

Graduation questions and answers

My Advisee has transferred with an (out of state) AA/AS, AGS or AAS; does he or she have to fulfill any more Gen. Ed. Requirements?

YES, unless on their ASC transcript he or she has the comment “General Education requirements are considered satisfied.” Each student should receive a letter from the Records Office and a General Education sheet referencing what is complete and what is not complete. This is for their records, a copy is held in their vault file, which should be copied at some point by Academic Advising and placed in the students advising folder.

My advisee has transferred in an (out of state) AA/AS, AGS or AAS and has the comment General Education curriculum is considered satisfied, does she or he have to fulfill the technology proficiency and the writing proficiency?

Yes, the student must fulfill the writing assessment AND take the technology proficiency and earn a 70% or better OR take CSCI 100 or BUS 120 and pass with a minimum of 70% (C or better). Although these are listed on the gen. ed. sheet, they are not gen. ed. requirements but graduation requirements listed on the gen. ed. sheet so students do not forget them. (Students cannot earn a D for the technology requirement and these courses cannot be more than 10 years old.)

My advisee has been awarded an AA/AS through ASC; does he/she have to repeat the technology proficiency? How about the writing proficiency?

If a student has completed an AA/AS with ASC in the last 6 years (completed by fall 1999), he/she would have most likely completed the technology proficiency requirement and we would not require a repeat of it. Technological courses over ten years will not satisfy current requirements. (A “Technology proficiency passed” comment should be notated on his/her ASC transcript.) The major chair can request a new writing assessment.

My advisee has been awarded an AA/AS through another college in COLORADO, is he/she done with his/her gen. Ed. Curriculum? What about the writing proficiency and technology proficiency?

IN-state AA/AS awarded students will be considered done with their gen. ed. curriculum. However, there should always be a comment about that on the student’s transcript. Again, they must complete the writing assessment and technology proficiency. . (Students cannot earn a D for the technology requirement and these courses (BUS 120 or CSCI 100) cannot be more than 10 years old.)

The undergraduate degree check form can be found at the following link:
<http://www2.adams.edu/records/commence/commence.php> OR Go to
www.adams.edu/records Scroll down the page, click on the Other Resources link, on that

page click on the Commencement link; scroll down the page for the Undergraduate Degree Check Form link.

The TECHNOLOGY PROFICIENCY can be completed through the test itself (70% or better) or by taking and passing BUS 120 or CSCI 100 with a C or better. A grade of a D is not acceptable for either of these courses. The courses CANNOT be more than 10 years old.

Walking for Commencement

The policy states "students must be lacking only one course (up to six credit hours) in order to participate in the spring commencement ceremony". It should be interpreted as ONE course (up to six hours) literally. Dr. Novotny submitted this policy with the idea that we needed to cap the number of credits because, we did not want to include anyone needing their one course of student teaching (worth 12-15 hours), the equivalency of a whole semester, but we also didn't want to exclude anyone completing an internship that could be over three hours (the normal credit hour range for ONE course is three hours), most internships are six hours, but are literally ONE course.

We really wanted to clarify it in the catalog for all situations but sometimes it is interpreted as: the student can have six hours remaining and still walk....NOT THE CASE AT ALL.

Extended Studies courses taken at ASC: A student is allowed an entire year to complete the course work required for a correspondence/extended studies course. What students must understand is there is a timeframe (deadline) for which all graduation requirements must be met for each semester. IF they apply for fall graduation their coursework should be completed and all grades must be in the computer system by January 7. Spring deadline is June 7. Summer deadline is September 7. If a student registers for extended studies courses, although they are given a year to complete their work, they must meet the deadline for graduation, if they have applied. They should plan accordingly.

More information will be added to this document, if you have any graduation questions, please contact Diane Mondragon at 587-7721 or dmmondragon@adams.edu