

1. Graduation Agreement Checklist 2025

Instructions: Complete the Graduation Agreement packet by reviewing your Advising Worksheet. Submit all forms to the Registrar's Office. 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, or any field is not legible.**

This packet should be turned in to the Registrar's Office no later than Friday, February 28, 2025.

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 pgs) 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 the 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 the academic advising meeting with a student you should complete and verify the following:

- 1) Advising Worksheet printed from My.Wartburg.
- 2) Essential Education Requirements are met; if not, include them in the grid on page 2.
- 3) Major(s) / Minor(s) are accurately reflected on page 1 of the advising worksheet.
- 4) Identify any unmet major or minor requirements and list them in the grid on page 2.
- 5) If any course is being met by another course, a **Course Substitution** must be on file in the Registrar's Office.
- 6) Sign the Graduation Agreement and check that you have verified all major and degree requirements. If the student has multiple majors and you are only advising for one of the multiple majors, please identify the major for which you are the advisor. All advisors should review the **Essential Education** requirements.

Graduation Checklist

By checking the below you acknowledge the completion of **all sections** of the Graduation Agreement:

- ☒ 1. Graduation Agreement Checklist (page 1)
- ☐ 2. Graduation Agreement Completed and Signed (page 2)
- ☐ 3. Graduation Deadline Agreement - All items must be initialed and signed (page 3)
- ☐ 4. Advising Worksheet - Must be printed and attached

I verify that all of the checked components above are complete and accurate. I have met with my advisor(s), and we have reviewed all requirements to ensure that all graduation requirements have been addressed. I understand that it is my responsibility to respond to the Registrar's evaluation of my Graduation Agreement and 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 2025

Student Name	ID Number
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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 Form*** to include **ALL programs you are completing.**

Major 1	Major 2	Major 3
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Minor 1	Minor 2	Minor 3
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Concentration/Emphasis 1	Concentration/Emphasis 2	Concentration/Emphasis 3
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Plan for Completion: Include every course you plan to complete between now 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 now and graduation*. Notify the Registrar's Office of any alternate plans you make after submitting this agreement.

Include additional notes on your Advising Worksheet to clarify your plan. If your Advising Worksheet indicates you 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**.

[illegible]

List your Writing Intensive courses:

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List your Diversity/Cultural Competence course:

Total credits earned to date:	
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Wartburg credits in progress*:	
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Total Transfer/CLEP credit to be earned:

Total credits earned by graduation:	
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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 before 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 and you have earned credit, do not include the credit in "Wartburg credits in progress."

Substitutions: List all course substitutions needed for any major/minor requirements 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 will be 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, 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 2025

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:

- Earn 36 course credits, including 3 May Term course credits. Transfer students must complete 1 May Term course credit for each classification year at Wartburg.
- Earn at least 7 of the last 9 course credits from Wartburg offerings. CLEP and Challenge exams are not considered Wartburg offerings.
- Achieve a minimum GPA of 2.0 for all courses within each major and minor.
- Achieve a minimum GPA of 2.0 for all courses taken through the Wartburg curriculum.
- Complete the Wartburg Essential Education Plan for the degree(s) I am pursuing.
- Complete all requirements for at least one major. Minors are not required for a Wartburg degree. All requirements must be completed before Commencement for the minor to appear on the transcript.

Student Initials

August / December Degree Completion: I understand that as an August or December graduate I will participate in the May ceremony preceding my graduation (conferral) date.

December graduates may request to participate in the May ceremony following graduation (conferral) by stopping by the Registration Office to fill out a variance form before March 1.

Student Initials

Transfer Credit: 7 of the last 9 course credits must be taken at Wartburg. Courses must be approved by submitting 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:	May 29, 2025	August 13, 2025	December 18, 2025
Transcripts due by:	May 23, 2025	August 8, 2025	December 12, 2025

Student Initials

CLEP Credit: 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. If I am unable to complete the course by the deadline, I must decide:

- 1) To extend my graduation date to complete the coursework.
- 2) To receive the grade earned with incomplete coursework.
If the final grade is an F, and is needed to fulfill a minor or concentration, the minor and/or concentration will be dropped from my record and the F will remain on my transcript.

Student Initials

By initialing and signing 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.

Print Name _____ Student ID # _____

Student Signature _____ Date _____

Graduation Policies and Procedures 2025

Declaration of Major/Minor

If the Major(s) and/or Minor(s) are not correctly listed on your Advising Worksheet, you need to submit an updated and signed [Declaration Major/Minor Form](#).

or go here: Wartburg.edu > Current Students > Office of the Registrar > Special Request Forms – Students

Diploma Application

Review your Advising Worksheet to see your "Diploma Name". If you would like to have the name updated you will need to complete a new Diploma Application.

Go here: My.Wartburg (sign in) > Registrar Tab > Diploma Application

Diploma Mailing Address

Review your Advising Worksheet to verify that your mailing address is correct and is the intended mailing address after graduation. Diplomas are distributed by mail approximately 4 weeks after the conferral date.

Commencement and Diplomas

A student may complete graduation requirements in May, August or December. Commencement ceremony is held only in May. Attendance at Commencement is encouraged. If a graduate is unable to participate, written notification of *in absentia* should be submitted to the Dean of Faculty Office.

August graduates must be enrolled in all courses remaining for their degree by May 1.

December graduates will attend the May ceremony of the same year as their graduation (conferral) date unless a Variance form is submitted by March 1.

Graduates must fulfill all financial obligations to the institution before the diploma will be released.

Academic Honors

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, 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 or higher GPA requirement for graduation. Education students require a 2.5 major GPA to be eligible to student teach.

Please keep a copy of these documents for your records.