

# 1. Graduation Agreement Checklist 2018-19

**Instructions:** Complete the Graduation Agreement packet by reviewing your Advising Worksheet. Submit all forms to the Registrar's Office. You should verify with your advisor(s) that all Wartburg degree requirements will be completed by your expected graduation date. Your Advising Worksheet is available on My.Wartburg under the Advising tab. **This agreement will be returned to you if any fields are not answered, ALL signatures have not been secured, and any field is not legible.**

**This packet should be turned in to the Registrar's Office no later than Wednesday, October 31, 2018.**

In addition to submitting the Graduation Agreement packet, students pursuing their final year of study through a pre-professional program need to meet with the Registrar before the end of their final term at Wartburg.

## Student Instructions

Print this Graduation Agreement packet (4 pages) and an updated Advising Worksheet from My.Wartburg. Schedule an appointment to meet with your academic advisor(s) to complete the agreement. (Be sure to Recalculate Student Progress before viewing Advising Worksheet.) In conjunction with your advisor, you must indicate how you will meet every requirement for graduation. Every requirement must have a semester indicating when the requirement will be met. Submit the completed Graduation Agreement packet to the Registrar's Office. All items must be completed and included for the Graduation Agreement to be accepted and to release a student for graduation.

## Advisor Instructions

During academic advising with student, you should verify with student that all Essential Education, major(s), and minor(s) requirements are being met. Verify that the student has updated and printed their Advising Worksheet from My.Wartburg, that the Essential Education and major requirements accurately reflect each course completed, and that the semester is indicated for when any outstanding course is planned to be completed. If any course will be met by means other than the course listed on the Advising Worksheet, the alternative course must be identified on a Course Substitution Approval form which is submitted to the Registrar. Please verify with the student that the information below is included in the Graduation Agreement packet to be submitted to the Registrar's Office. Sign the Graduation Agreement and check that you have verified that all major and degree requirements are being addressed. If you are only advising for one of multiple majors, please identify the major for which you are the advisor. All advisors should review the Essential Education requirements.

## Graduation Checklist

Please ensure that you have completed and are submitting all of the following: (Check each box.)

- 1. Graduation Agreement Checklist (All items below must be checked.)
- 2. Graduation Agreement (Include semester-by-semester plan & signatures.)
- 3. Graduation Deadline Agreement (All items must be initialed and signed.)
- Advising Worksheet (Must be updated and printed from My.Wartburg.)

I verify that all of the checked components above are included with this Graduation Agreement packet and are complete and accurate. I have met with my advisor(s), and we have reviewed all requirements to ensure that every graduation requirement has been addressed. I understand that it is my responsibility to respond to the Registrar's evaluation of my Graduation Agreement, and that I am responsible to register for all requirements indicated in this packet and any additional requirements found during the evaluation of my plan. I agree that it is my responsibility to meet all requirements for graduation, regardless of this submitted plan or the evaluation from the Registrar's Office.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I have verified that all requirements are being addressed.

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Last Name	First Name	MI
		ID #
		Date

## 2. Graduation Agreement 2018-19

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

**Major(s) and Minor(s):** If the major(s) and/or minor(s) are not correctly listed on your Advising Worksheet, you need to submit, with this packet, an updated *Declaration of Major/Minor* to include **ALL programs you are completing**.

Major 1	Major 2	Major 3
Minor 1	Minor 2	Minor 3
Concentration/Emphasis 1	Concentration/Emphasis 2	Concentration/Emphasis 3

**Plan for Completion:** Include every course you *plan to complete between submission and graduation*. In the left grid below, list each Wartburg course, including those that may not meet a specific requirement. In the lower right grid, please list every transfer/CLEP credit you *plan to complete between submission and graduation*. Notify the Registrar's Office of any alternate plans you make after submitting this agreement.

You should include additional notes on your Advising Worksheet to clarify your plan. If your Advising Worksheet indicates that you still need a requirement and another course is expected to substitute, you must indicate on your Advising Worksheet which course meets the requirement and submit a **Course Substitution Approval** form with your Graduation Agreement.

Term/Year	Course No.	Title	Credits
ex. Fall 2013	ID 315	Leadership Theories and Practices	1.00

List your Writing Intensive courses:

List your Diversity course:

<b>Total credits earned at submission:</b>	<input style="width: 50px;" type="text"/>
Wartburg credits in progress*:	<input style="width: 50px;" type="text"/>
Total Transfer/CLEP credit to be earned:	<input style="width: 50px;" type="text"/>
<b>Total credits earned by graduation:</b>	<input style="width: 50px;" type="text"/>

TR/CLEP	Wartburg Course/Requirement
ex. TR	BI 202
ex. CLEP	HI 101

If you plan to meet requirements by transferring a course into Wartburg, you must submit the **Request to Earn Credit at Another Institution** form to the Registrar's Office prior to enrolling in the course.

**Referring to your Plan for Completion, please respond to the following:**

**Repeats:** List any course that is a repeat. (Only one course credit of music ensembles can be applied toward degree.) \_\_\_\_\_

\* If you are repeating a course for which you have earned credit, do not include the credit in "Wartburg credits in progress".

**Substitutions:** List all course substitutions needed for any major/minor requirement on the **Course Substitution Approval** form. Please include the form with the Graduation Agreement Packet.

**Study Abroad:** Identify the term and country in which you are studying abroad. \_\_\_\_\_

While Wartburg College publishes program information and materials to assist me in planning my academic program, I am solely responsible for ensuring that my course selections fulfill all academic program requirements and comply with the policies and procedures of the institution. I fully understand that although an evaluation of my academic record will be conducted by the Registrar's Office, that I will be notified of outstanding requirements and/or deficiencies in my plan, and that the Graduation Agreement requires the signatures of my advisors, I am solely responsible for ensuring that all degree requirements are met for graduation from Wartburg College.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### 3. Graduation Deadline Agreement 2018-19

While Wartburg College publishes program information and materials and assigns advisors to assist me in planning my academic program, I am solely responsible for ensuring that my course selections fulfill all academic program requirements and comply with the policies and procedures of the institution.

**Degree Requirements:** I am solely responsible for assuring that the following degree requirements are met:

- o Earn 36 course credits, including four May Term course credits. Transfer students must complete one May Term course credit for each year of classification at Wartburg.
- o Earn at least seven of the last nine course credits from Wartburg offerings. CLEP and Challenge exams are not considered Wartburg offerings.
- o Achieve a minimum GPA of 2.0 through all courses comprising each major and minor.
- o Achieve a minimum GPA of 2.0 through all courses taken through the Wartburg curriculum.
- o Complete the Wartburg Plan of Essential Education for the degree(s) for which I am a candidate.
- o Complete all requirements for at least one major. (Minors are not required for a Wartburg degree. However, all requirements must be completed before Commencement for the minor to appear on the transcript.)

\_\_\_\_\_  
Student Initials

**Summer Degree Completion:** I understand that participation in May Commencement is open to pending August graduates who have submitted a written proposal to the Registrar outlining their plans for degree completion. I understand that I must be enrolled in all remaining course(s) by May 1, in order to participate in May Commencement. If transferring credits, the Registrar must receive the completed **Request to Earn Credit at Another Institution** form by May 1. The official transcript must be received no later than the summer grade submission due date for a student to be considered an August graduate.

\_\_\_\_\_  
Student Initials

**Transfer Credit:** 7 of the last 9 course credits must be taken at Wartburg. Courses must be approved by filling out the **Request to Earn Credit at Another Institution** form prior to enrollment. I understand the deadlines stated below for receipt of official transcripts in order to meet graduation requirements.

Official Graduation Date	December 19, 2018	May 26, 2019	August 14, 2019	Dec 2019 (TBD)
Transcripts due by:	December 13, 2018	May 22, 2019	August 9, 2019	Dec 2019 (TBD)

\_\_\_\_\_  
Student Initials

**CLEP Credit:** If using CLEP credit to complete one of my last credits, I understand that the CLEP exam is not considered a Wartburg credit. Therefore, I understand that I cannot earn more than two CLEP credits while completing the last 9 credits required for my Wartburg degree.

\_\_\_\_\_  
Student Initials

**Incomplete Grades:** I understand that I cannot receive my degree if there are incomplete grades on my academic record even if it is only for a minor. If I am unable to complete the course by the deadline, I must decide whether 1) to extend my graduation date to complete the coursework, or 2) to receive the grade earned with incomplete course work. If the final grade is determined to be an F, the minor will be dropped from my record; however, the F will remain on my transcript.

\_\_\_\_\_  
Student Initials

While Wartburg College publishes program information and materials to assist me in planning my academic program, I am solely responsible for ensuring that my course selections fulfill all academic program requirements and comply with the policies and procedures of the institution. I fully understand that although an evaluation of my academic record will be conducted by the Registrar's Office, that I will be notified of outstanding requirements and/or deficiencies in my plan, and that the Graduation Agreement requires the signatures of my advisors, I am solely responsible for ensuring that all degree requirements are met for graduation from Wartburg College.

By initialing after each section of this agreement I acknowledge that I have read and fully understand the deadlines and requirements by which I will be held accountable.

I also understand that only two degree reviews will be completed on my behalf by the Registrar's Office. The first evaluation will be completed in the term following the submission of the Diploma Application. The second evaluation will be completed in the last semester of my enrollment after the drop/add deadline. If deficiencies are found in the second evaluation, my name may be removed as a candidate for completion and participation in Commencement. It will be my responsibility to notify my family should my name be removed. If a new definitive plan is submitted addressing the deficiencies, my name may be reinstated as a candidate for graduation. I have read and agree to the graduation policies and deadlines as outlined in this document.

Print Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Graduation Policies and Procedures 2018-19

### Declaration of Major/Minor

Students should declare their major(s) and/or minor(s) by the end of the first term of their second year. To do this, students must obtain a form in the Registrar's Office and complete the form with the appropriate advisor and department chair signature.

### Diploma Application

Students with a third-year classification must complete a diploma application to initiate the graduation process.

### Graduation Agreement

Candidates for graduation must complete and submit the **Graduation Agreement** at least nine months prior to the anticipated graduation date.

The Office of the Registrar will conduct degree audits on behalf of the student. If deficiencies are discovered, the student will be removed as a candidate for completion and participation in Commencement; it is the student's responsibility to notify his or her family of the change. If a new definitive plan is submitted addressing and correcting the deficiencies, the student may be reinstated as a graduation candidate.

Students are solely responsible for ensuring that their academic programs comply with the policies of the institution and meet all graduation requirements.

### Commencement and Diplomas

A student may complete graduation requirements at the end of Fall, May, or Summer term concluding in December, May, or August. However, Commencement ceremonies are held only in December and May. Attendance at Commencement is required; however, if a graduate is unable to participate, written notification of *in absentia* should be submitted to the Dean of Faculty Office.

Summer graduation candidates may participate in May Commencement if they have enrolled in all courses remaining for their degree and have submitted a plan to complete these courses by the respective official summer graduation date.

December graduates are expected to participate in the December Commencement ceremony during the term of their official graduation date. Diplomas for December graduates will be mailed within three weeks of the conferral date following submission of final grades and completion of the final degree audit by the Office of the Registrar.

Graduates must fulfill all financial obligations to the institution before he or she receives a diploma.

### Academic Honors

In recognition of superior scholarship, Wartburg awards three levels of honors at graduation: cum laude, magna cum laude, and summa cum laude. Cum laude is awarded to those students with a GPA of at least 3.500. Magna cum laude is awarded to those students with a minimum GPA of 3.700. Summa cum laude is awarded to those with a minimum GPA of 3.850.

Final graduation honors placed on diplomas and transcripts are designated for those students who have fully completed all course work and requirements for their baccalaureate degrees and have earned a minimum of 18 course credits at Wartburg. Graduation honors are computed on Wartburg credits only.

### Major/Minor GPA Calculation

All major and minor programs have a 2.0 major and minor GPA requirement for graduation. Education does require a 2.5 major GPA to be eligible to student teach.

Student should retain this page for their reference.