fully aware of any requirements that must be completed prior to graduation.
- D. The department chair will review and sign the degree plan, degree check and any other supporting documentation after ensuring that all degree requirements have been met, or are documented as requiring completion, on the degree check.
- E. The department chair will submit the signed degree check, degree plan(s) and supporting materials to the Records Evaluator for final review.

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- F. After review, the Record's Evaluator will notify the student and inform them if they have met the graduation requirements or if there are additional graduation requirements that must be met.

V. RESPONSIBILITY:

- A. The student is responsible for knowing and completing all graduation requirements, including general education, major, and minor requirements, and submitting the graduation application by the stated deadlines.
- B. The academic advisor is responsible for assisting the student in knowing and completing the requirements in a reasonable order and timely manner for maintaining an accurate degree plan and completing the degree check.
- C. The department chair is responsible for accepting graduation applications, and reviewing the degree checks of those applicants to ensure they are accurate.
- D. The Records Evaluator is responsible for conducting the final review of degree checks, plans and graduation applications and notifying students if they have or haven't met the graduation requirements. The Records Evaluator will notify students of any remaining requirements that must be completed prior to graduation.

VI. AUTHORITY:

VII. HISTORY:

VIII. ATTACHMENTS: