

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

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

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

Once you earn at least 58 academic credits, you will start receiving emails from the Registrar's Office to apply to graduate. An email for the first opportunity to submit a degree application goes out the early February, for those who plan to graduate in the summer, fall or the following spring. Another email will go out in September to catch those who missed the previous opportunity to apply for the spring. If you do not plan on graduating for any of the terms outlined in the emails, do not apply. You will have the opportunity to apply for a later term at a different time.

### **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**, available on myUMW, 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**, also on myUMW, 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 directly to your academic advisor. For those that applied to graduate in the summer or fall terms, advisors will have your checksheets when you return from spring break. For those that will finish in the spring, your advisor will have your checksheets when you return for the fall term. You will need to meet with your advisor or advisors and plan out your last requirements, sign and return the checksheet to the Registrar's Office by the due date, or a hold will be placed on your account preventing changes to your registration. Double/triple majors will have a checksheet sent out for EACH major.

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

If you have applied to graduate and your Senior Checksheet has already been sent out, you must still meet with your advisor and turn in the checksheet by the due date. Indicate your intent to delay graduation on the right-hand side of the checksheet.

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?**

After your checksheets has been created, it is expected that you will meet with your advisor to complete the Senior Checksheet, even if you are delaying graduation.

If you are going to delay your graduation for more than three terms, 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 your major department. 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 chair to the Office of the Registrar, 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 the Registrar's Office. Once the exception is approved, 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. Also, only your degree is shown on the diploma. Awarded majors are listed on your Academic Transcript. Please refer to the Academic Procedure Directory: [Second Degree](#).

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

You are able to finish another major as a Post-Baccalaureate major. This is not another degree or diploma but a notation that you have completed the major requirements for an additional major after your degree has been awarded. Submit the [Request-for-Review-and-Notation-of-Post-Baccalaureate-Major.pdf](#) to the Registrar's Office in your last semester before graduating. Please refer to the Academic Procedure Directory: [Post-Baccalaureate Major](#).

### **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(s) or minor(s) as well as the correct catalog terms. If, after you apply to graduate, you make changes to your majors, you must first submit the [Major/Minor Declaration](#) form to the Registrar's Office, and then contact the Degree Auditor, in the Registrar's Office, so that your degree will be adjusted.