

GRADUATION REQUIREMENTS (UNDERGRADUATE)

Please review the ASC catalog for policies and procedures regarding your degree requirements. The academic catalogs can be found on the following web page: <http://www2.adams.edu/academics/> All students should use the catalog corresponding to the academic year/semester in which they were admitted or re-admitted (see the continuous enrollment policy in the catalog). Exceptions to this rule must be approved by the Associate Provost (for general education requirements) and your Department Chair (for major/minor requirements).

“**Successful completion**” means: completing course work with appropriate grades of “C” or higher if the course is in your major, minor, emphasis area, a teacher education core class, or a technology proficiency course and “D” or higher for general education requirements and elective credit. (Those students on the Interdisciplinary Non-licensure plan, general education courses must be completed with a “C” or higher.)

It is **your responsibility** to know the requirements for your degree. Again, see the correct academic year catalog for specific requirements. This will include:

1. A minimum of 120 academic (NON-PE) hours to graduate for a Bachelors Degree and 60 academic (NON-PE) hours for an Associates Degree
2. of those 120 academic hours, 42 academic (NON-PE) upper divisional hours are required for a Bachelors Degree
3. All students must successfully complete the Technology Proficiency
4. All students must successfully complete the Writing Assessment
5. Minimum residency requirements for transfer students: 30 Institutional hours for a Bachelors Degree and 15 Institutional hours for an Associates
6. A minimum 2.0 cumulative grade point average must be attained for all degrees

*** All PE/PELC courses must be deducted from your total earned hours to come up with your true number of academic hours. Use the Undergraduate Degree Check form at:

http://www2.adams.edu/records/undergraduate_degree_check.pdf with your general education and major degree forms to track your progress.

Course Substitutions

If you are substituting a course in your degree plan, it is **your responsibility** to get substitution forms completed or the substitution area of your Degree plan completed and signed by the appropriate persons, and turned in to the Records Evaluator. Failure to do so could affect your graduation status. If you do not complete a substituted course successfully this will affect your graduation status.

Transfer Courses

If you are transferring in a course or courses for your degree plan, be sure they have been pre-approved by the proper authorized person(s) using the Petition for Transfer Approval Credit form found at:

http://www2.adams.edu/records/transfer_credit_approval_form.pdf

*It is the student's responsibility to ensure that official transcripts will arrive by the graduation **course completion deadline**: June 7 for Spring Graduation, September 7 for Summer Graduation, and January 7 for Fall Graduation. There will be no exceptions made to the above deadline for the late arrival of Official Transcripts from another school. If in doubt, call the Records Evaluator to verify they have been received.*

Incomplete Course Work

All incomplete course work must be completed by the same above deadline. If you are having problems meeting the deadline, contact the Records Evaluator immediately. Student's unable to complete course requirements by the deadline will have to re-apply for graduation in a subsequent semester. (This means your degree will not be conferred until you re-apply for the next available graduation semester, and not until the end of that semester, given all requirements have been met.) Make sure your professors understand your grades for incomplete courses need to be changed in the campus computer system by these dates via a grade change form.

Extended Studies Courses

If you are completing requirements through our Extended Studies Campus program, although you are given a year to complete your work through this program, your graduation requirements deadline is *the same as the above mentioned course completion deadline*: **June 7 for Spring Graduation, September 7 for Summer Graduation, and January 7 for Fall Graduation**. All course work must be completed and your grade must be posted by this date. If you cannot meet this deadline please submit an application for a subsequent semester.