

### **What paperwork do I need to do to graduate?**

You first must have your major or majors on file with Academic Services. You will need to submit a Degree Application to the Registrar's Office to become a degree candidate and do a Senior Checksheet and Degree Verification.

### **When do I apply to graduate?**

Once you earn 58 academic credits, you will start receiving a degree application packet in your CAMPUS MAILBOX each term, until you are ready to apply. The main degree application mailing goes out the first of February for those who plan to graduate in the summer, fall or next spring. Another smaller mailing will go out late in September to catch those who missed the previous opportunity. Look to see if your graduation term is being accepted at that time and if not, turn in the waiver form.

### **What roles do the Academic Transcript and Degree Evaluation play in the graduation process?**

Both play an important role in showing your degree process. Your **Academic Transcript** shows all your academic courses taken here as well as transfer credit and the total credits that you have earned toward your degree. If you matriculated before Fall 2008, you will need to accumulate at least 122 **earned** credits toward your degree. If you matriculated Fall 2008 or later, you will need to earn 120 credits. Your **Degree Evaluation** shows how those earned credits are **used** toward your degree requirements such as your major, across the curriculum and general electives. It is important that you generate a new evaluation every time you register or adjust your schedule. The Degree Evaluation is in real time, so if something looks wrong on it, you must contact your advisor or the Office of the Registrar to determine why, and have it corrected before your degree can be verified.

### **What is a Senior Checksheet and Degree Verification and when do I fill this out?**

After you apply to graduate, an audit is performed on your degree and a Senior Checksheet is prepared for you. It outlines the requirements that are still needed for you to complete your degree. This will be sent to your academic advisor, along with a packet to your **campus mailbox** with graduation information. You will need to meet with your advisor or advisors and plan out your last requirements, sign and return it to the Registrar's Office by the due date.

### **What if I have changed my mind about my graduation date?**

If you have applied to graduate and received your Senior Checksheet packet, you must still meet with your advisor and turn in the checksheet by the due date. There is a place on the checksheet to indicate a delay. If you have completed your Senior Checksheet, all you need to do is contact the Office of the Registrar and inform us of the new expected date. We will update your degree application.

### **What do I do if I have a Registrar's Hold on my account for a Senior Checksheet?**

If you are attending classes, it is expected that you will meet with your advisor to complete the Senior Checksheet, even if you are delaying to the next term. If you are going to delay your graduation for more than one term, you may contact the Registrar's Office to withdraw your degree application. If you are not currently attending classes, please contact the Registrar's Office.

### **What if my advisor is on sabbatical?**

A temporary advisor will be assigned to you by Academic Services. If your advisor is unavailable, you may have the department chair sign your senior checksheet.

### **Who do I go to if I have questions about my degree requirements?**

Your academic advisor is your first resource in helping you. They should be able to help you or tell you the next step. The Degree Auditor in the Registrar's Office can help with understanding your degree requirements but does not advise students and does not have the authority to make changes to your degree or major requirements.

**What is an exception to the major and what do I do if I need an exception to my major?**

An exception to the major is a special request from your major department to Academic Services requesting that your major be satisfied with courses that are outside the published requirements for your catalog term. The process starts by meeting with your advisor who then requests the exception to the major to the Department Chair. The Department Chair approves the exception and forwards it on to Academic Services. Once the exception is approved by Academic Services, an email will be sent to all parties involved and the exception will then be programmed into Banner by the Registrar's Office and reflected on your Degree Evaluation.

**If I am a double major , one which earns a Bachelor of Science and the other earns a Bachelor of Arts, will I earn both degrees?**

NO. Double majors only earn one degree and must choose either a BS or a BA. To earn two degrees, you must reapply through Admissions and follow the requirements for a second degree, after you complete the first degree. Please refer to the Dictionary of Academic Regulations. Only your degree is shown on the diploma. No majors are listed.

**What if I do not finish my double major before I graduate?**

After you graduate, you are able to finish another major as a Post-Baccalaureate. Please come to the Registrar's Office to fill out a simple application. This will set up your registration pin number and allow you to register for additional courses but does not obligate you to do so.

**If I have to drop or add a major who do I contact?**

Once you apply to graduate, the Registrar's Office needs to keep your degree application up to date with the correct major or majors as well as the correct catalog terms. If, after you apply to graduate, you make changes to your majors, you must first contact Academic Services, and then contact The Office of the Registrar so that your degree will be correct.