

UNDERGRADUATE DEGREE CHECK

Directions to the Student: It is your responsibility to ensure that this Undergraduate Degree Check form is completed and signed by your advisor, and **reviewed and approved** by the **department chair** in which your major resides. Return this form to the Records Evaluator along with your Graduation Application, your approved Degree Plan, and a current unofficial transcript, no later than January 31 for spring semester graduation, August 31 for fall semester graduation or June 1 for summer semester graduation. If you plan to earn a minor you must meet with your minor advisor to complete a minor sheet with all signatures completed and turned in by the same above deadline. Applications received after the above deadlines are subject to a \$20.00 late fee. If you fail to meet or register for any requirements your application should not be submitted.

Name _____ ID # _____

Major _____ Anticipated Semester of Graduation _____

Are you a candidate for Teacher Licensure? YES _____ NO _____

(NOTE: Candidates for licensure must consult with their assigned advisor in the Department of Teacher Education to ensure completion of all licensure requirements.)

Has the student repeated any course work taken at ASC? YES _____ NO _____ (STOP!!! If yes, the student is responsible for notifying the One Stop Shop by submitting a GPA update form for all **repeated** course work **before** the advisor continues with this degree check) Note: Some courses can be taken for duplicate credit, example: Band (7 semesters), Choir (7 semesters), see the Records Evaluator for a complete list. Repeated course work that is currently in -progress will be updated at the end of term.

GENERAL DEGREE REQUIREMENTS

1. Minimum of 120 academic semester credit hours: Deduct any P.E. hours from the total earned hours.

NOTE: Remedial course work is not calculated in earned hours and should never be included.

_____ Completed + _____ in progress = _____ (minimum of 120)

2. Minimum of 42 semester credit hours of upper-division (300- and 400- level) credits: This cannot include P.E. courses.

_____ Completed + _____ in progress = _____ (minimum of 42)

3. Minimum 2.0 Grade Point Average (Cumulative GPA): Current Cumulative GPA _____

Note: Repeated courses will affect overall GPA and possibly earned hours if they have not been excluded.

4. Does the student have a minimum of 30 Institutional hours for his/her BA/BS degree or a minimum of 15 Institutional hours if he/she is earning an AA/AS degree? How many Institutional hours have been taken? _____

5. General Education Requirements: **Students who interrupt their studies for more than one regular semester must satisfy the general education and major requirements in effect during the semester they re-enroll.**

A. Writing Assessment satisfied? YES _____ NO _____

B. Technology requirement satisfied? YES _____ NO _____

General Education: List any remaining requirements by course number and title & indicate if any will be taken through correspondence.

MAJOR REQUIREMENTS: Credits completed in major _____ in progress _____

List remaining requirements by course number and title & indicate if any will be taken through correspondence.

I understand that to be eligible to graduate at the end of the semester indicated above, I must complete all remaining requirements as listed above. If I do not complete all degree requirements by the end of the semester, I must **RE-APPLY** to graduate in a subsequent semester **AND** contact my advisor and dept. chair before the semester application deadline.

Student's Signature _____ Date _____

I certify that upon satisfactory completion of the requirements listed on this form, the student named above will be eligible to graduate in accordance with the policies of Adams State College.

Advisor's Signature _____ Date _____

Dept. Chair Signature _____ Date _____