

Associate of Arts and Associate of Science Graduation Checklist

Review the ASC catalog corresponding to the academic year/semester in which you were admitted or readmitted for policies and procedures regarding your degree requirements.

- Complete the technology proficiency examination or approved course (BUS 120/CSCI 100) with a grade of C or better
- Submit a portfolio of writing to Academic Advising by mid semester prior to graduation
- Complete required general education curriculum
- Complete 60 academic semester hours making sure to exclude PE courses
- Have a minimum GPA of 2.0
- Meet with academic advisor and submit graduation application, and degree plan to the records evaluator
- Ensure all substitution courses are approved by the appropriate person and an explanation of substitution is turned in to records evaluator
- Ensure all incomplete (IN) coursework has been completed before:
 - Fall Graduates – January 7th
 - Spring Graduates – June 7th
 - Summer Graduates – September 7th
- Ensure all accounts are cleared with the Business Office, Financial Aid Office, Perkins Loan Officer and Library

Transfer Students

- Ensure ASC receives all transcripts with transfer course substitutions no later than:
 - Fall Graduates – January 7th
 - Spring Graduates – June 7th
 - Summer Graduates – September 7th
- Ensure all transfer courses are approved by the appropriate person and transfer credit approval is turned in to transfer student coordinator before:
 - Fall Graduates – January 7th
 - Spring Graduates – June 7th
 - Summer Graduates – September 7th
- Ensure completion of 15 institutional (non-transfer) credits

Extended Studies Students

- Although given a year to complete coursework through the program, ensure it is complete before:
 - Fall Graduates – January 7th
 - Spring Graduates – June 7th
 - Summer Graduates – September 7th