

GRADUATION ANALYSIS WORKSHEET

(Please check off each line)

This worksheet is intended to make your analysis of a student's Degree Audit go more quickly and smoothly. With all of the detailed requirements for graduation it is easy to miss certain items. This worksheet follows the same order as the Degree Audit.

STUDENT'S NAME _____

____ 1. When assisting a student in filling out their Graduation Application (the same thing as their Degree Audit) make certain that they have printed their name where indicated as they want it to appear on their diploma.

____ 2. Make certain the student's major (s) is/are printed at the top. Please check carefully to see what major the degree audit claims they are in. DO NOT USE THE "What if?" major found on StormFront. If the degree audit shows the wrong major, get it changed through the Registrar's Office by notifying us by email to make the change. ALSO, make sure they are in the correct catalog. No student should be in the DFLT catalog. The student should be in the catalog current at the time they declared their major.

____ 3. Make certain that all department chairs of any majors have signed the Graduation Application.

____ 4. Has the student checked the appropriate place for their graduation date?

____ 5. Has the student filled out the "Projected Schedule..." section accounting for any courses they have yet to register for?

____ 6. Have they completed the following competencies, please indicate which ones they have completed by circling the "P" and the ones they still need by circling the "N"

WRITING COMPETENCY I	P	N
WRITING COMPETENCY II	P	N
MATH COMPETENCY	P	N
LANGUAGE COMPETENCY	P	N

____ 7. Check their credits. The first column marked "Required" will show how many total credits a student must have to graduate. The second column entitled "Current Earned" indicate how many total credits the student has completed along the lined called "Combined Credits"(the line called "Institutional Credits" refers to credits taken at Simpson College). The third column entitled "Remaining" is the "Required" column minus the "Current Earned" column. The fourth column entitled "Anticipated Additional" are the number of credits the student is currently registered in but not yet completed. The fifth column entitled "Remaining" is how many credits the student will have left AFTER they complete the credits listed under Anticipated Additional. This number should be "0" for the student to be ready to graduate. HOWEVER, check carefully if the student is RETAKING a course they had passed before (indicated by the letters RA beside the course in progress), because when they have completed that course, they will still have the number of credits of the first time they took the course to complete (if they passed it the first time), why? Because the system does not count out retaken credits until the course is completed with a grade, then it will zero out the credits from the

first time they took it and thus the student will end up with a net need of that many credits. If the student failed the course the first time they took it, then they WILL gain a net increase in credits for that course when they do pass it. Keep in mind, a student may only count up to 12 credits of “D” toward their 128 and a total of 12 credits of 119, 219, and 319 combined toward their 128. The system automatically subtracts out too many “Ds” and too many internships. If a student wants to graduate with honors, they must complete at least 64 graded credits at Simpson College NOT counting anything graded with a P or H. Also, remember, if a student transferred in from a 2-year school, regardless of how many credits they transferred in, they must take at least 64 credits at Simpson College.

- ___ 8. Check the student’s GPA, it must be at least a 2.000.

- ___ 9. Check each one of the Cornerstones and make certain there are no empty lines showing. If there are, make certain that the student has accounted for that empty line in the “Projected Schedule...” section above. If a substitution is to be made, fill out the Substitution form found on the Registrar’s webpage.

- ___ 10. Does the student have one History course and one English Literature course?

- ___ 11. (MAJOR) Check the GPA for their major, it must be at least a 2.000.
___ (Additional Major)
___ (Additional Major)

- ___ 12. (MAJOR) Check to make sure there are no empty lines left, or if there are, they have been accounted for in the “Projected Schedule...” section above. If there need to be substitutions, please fill out a “Substitution” form printable off of the Registrar’s website.
___ (Additional Major)
___ (Additional Major)

- ___ 13. (MINOR) Make the same check of the minor as you did of the major.
___ (Additional Minor)
___ (Additional Minor)

- ___ 14. Check to make certain the student has at least 44 credits outside the Division of their major.

- ___ 15. Check to make certain the student has no more than 42 credits in the Department of their major.

If there are problems with any of these items and you believe that circumstances warrant a petition requesting an exception to the policy, please fill out an Academic Petition requesting that exception.

Please sign below as the student’s advisor and send with Graduation Application to the Registrar’s Office:

I have checked this student’s Graduation Application and find everything in order:

ADVISOR

DATE