

Confirming Your Eligibility to Graduate

Name: _____ EMU ID: _____ Date: _____

Email address and cell/other telephone number to be used by the Registrar's Office to contact you with any questions about your responses: _____.

Part I: Confirm the programs you will complete and your degree date.

You submitted an Application for Degree earlier this year. The information you provide below will be used to confirm what you submitted earlier or to update that information.

1.) List the **major(s)** you will complete, along with any education licensure program:

2.) List the **minor(s)** you will complete, if any:

3.) Students who enrolled at EMU prior to fall semester 2006: identify the **degree** you will complete.

_____ Bachelor of Arts (requires foreign language through Intermediate II)

_____ Bachelor of Science

(Students who enrolled fall 2006 or later do not need to confirm degree information: your degree is determined by the major you complete.)

4.) Your diploma will reflect one of four graduation dates listed below. Identify **the diploma date that will apply to you**, based on when you anticipate completing your final requirements:

_____ **April 27, 2008** To be an April 27 graduate, your degree requirements must be entirely completed by Friday, April 25. An "Incomplete" grade or other unfinished requirement will result in your graduation date being delayed until June 13 or later. Official transcripts confirming your graduation will be available approximately May 2.

_____ **June 13, 2008** If your requirements are completed after April 25 but by Friday, June 13 (the last day of EMU's second summer term) you will be considered a June 13 graduate. A final transcript showing your degree information will be available by approximately June 20.

_____ **August 8, 2008** If your final requirements are completed after June 13 but by Friday, August 8, you will be considered an August 8 graduate. A final transcript will be available by approximately August 15.

_____ **December 12, 2008** If your summer courses continue past August 8, or if you enroll in fall classes to complete your degree, you will be considered a December 12, 2008 graduate.

Part II: Identify how you will meet your degree requirements.

1.) Confirm that your fall and spring course registrations are complete and correct.

A list of your fall and spring semester courses, printed landscape and with a title of “Grad Certification Form,” is included in your folder. ***Be sure this list of courses includes all the credit you are expecting to earn in these two semesters to reach the total of 128 required to graduate.***

Identify the total number of credits you will earn from fall and spring semesters: _____

Keep in mind that:

- If you are repeating a course to raise your GPA, the new course will increase your total credits only if the previous grade was an “F.”
- Any course you are auditing will not count toward graduation.

Identify any questions about your fall and spring courses as they are listed: _____

2.) Confirm that you will complete at least 128 credits, the minimum needed for graduation.

Find the final total under the “EARNED” column on the enclosed unofficial transcript. This is the total number of credits you have completed prior to this (fall) semester. Note that credit for courses with “I” or “SP” grades has not yet been added into the total.

Be sure the credits you complete this year (and in summer and fall, for summer and fall graduates) will bring your total to at least 128.

Total credits already earned as shown on transcript _____

Credits to be earned fall and spring 2007-08 + _____

New credits to be completed summer/fall + _____

Total (must be at least 128) _____

3.) Confirm that you will meet minimum grade requirements, overall and for your major(s.)

In order to graduate, your grade point average (GPA) must be at least 2.00 overall and in each major. Your current cumulative (overall) GPA is the final figure shown in the “GPA” column on the transcript.

Some departments require a higher GPA and/or minimum grades for major courses. See your departmental advisor if you have questions about required grades in your major.

4) Confirm that all credit you completed elsewhere will be transferred to EMU.

On the lines below, identify any transfer courses you have completed but that are not shown on your rating sheet. Include any courses you are currently taking at another school. Provide the course title, the number of credits, and the college's name. (Example: Art Appreciation, 3 credits, JMU.)

Check the other college's web site for instructions to request to have an official transcript sent to the EMU Registrar's Office. Remember that all transfer credit must have a grade of C- or higher. (Grades for courses required in some majors must be higher.)

5.) Confirm that your rating sheet reflects the programs you plan to complete.

If the rating sheet (copied on pink) you received in your folder does not match exactly the majors, minors and education licensure programs you plan to complete (and that you listed in Part I) you must use a "Major/Minor Change Form" to make the necessary changes.

Pick up a copy of the form as you leave this meeting. *Obtain the necessary signatures and submit the form to the Registrar's Office by Friday, December 7.*

6.) Confirm how you will meet each of your remaining requirements.

(This is the complicated part. Ask questions if you need to.)

On the rating sheet, use the red pen to make a circle around each of your remaining requirements – Global Village, major and minor. Take your time; look very carefully to be sure you don't miss any.

Then, using the copy of your fall and spring schedules, note on the rating sheet where each course should apply:

- For any required course whose title already appears on the rating sheet, print the letters "FA" for fall or "SP" for spring on the blank line to the right of the course, to indicate that you are taking the course now or that you will take it in the spring.
- For any course you are taking as an elective, write the course title on one of the elective lines on the rating sheet along with the "FA" or "SP" on the blank line.

June, August and December graduates: on the lines below, identify the requirements you know you will need to complete in the summer and/or fall. (Include the number of credits for each one.) This will include any requirement you circled in red that doesn't have an "FA" or "SP" beside it.

If the remaining requirements listed above do not bring your total credits to at least 128, indicate the number of elective credits you will need to complete in the summer/fall to reach that total: _____.

The complicated part, continued (you're almost done):

The courses from your fall and spring schedules, along with any projected summer and fall courses for persons graduating after those terms, should cover all the requirements you circled on your rating sheet. *Any requirement not accounted for requires prompt action on your part:*

- If the requirement is to be met by a transfer course already completed or underway, make a note to that effect on the rating sheet. Request an official transcript as described in step 4.
- If the requirement is to be covered by a substitution, see the instructions in number 7 below.
- If you have questions about any other requirement, consult your advisor immediately.

7.) Obtain written approval for any curriculum substitution.

Any curriculum substitution must be approved in writing by the advisor for the major/minor involved. If you are relying on a substitution but it is not shown on the enclosed rating sheet, pick up a “Change to the Rating Sheet” form as you leave. Take it to the proper advisor, obtain written approval for the substitution and *return the form to the Registrar’s Office by December 7.*

8.) Itemize any matters/questions you need to resolve.

On the form titled “Graduation Requirements: Items I Need to Resolve...” make notes to remind yourself of anything from previous sections of this form that needs your attention. Keep the white copy as your reminder; put the yellow copy back into the folder with the other papers.

9.) Thank you for coming!

Bring your folder of materials to me so we can briefly review your responses. As you leave:

- Take with you the goldenrod instruction page and the white copy of the “Items I Need to Resolve” form if you have anything written there.
- Pick up a “Major/Minor Change Form” and/or a “Change to the Rating Sheet Form” if you need one.
- ***Make it a top priority to resolve any questions related to your graduation requirements by next Friday, December 7.***

If you have additional information you would like to give about your requirements, please provide that here:
