

WESTERN STATE COLLEGE OF COLORADO **Graduation Updates:**

- ◆ **Students are responsible for satisfying all of the College's academic requirements.** All requirements are outlined in the Academic Catalog of your admission year.
- ◆ **Tools for meeting requirements for graduation:** 1) The academic catalog, 2) The General Education (GE) evaluation form, 3) The major-specific evaluation forms, 4) An unofficial transcript (this can be printed from a student's Western Online account (WOL) or obtained from Registration Services, *Ute Hall 131*).
- ◆ **Major Forms are available ONLINE or from your major department office** (2005-06 and later are available online). The year of the major evaluation form **must match** the year of the General Education form. All students begin with the year of his/her first term at Western. Students are free to update to a newer catalog year later in their college career, but will be held responsible for all of the new major **and** general education requirements listed in the newer academic catalog.
- ◆ **If you are admitted to Western State College with previous coursework (and sent us an official transcript of that work) you should have received a *transfer evaluation*.** Use this evaluation to indicate the GE courses that were considered complete at the time of admission to Western. This evaluation, along with the assistance of an advisor, will determine where specific accepted transfer credits fit into the major evaluation form. Please mark a "TR" for transfer next to each course requirement fulfilled by a transfer course.
- ◆ **Keep your major and GE forms updated by filling in your completed courses each semester.** If a course is repeated for a better grade, return to the appropriate form and indicate the most recent grade next to the previous one. When you enter the semester of your 89th credit hour, you will need to have a formal **degree audit**. This involves reviewing the updated major and GE evaluation forms with an advisor. The advisor then forwards these to Registration Services for evaluation. A summary of remaining graduation requirements will be returned to the advisor.
- ◆ **Any major that requires less than 48 credit hours must be completed with a minor or a second major.** All major evaluation forms have a section to list minor requirements (consult the appropriate catalog for Minor requirements). Second majors require a separate evaluation form for that major. An advisor from the department of the **second major** must sign the evaluation form before it is submitted for review.
- ◆ **A form must be completed and approved for any substitutions to the listed GE or major requirements.** This can be found in Registration Services or in the Department of your declared major. Please adjust your major evaluation form by noting the approved substitution course next to the listed major requirement it will fulfill.
- ◆ **Graduation is not automatic!** It is a process. All students must submit an Application for Graduation in the first two weeks of their final semester. Applications may be picked up, and submitted, in Registration Services, Ute 131.

NOTE: Students must complete a MINIMUM OF 120 CREDIT HOURS, 40 of which must be at the UPPER-DIVISION LEVEL (300-499), to earn a bachelor's degree.