Graduation Applications / Degree Checks / Evaluation of Degree Requirements – Undergraduate Students

I. POLICY:

Students are responsible for the fulfillment of graduation requirements and submission of an application for graduation. The advisor uses the degree check form to evaluate whether the student has fulfilled all degree requirements, in addition to general education and major requirements. Graduation applications and degree checks should be submitted to the Records Office 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 a weekend or holiday). Degree checks are completed by the advisor and reviewed by the department chair or the VPAA before being submitted to the Records Evaluator for final approval.

II. PURPOSE:

The purpose of this policy is to identify the procedures for evaluation of degree requirements.

III. DEFINITIONS:

A. **AA Degree**: Associate of Arts Degree.

B. **Academic Advisor**: A faculty or staff member who advises students regarding their academic program.

C. **AS Degree**: Associate of Science Degree.

D. **Vice President for Academic Affairs (VPAA)**: The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

E. **BA Degree**: Bachelor of Arts Degree.

F. **BS Degree**: Bachelor of Science Degree.

G. **Degree Check**: A form used to assess whether a student has completed all degree requirements.

H. **Department Chair (DC)**: The ASU faculty member that acts as the administrative head of an academic program.
I. **General Education Studies Requirements**: The program of general studies courses required of all students in order to complete a degree, regardless of major.

J. **Graduation Requirements**: The required general education courses with a 2.0 GPA (students admitted fall 2011 and later), courses within the major(s), minor(s), the Writing Assessment, 2.0 overall GPA, 42 upper-division credit hours, and electives which make up the minimum 120 hours required in order to confer a BA/BS degree.

K. **Major Requirements**: Courses in the area/discipline in which the student has chosen to specialize.

L. **Records Evaluator**: The ASU staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASU courses. The Records Evaluator is housed in the Records Office.

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 of 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.

F. After review, the Records 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 have not met the graduation requirements. The Records Evaluator will notify students of any remaining requirements that must be completed prior to graduation.

VI. **AUTHORITY:**

ASC General Catalog, 2006-2007

VII. **HISTORY:**

May 22, 2006
Effective Spring 2007
Revised May 10, 2012
Revised November 13, 2013
Reviewed October 23, 2014

VIII. **ATTACHMENTS:**

Degree Check Form
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 Assistant Registrar 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 ASU? 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 _____

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 University.

Advisor’s Signature ___________________________ Date ________________

Dept. Chair Signature _________________________ Date ________________

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