

## Liberal Studies Department

### Graduation Audit Procedure and Checklist

Graduation audits will go to the advisor of record. When an advisor receives an audit form, he/she should pull that student's file and refer to the study plan/integrative statement from files in the office. Marion will print out the My Path and attach it to the audit.

According to the new procedures, the LIB office will keep a file on all LIB Studies majors. Advisors should maintain a typed hard copy of the student's Major Study Plan in the office file and keep an electronic file on the L:drive (substitutions should be noted on the hard copy).

- Advisors and LIB 495 Instructors should remind students to apply for graduation no later than the semester of LIB 495 enrollment. Undergraduate application for graduation may be found on the forms page for the Registrar's Office:  
<http://www.gvsu.edu/registrar/forms-27.htm>
- Students must meet with advisors during the first 2 weeks of the semester of enrollment in LIB 495 Capstone in order to review Integrative Statements and Major Study Plans with faculty advisors before submitting revised final documents to LIB 495 Instructors. Advisors must sign off on the Major Study Plan and Integrative Statement Cover Sheet. This is the first review for the audit process.
- The advisor-signed Study Plan and Integrative Statement should be forwarded to the Lib office by the LIB 495 instructor by the 5<sup>th</sup> week of the semester.

#### **Below are the steps you should look for in approving the audit:**

##### Credits:

1. **120 credits?** This is inflexible – there are never exceptions to this. The number of credits on the degree progress includes all courses currently in progress or registered for.
  - Note: if a student has an incomplete, those credits don't appear anywhere on the Degree Progress form so you may want to check the transcript if the student does not have 120 credits.
  - Note: Be sure you are looking at the degree progress and not the transcript for the 120 credits. The transcript will count the 098 courses that do not count toward graduation.
2. **Is the student actually graduating this term?** The audit may say winter, but the student is taking classes in the summer to complete their degree. Write this on the degree audit and ask the student to change their intended graduation term with records.
3. **58 credits from a 4-year institution?**
  - Note: For example, if a student has 80 credits from a community college, they will still need 58 more credits (graduating with 138 credits).
4. **Last 30 credits at GVSU?** If they have over 30 GVSU credits, but not all the last 30, the student will need to do a Residency Waiver. Is there a waiver request in the file?

##### Study Plan:

1. Verify that **all core classes are completed**. Check to see if there are notes in the student file re substitutions. In particular, watch for:
  - Com 202/203 substitution: depending on their calendar year, this may still show up on the My Path. Sub Lib 312 or 311. Note the substitution on the Grad Audit.
  - PHI 325 or other Ethics. We allow students to substitute other ethics courses for PHI 102. Note the substitution on the Grad Audit.
  - LIB 491 or LIB 490: Note the substitution on the Grad Audit.
2. **Emphasis area:** check to make sure the student has five 300+ courses in their emphasis and 18 credits overall. The overall GPA in the emphasis must be at least 2.0.
3. **Check for duplication:** Make sure that the courses in the emphasis and integrative electives are NOT duplicated in the core classes. (i.e. PH 325 Ethics cannot count both for the core Ethics requirement and be in the emphasis area. )

#### University Requirements:

1. **Theme:** Is the theme complete? Check this on the Degree Progress form. Theme courses can be used in the emphasis.
2. **SWS:** Do they have the required SWS credits?
  - Note: If the student transfers in with a MACRO, the MACRO covers one of the SWS requirements. Records is not always on top of crediting the MACRO, so you should check with the student if they have a large number of transfer credits. Call records to make sure the MACRO stamp is on the transfer transcript.

#### BA/BS

1. **BA:** Has the student passed the 201 level language class? (Note: there are substitutions when the student is a native speaker of another language. If that is the case, it should be on the degree progress form. Otherwise, check with records.)
2. **BS:** Has the student passed the 3 required courses?  
Note: We occasionally (very seldom) get a substitution for the BS, so that may be noted in their file. Those substitutions must be approved by the dean.

**Cognate Substitutions Policy:** Individual courses may only be substituted when they align with specific cognate courses. In such instances, faculty advisors should not tell students that the course will be substituted. Faculty advisors should send an email request to the department chair for a cognate course substitution, and the chair will forward the request with a recommendation to the dean's office for approval. It is very important that we recognize the integrity of the BA and BS cognates for the Liberal Studies major (in particular the US 300 –interdisciplinary research methods) and we only make recommendations for individual course cognate substitutions when warranted.

If the student has not met all of these requirements, you should contact them **as soon as possible** and figure out a plan for completion. If things are pending, note that on the graduation audit form. NOTE: all requirements do not need to be met to turn in the audit – you can note things that are pending. Please turn the form into the chair as soon as possible upon receipt of all documents.

Following the advisor review, the completed Audit form, with your signature and the Study Plan and Integrative Statement then go to the chair for signature.

## At a Glance Checklist

### Credits

- 120 credits
- Student graduating this term?
- 58 credits from a 4 year institution?
- Last 30 credits at GVSU?

### Study Plan/Core Classes

- All classes completed or in progress
- Any substitutions noted?

### Emphasis Area

- Five, 300-level+ courses minimum?
- 18 credits overall?
- No duplication in emphasis area vs integrative electives vs core

### University Requirements

- Theme complete?
- SWS complete?

### BA/BS

- Cognate requirements for either BA or BS complete?

### Completing the form

- Advisor signature, date
- Sent to Chair

## Application for Degree

Grand Valley State University awards baccalaureate, master's, and doctoral degrees three times each year — at the conclusion of the fall semester (December), at the conclusion of the winter semester (April), and at the conclusion of the spring/summer session (August).

Degree candidates must notify the registrar of their intention to graduate by completing the application for degree form and submitting it to the Student Assistance Center prior to the semester of graduation.

Degree candidates will be allowed 30 days after the last day of the semester or session to complete all requirements and provide evidence of satisfactory completion to the registrar. No degree will be awarded until all temporary grades are removed. After the 30-day deadline, all remaining candidates will be dropped from candidacy status, and those students must reapply for some subsequent degree date. The candidacy deadline for each semester is listed in the schedule of classes on the Web. Exceptions to this policy will be based solely on extenuating circumstances beyond the control of the student. Any request for an exception must be made in writing to the registrar.

## Commencement

Information concerning commencement announcements, caps and gowns, invitations, tickets, time and place, assembling, and other relevant items will be mailed to all eligible degree candidates (see Application for Degree section, above) by the [Dean of Students](#) prior to the event.

## Multiple Minors

For a multiple minor, each minor must contain 20 credits that are not duplicated in the other.

## Minor

In order to have a minor recorded on the official record, a student must meet fully the requirements of the select minor. A minor must have a minimum of 20 required credits. The required 20 credits in the minor must also be unduplicated in relationship to the major.

## Second Bachelor's Degree

Under certain circumstances a student may earn two baccalaureate degrees. Students with a Grand Valley baccalaureate degree or Grand Valley students pursuing two degrees simultaneously at Grand Valley should note the following information:

1. They must meet all specified requirements for both degree programs.
2. They must complete a minimum of 30 semester hours in residence at Grand Valley beyond that required for the first degree.
3. A student who meets the separate requirements for each of the two degree programs but not the additional residence requirement may have both majors recorded on his/her academic record.
4. A student holding a baccalaureate degree from Grand Valley may not modify his or her undergraduate GPA for degree by pursuing additional coursework.

Students holding a baccalaureate degree from another regionally accredited institution should note the following information:

1. They must meet all specified requirements for a new major degree program.
2. General education requirements are regarded as satisfied by the first degree.
3. They must complete a minimum of 30 semester hours in residence at Grand Valley.
4. Transfer students must complete a minimum of 12 hours in the unit conferring the major (six for the minor).