

# ARE YOU GRADUATION READY?



Central Washington University

LEARN. DO. LIVE.

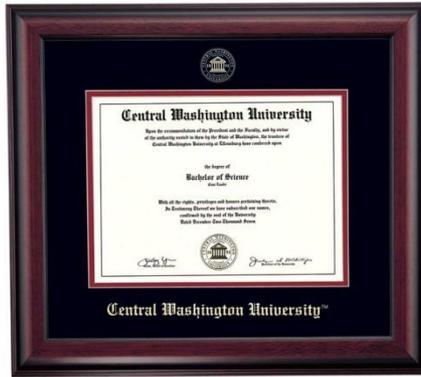
# Welcome

This presentation is to assist and inform you on the process to apply for graduation and resources for you to use.

- Degree Checkout, Registrar Services
- [Graduation vs Commencement](#)
- Graduation application deadline dates
- Graduation fees
- When you are eligible to apply
- Unofficial transcript, transfer credit report
- Academic Requirement (AR) report
- How to get to the AR report
- Graduation requirements through the AR report
- Substitutions, Course of Study, General Education
- Applying for graduation and what to expect
- [Navigating your colleges website](#)
- [How internships work](#)
- [How to process important forms](#)
- [How to best schedule an appointment with your advisor](#)
- Honors
- Commencement info

**The Degree Checkout Team determines the eligibility of students for graduation, processes the graduation audits and the official awarding of degrees. They also print and mail out your diplomas. Degrees are awarded four (4) times a year:  
Fall, Winter, Spring, and Summer.**





## Graduation VS Commencement:

### **Graduation (Degree Awarded)**

The formal completion of an instructional program. Students graduate after successfully completing the application process, then meeting all credit and course requirements in addition to criteria set by the college and university.

### **Commencement**

The ceremony at the end of an academic year, when students wear their cap and gown and are celebrated for their academic achievement.

Applying for graduation is **REQUIRED**  
Registering for commencement is **OPTIONAL**

## Graduation Application Deadlines:

<b>Fall Quarter 2020</b>	<b>July 6, 2020</b>
<b>Winter Quarter 2021</b>	September 18, 2020
<b>Spring Quarter 2021</b>	January 15, 2021
<b>Summer Quarter 2021</b>	April 9, 2021
<b>Fall Quarter 2021</b>	July 2, 2021
<b>Winter Quarter 2022</b>	October 1, 2021
<b>Spring Quarter 2022</b>	January 14, 2022
<b>Summer Quarter 2022</b>	April 8, 2022
<b>Fall Quarter 2022</b>	July 1, 2022

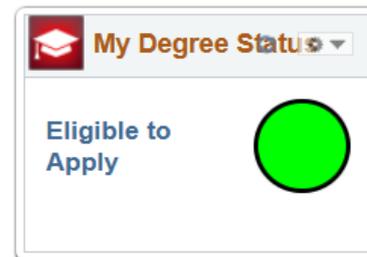
## Fees:

<b>Undergraduate Graduation Application</b>	\$60.00
<b>Graduation Re-Application</b>	\$20.00
<b>Graduation Late Application</b>	\$35.00 \$70.00 - after 5 <sup>th</sup> week
<b>Concurrent Diploma (2 degrees awarded the same term), i.e., BA and BS</b>	\$90.00
<b>Split Diploma (2 majors with the same degree printed on separate diplomas), i.e., BS Accounting and BS Business Administration. This is done on REQUEST ONLY</b>	\$90.00
<b>Duplicate Diploma (extra copy)</b>	\$30.00

You become eligible to apply for graduation when  
you have a minimum of:

135 total credits  
30 upper division credits

You will see this  
on your student  
dashboard:



## Unofficial Transcript and Transfer Credit

To view the unofficial transcript and transfer credit report, go to the Student Center.

CWU accepts a maximum of 135 total transfer credits from regionally accredited four-year schools, including a maximum of 105 total credits from regionally accredited community colleges. The university recognizes college credit from a number of sources, including Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), DANTES, and military educational experience or correspondence credit. Up to 45 quarter credits from these programs may be counted toward graduation.

Unofficial Transcripts

**Report Results**

[Return](#)

Unofficial Undergraduate Transcript

Central Washington University  
400 E University Way  
Ellensburg, WA 98926  
United States

Name : Wellington Wildcat  
Student ID: 22745641  
Print Date : 2016-10-27

----- Non-Course Milestones -----

Web Administration Certificate - Web Administration Certificate  
Milestone Status: Completed

- Completed

2016-06-30 English 101 Eligibility - English 101 Eligibility  
Milestone Status: Completed

2016-06-30 Exam Taken - Completed

2016-06-30 Math 164 Eligibility - Math 164 Test Eligibility  
Milestone Status: Completed

2016-06-30 Exam Taken - Completed

**Academics**

- Academic Early Alert
- Academic Requirements
- Advising Notes
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial**
- Transfer Credit: Report
- What-if Report
- other academic...

Unofficial transcripts are a good resource when combined with the AR report to see eligibility for graduation.

**Wellington Wildcat**

**Course Credits**

Model Nbr	1	Posted	Central Washington University		Credit Source Type	External		Bellevue College			
Institution	Undergraduate	Source Institution	Undergraduate		Source Institution	Degree		Bellevue College			
Year	Term Taken	Transfer Term	Incoming Course	Description	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	Notes
2015	SPR	Fall 2012	MATH& 146	Business Stats	5.00	A-	Posted	BUS 221	0.000	A-	Exclude GPA and Earned Hours
2015	WINT	Fall 2012	ECON& 201	Microeconomics	5.00	C-	Posted	ECON 201	5.000	C-	
2014	FALL	Fall 2012	BUS& 201	Bus Law-Legal Foundation	5.00	A-	Posted	BUS 241	5.000	A-	
2014	FALL	Fall 2012	BIOL& 160	General Biology w/Lab	5.00	C-	Posted	BIOL 101	5.000	C-	
2015	WINT	Fall 2012	CMST 141	CMST 141	5.00	C+	Posted	COM 208	5.000	C+	
2015	SPR	Fall 2012	BA 240	Statistical Analysis	5.00	A-	Posted	BUS 221	5.000	A-	Repeat Approved

Model Nbr	4	Posted	Central Washington University		Credit Source Type	External		Eastern Washington University		
Institution	Undergraduate	Source Institution	Undergraduate		Source Institution	Degree		Eastern Washington University		
Year	Term Taken	Transfer Term	Incoming Course	Description	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade
2015	FALL	Winter 2016	GEOG 328	Geographic Info. Systems I	5.00	A	Posted	GEOG LD	5.000	A

You MUST Read your Academic Requirements (AR) report. This will help you understand if you have met the General Education Requirements and Major/Minor Requirements. It also allows you to see your Transfer Credits

HED 101	Health Essentials	3.00	Fall 2019	2.9	←
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All students are assigned an Academic Advisor when first enrolled at CWU. As major and/or minors are added, students are assigned a Faculty Advisor for each program as well.

**UNDERGRAD DEGREE REQUIREMENTS**

**Not Satisfied:** UNDERGRADUATE DEGREE REQUIREMENTS (RG-0051)

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**DEGREE UNITS**

**Not Satisfied:** DEGREE UNITS - 180 Units Minimum Required (The total reported below includes all CURRENTLY ENROLLED CWU courses, graded CWU courses, repeated courses, and transfer units that may apply toward the 180 unit minimum. Incomplete courses are NOT calculated in the total. Only 105 units from the two-year institutions and 135 units from a combination of two-year and four-year institutions will apply to the 180 unit requirement.) (R-1298)

- Units: 180.00 required, 36.00 taken, 144.00 needed

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**UPPER DIVISION UNITS**

**Not Satisfied:** UPPER DIVISION UNITS - 60 Minimum Required (R-0114)

▼ **Upper Division Units**

**Not Satisfied:** \*\* Upper Division Units - 60 Minimum Required

- Units: 60.00 required, 0.00 taken, 60.00 needed

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**CWU RESIDENCY UNITS**

**Not Satisfied:** RESIDENCY UNITS (R-0279)

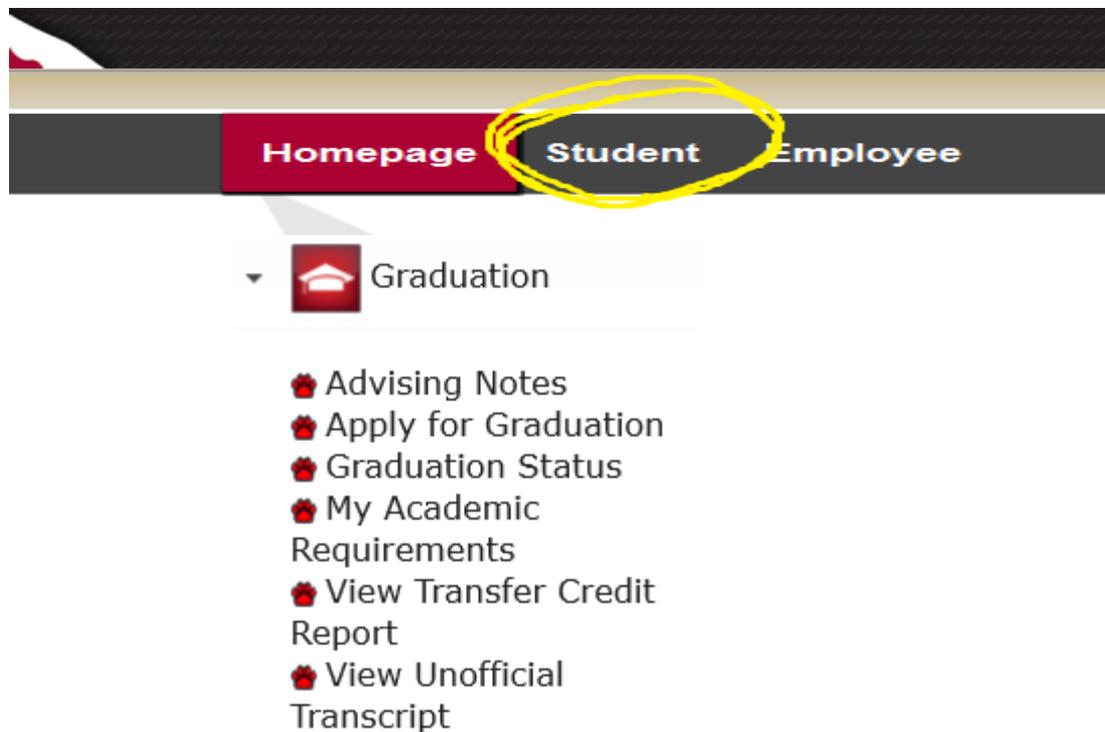
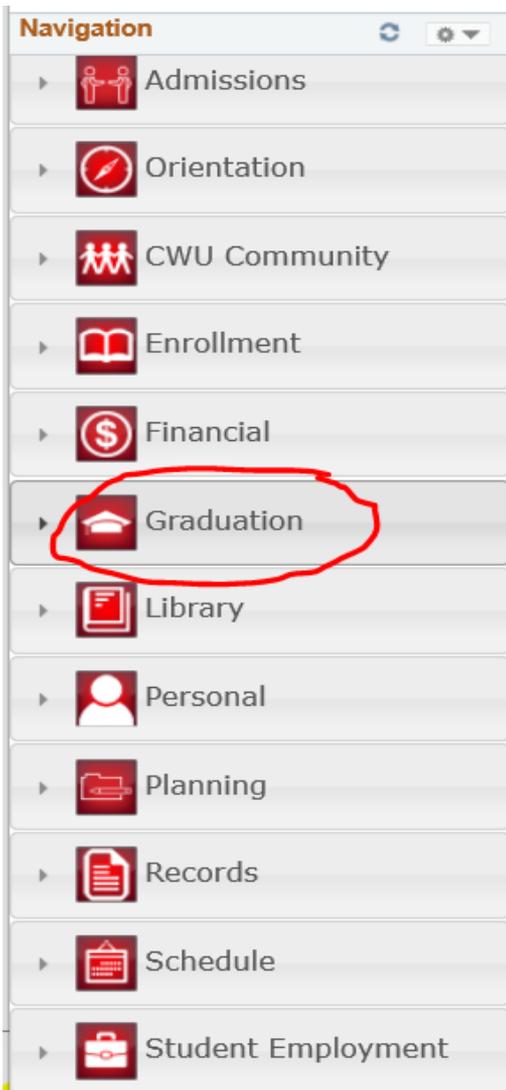
▼ **CWU Residency Units**

**Not Satisfied:** \*\* CWU Residency Units - 45 Minimum Required

- Units: 45.00 required, 0.00 taken, 45.00 needed

## Viewing the Academic Requirements Report

This report is located in MyCWU. Click on the Student tab, under the Student Dashboard choose GRADUATION and then My Academic Requirements.



## How to read the Academic Requirements Report (ARR)

**UNDERGRAD DEGREE REQUIREMENTS**

**Not Satisfied:** UNDERGRADUATE DEGREE REQUIREMENTS (RG-0051)

**DEGREE UNITS**

**Not Satisfied:** DEGREE UNITS - 180 Units Minimum Required (The total reported below includes all CURRENTLY ENROLLED CWU courses, graded CWU courses, repeated courses, and transfer units that may apply toward the 180 unit minimum. Incomplete courses are NOT calculated in the total. Only 105 units from the two-year institutions and 135 units from a combination of two-year and four-year institutions will apply to the 180 unit requirement.) (R-1298)

- Units: 180.00 required, 36.00 taken, 144.00 needed

**UPPER DIVISION UNITS**

**Not Satisfied:** UPPER DIVISION UNITS - 60 Minimum Required (R-0114)

**Upper Division Units**

**Not Satisfied:** \*\* Upper Division Units - 60 Minimum Required

- Units: 60.00 required, 0.00 taken, 60.00 needed

**CWU RESIDENCY UNITS**

**Not Satisfied:** RESIDENCY UNITS (R-0279)

**CWU Residency Units**

**Not Satisfied:** \*\* CWU Residency Units - 45 Minimum Required

- Units: 45.00 required, 0.00 taken, 45.00 needed

Every student must complete a total of:

- 180 (Transfer and CWU combined)
- A minimum of 60 Upper Division (300-level and above)
- 45 CWU credits (Residency)
- All major/minor requirements.

Think of the 180 credits as an umbrella that the other requirements fall under. When viewing the AR report, requirements that are not completed will show as **NOT SATISFIED** (in most instances) in red so it is easily visible.

- A minimum Cumulative CWU GPA of 2.000

**GENERAL EDUCATION**

**Not Satisfied:** GENERAL EDUCATION - 18 Courses Required OR a transferable Associate degree will satisfy General Education (RG-0052)

**BASIC SKILLS**

**Not Satisfied:** BASIC SKILLS - 6 Courses Required (Select 1 course in each category) (All requirements must be met by the end of the quarter in which 75 total units are completed) (R-0005)

**UNIV 101 - 45 UNITS**

**Not Satisfied:** \*\* UNIV 101 - satisfied with 45 or more earned transfer units.

- Units: 45.00 required, 31.00 taken, 14.00 needed

**UNIV 101**

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
GE UNIV	<a href="#">BS - UNIV101</a>	1.00 - 99.00					
	<a href="#">IS 199</a>						all SUBJECT = 'IS' CATALOGONBR
MUS 104	<a href="#">Intro to Mus Std</a>	3.00					
UNIV 101	<a href="#">Academic Advising Sem</a>	1.00					

View All | First 1-4 of 4 Last

**ENG 101/C- (GRD)**

**Not Satisfied:** \*\* ENG 101 - 1 Course Required (C- grade to enroll in ENG 102)

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
ENG 101	<a href="#">Comp 1: Critical Read/Respond</a>	4.00					
GE ENG1	<a href="#">BS - ENG101</a>	1.00 - 99.00					

## FOREIGN LANGUAGE

**Satisfied:** Foreign Language Graduation Requirement - 1 Year of College Level (151, 152, 153 or 251, 252, 253 series of World Language classes) or 2 Years of High School Language Required; must be the same language (R-2778)

## General Education Requirements

-General Education requirements are located below the Undergraduate Requirements. General Education requirements can be different for every student; some have DTAs, some have partial DTAs, and others must complete all requirements.

-Foreign Language is a graduation requirement or a Bachelor of Arts degree requirement depending on what catalog you were admitted. UNIV 101 is also a graduation requirement.

Two years of foreign language in high school will satisfy this requirement or 1 year of college foreign language (3 quarters/2 semesters).

General Education requirements are eligible for petition. For more information on this please visit:

<http://www.cwu.edu/student-achievement/general-education-requirements>.

## Major and Minor Requirements

**LAJ BA**

**Not Satisfied:** LAJ: LAW & JUSTICE B.A. - 60 Units Required (RG-0085)

- Units: 60.00 required, 0.00 taken, 60.00 needed

**UGRD Catalog Year 2014**

**Satisfied:** Your major catalog year is 2014-2015.

**LAW & JUSTICE CORE /C-**

**Not Satisfied:** LAW & JUSTICE CORE - 32 Units/C- Minimum Grade Required (R-0025)

- Units: 32.00 required, 0.00 taken, 32.00 needed

**LAJ 300/302/313**

**Not Satisfied:** \*\* LAJ 300/302/313 - 12 Units/C- Grade Minimum Required

- Units: 12.00 required, 0.00 taken, 12.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
LAJ 300	<a href="#">Admin of Justice</a>	4.00					
LAJ 302	<a href="#">Criminal Procedure</a>	4.00					
LAJ 313	<a href="#">Introduction to Criminal Law</a>	4.00					

View All | First 1-3 of 3 Last

**LAJ 400/401/420**

**Not Satisfied:** \*\* LAJ 400/401/420- 12 Units/C- Grade Minimum Required

- Units: 12.00 required, 0.00 taken, 12.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Repeat Code	Additional Information
LAJ 400	<a href="#">Rsrch Mth Crim Justice</a>	4.00					

Things to keep in mind about majors and/or minors:

1. Some majors require a Course of Study form to be filled out with a Faculty advisor. Elective approval forms are needed for some majors and minors as well.
2. Some majors/minors have grade requirements (which can be found in the catalog as well). As you can see from the second arrow, the courses under the Law & Justice Core have a C- grade requirement.
3. Course substitutions are accepted after all approvals are received. We need Student, Advisor, Dept. Chair, and Dean's office approval.
4. Majors that have Internships (490) or Student Teaching must apply for graduation for the quarter that these requirements will be completed. If agreed upon hours fall after the official end of the quarter, application for graduation must be move to the next term.
5. Students wanting to repeat a course should note that credit for both courses will appear on the unofficial transcript; it does not show on the AR report until the last course is completed and graded, at which time the prior course credits will be removed.
6. Adding or Dropping any major/minor must be done with the corresponding Department. Please keep in mind that some small major plans require a 2<sup>nd</sup> major or a minor.

## Substitutions, Department Approved Electives and General Education

Make sure all substitution forms are submitted with your advisor and approved by the appropriate authorities; this may take a couple of weeks to be received at Degree Checkout. Talk to your advisor for information or to begin the process (professional, major, and minor).

Department approved electives or Course of Study should be submitted in the early weeks of your last quarter or sooner.

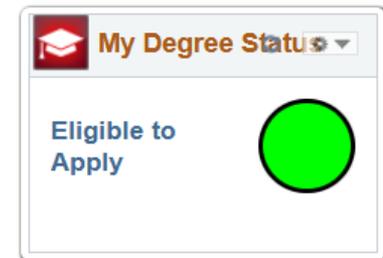
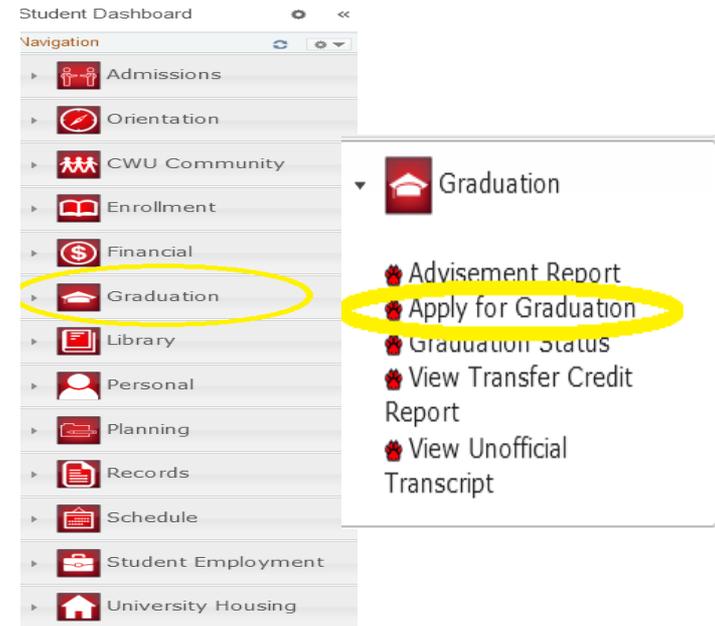
Any general education petitions must be requested prior to applying for graduation.



Applying for Graduation: Students must apply for the term that all requirements will be satisfied.

Online Application- When applying online, please keep deadline dates in mind as a term will not appear if the deadline has passed. To apply online, go to MYCWU, under Student Dashboard, choose the Graduation tab and then click Apply for the Graduation link.

Graduation application deadlines are posted on our website as well as in the academic calendar. The standard graduation fee is \$60. Once a deadline has passed, petitions will be accepted for a short time, which results in an additional \$35 or \$70 fee. Additional fees may apply.



## After Applying for Graduation On Time

- If you applied on time, your degree audit will be processed before your last term begins.
- Your Academic Requirement (AR) report is a critical part of your audit.
- All communication will go to your CWU email and advising notes.
- Check your Graduation Status under MYCWU.
- This is a good time to check your DIPLOMA name and HOME mailing address.

- The first audit will let the applicant know of any missing requirements that are not satisfied (prior to enrollment for the next quarter so adjustments can be made).

- Second audit (after drop/add), if requirements are still missing, an applicant could be subject to denial (certain circumstances apply).
- Missing requirements are posted to the To Do List in the Student Center, so it is important to check those messages regularly.
- For details regarding degree audits check your CWU email and Advising Notes regularly.

- Incomplete or In-progress grades, as well as any grade changes, are the responsibility of the student. Incomplete coursework will not show on the AR report or count toward any requirements until they are graded.
- Degrees will not be awarded to those with Incomplete grades on their academic records (here is when checking the unofficial transcript is important).

- Any time there is a question about an audit or missing requirements, it is best to contact your Academic and/or Professional/Faculty advisors.
- Final audits begin each quarter the day after grades are due.

Your Degree has been awarded, now what?



## GPA REQUIREMENTS

Satisfied: GPA REQUIREMENTS (R-0003)

### ▼ CWU Cumulative GPA

Satisfied: \*\* CWU Cumulative GPA - 2.00 Minimum Required

- GPA: 2.000 required, 0.000 actual

### ▼ CWU/Transfer Combined Cumulative GPA

Satisfied: \*\* CWU/Transfer Combined Cumulative GPA

- GPA: 2.000 required, 2.850 actual

Diplomas are mailed out 8-10 weeks after the last day of the term and are sent to the HOME address. Diplomas will not be sent to any student with a hold or balance on their account (must be at 0).

## Honors Recognition

The following conditions must be met in order to be considered for graduation with distinction:

- At least 45 of the credits required for the degree must be earned at Central in courses taken on the A-F grading basis.
- Credits earned by course challenge, CLEP and other national examinations, military experiences or courses, non-college courses and industrial experience will not be allowed toward the 45-credit eligibility requirement.

• **Honors shall be based on the GPA of all credits earned at Central and all transfer credits accepted by CWU.**

Baccalaureate honors are awarded to recipients of a first bachelor's degree according to the following standards:

- 3.500 to 3.699 - cum laude
- 3.700 to 3.899 - magna cum laude
- 3.900 to 4.000 - summa cum laude

For spring quarter degree candidates, the Registrar will calculate the top percentage for the declared spring degree candidates based on the end of winter quarter data. Final determination of honors will be made after the spring quarter graduation ceremony when all grades are recorded.

Students completing degree requirements during the summer, who are permitted to participate in the preceding spring quarter commencement, will not be eligible for honors recognition until the following spring commencement ceremony.

## Commencement!

Registrar Services and Degree Checkout only supplies the names of graduates to the Commencement Committee to be included in the Commencement Book.

All information about commencement can be found at [www.cwu.edu/commencement-2020/](http://www.cwu.edu/commencement-2020/) and participation information will be emailed to you in early April/mid-May.

Questions can be sent to: [commencement@cwu.edu](mailto:commencement@cwu.edu)

Honor tassels are distributed by Registrar Services for those on campus. Center students can pick theirs up at their center. ID will be required for pick-up.



CWU LEARN.  
DO.  
LIVE.

