

Senior Outlines and Graduation Requirements

When your advisees are approaching degree completion, be sure that they have submitted a senior outline. Senior outlines are due no later than one week after the beginning of the first quarter of the senior year. Forms are available in the Academic Records office. A \$100 [late fee](#) will be charged to students who submit a senior outline after the deadline.

As you complete senior outlines with your advisees, please ensure that your advisees are informed of and will meet the following [graduation requirements](#):

___ **General studies requirements:**

See General Studies section of bulletin for specifics.

84 hours for B.A. degrees

72 hours for B.B.A., B.S., or B.S.W. degrees

B.Mus. and B.S.E. degrees (see degree requirements)

32 hours for A.S. degrees

___ **Total hours required:**

192 quarter hours for bachelor's degrees (exception: 200 for the B.S.E. degree)

96 credits must be from four-year colleges or universities

96 quarter hours for associate degrees

237 quarter hours for second degree (or for two degrees)

___ **Upper-division credits:**

60 quarter hours required for bachelor's degrees including:

a minimum of 21 quarter hours in the major

a minimum of 3 quarter hours in the minor

___ **Transfer credits:**

Transcripts for all off-campus credits need to be on file in the Academic Records office by the 10th day of Spring quarter in order to be eligible to participate in June commencement exercises.

Before taking courses off-campus it is advisable to check with your academic adviser and the

Records office to be sure the credits satisfy requirements needed.

___ **Residency requirements:**

At least 40 of last 45 credits must be on campus.

25% of major credits (including 9 upper-division) must be on campus

25% of minor credits (including 3 upper-division) must be on campus

___ **Foreign language requirement:**

The B.A. degree requires 8-12 credits of one foreign language.

___ **Minimum acceptable grade in major or minor:**

No grade lower than a C- (1.70) is acceptable in a major or minor.

Exceptions:

Nursing and Education major minimum = C (2.00)

Engineering (see B.S.E. section of the bulletin)

____ **GPA requirements:**

Major or minor GPA: minimum of 2.00 in each major/minor.

Cumulative GPA: minimum of 2.00.

Exceptions: Education majors, 2.75; Nursing majors, 2.75.

____ **Comprehensive exams:**

A comprehensive exam is required for most majors. See departmental adviser or the counseling center for specific requirement.

____ **Application for Degree (Senior Outline):**

File form with the Academic Records office three quarters before graduation.

Form must be approved by the Records office before you are eligible to graduate.

If you have questions about senior outlines or are uncertain of an advisee's eligibility to graduate, please contact the Registrar in the Academic Records office.

