Graduation Application Review Checklist and Tips

➤ Advising Tip: ask student to bring a draft completed graduation application, a transfer equivalency report, a current unofficial transcript, and a copy of their current schedule to the meeting.

_____ All transfer credit courses in RED on the form
_____ All courses listed on unofficial transcript on the form (can have more than 1 course per line)
* ENG 22x courses go in the “General Education” requirements section
* All other ENG courses, including ENG electives, go in the “Major” section
* All courses in the minor, except for those that meet a gen ed requirement, go in the “Minor” section
* Only courses that are non-major, non-minor, and not meeting a gen ed requirement go in the “Electives” section
_____ All courses from current schedule in “First Semester” section
_____ All remaining requirements and planned courses in “Second Semester” and “Summer” sections
➤ Tip: failed courses and DS courses don’t count
➤ Tip: check remaining requirements and planned courses at the end of the review process

English Major Requirements (for students who started Fall 2013 or later):
_____ 30+ hours (10+ courses) at ENG 299+
_____ 12+ hours (4+ courses) at ENG 400+
_____ ENG 299
_____ Medieval Lit
_____ Early Modern Lit
_____ 18th/19th c. Lit
_____ 20th/21st c. Lit
_____ Counter-canon and critical issues
_____ Capstone (or ENG 499 plus senior thesis)
➤ Chair request: indicate Capstone Course #, creative writing emphasis, and remaining major requirements in Notes section at the bottom of the form
➤ Tip: no more than 12 hours (4 courses) can be writing courses

CLA and UM Rules to Double-Check:
_____ 120+ hours (150 if the student is double majoring and the 2nd major is not for a BA)
_____ 40+ hours of 300+ coursework
_____ 15 of last 21 hours completed in residency
_____ ≤60 hours of community college, AP, or other non-4-year-college credit hours
_____ 30+ hours in residency in the College of Liberal Arts (residency includes branch campus, online, independent study, and hybrid courses)
_____ GPA in major: 2.0+
* spot check using grades listed under Major Requirements in the “Audit Results” section of the student’s Degree Progress Report in my.olem iss. If GPA seems borderline, contact CLA or Caroline Wigginton.
_____ GPA in minor: 2.0+
* spot check using grades listed under Minor Requirements in the “Audit Results” section of the student’s Degree Progress Report in my.olem iss. If GPA seems borderline, contact CLA or Caroline Wigginton.
_____ Overall GPA, Resident GPA, and Transfer GPA: all three should be 2.0+
* found in the “Overview” section of the student’s Degree Progress Report in my.olem iss

General Education and Minor Coursework Tips:
➤ Many minors require 18 hours (6 courses); some minors (Education, Business, etc.) require specific courses or a minimum number of 300+ hours. When in doubt, look online, contact the minor department, or call CLA.
➤ A course can fulfill a gen ed requirement and a minor requirement
➤ A course cannot fulfill a major requirement and a minor requirement, so watch those interdisciplinary minors like African American Studies and Environmental Studies
➤ The science gen ed requirement is tricky: 3 courses (lecture or lecture+lab), only 2 sciences, at least 2 labs
➤ For more on gen ed requirements, see:
  https://libarts.olem iss.edu/course-recommendations-and-descriptions-for-b-a-lower-division-requirements/