Graduation 101

Jen Ham
Degree Checkout
Office of the Registrar
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Office of the Registrar

Degree Checkout (DC) Evaluators review all student records for completion.

College of Arts & Humanities
College of Business
College of Education & Professional Studies
College of the Sciences
Transcripts & Academic Requirements Reports tell a lot about eligibility & requirements.

It's recommended that students meet with advisor(s) before applying for graduation.
Locating Transcripts & Academic Requirements Reports

[Image of navigation menu showing steps to locate transcripts and academic requirements reports]
Graduation Application Eligibility

144 total credits
24 upper division credits

Students will see this on their student dashboard:
# Graduation Application Deadlines

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2022</strong></td>
<td>July 1, 2022</td>
</tr>
<tr>
<td><strong>Winter 2023</strong></td>
<td>September 30, 2022</td>
</tr>
<tr>
<td><strong>Spring 2023</strong></td>
<td>January 13, 2023</td>
</tr>
<tr>
<td><strong>Summer 2023</strong></td>
<td>April 7, 2023</td>
</tr>
<tr>
<td><strong>Fall 2023</strong></td>
<td>June 30, 2023</td>
</tr>
</tbody>
</table>
Graduation Application & Diploma Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Graduation Application</td>
<td>$60</td>
</tr>
<tr>
<td>Graduation Re-Application</td>
<td>$20</td>
</tr>
<tr>
<td>Graduation Late Application</td>
<td>$35, after the 5th week of the deadline $70</td>
</tr>
<tr>
<td>Concurrent Diploma (2 degrees awarded in same term)</td>
<td>$90 (includes basic application fee)</td>
</tr>
<tr>
<td>Split Diploma (2 majors in the same degree printed on separate diplomas) Done ONLY upon request.</td>
<td>$90</td>
</tr>
<tr>
<td>Duplicate Diploma (extra copy of single diploma) (To reorder a diploma, go to ordering transcripts)</td>
<td>$30</td>
</tr>
</tbody>
</table>
Graduation Application Processes

**First Application**
- Apply online/in person/USPS
- Processed by Degree Checkout
- Fee posted

**Late Petition**
- Submit application **AND** petition
- Processed by DC
- Fees posted

**Reapplication**
- Submit new application
- Processed by DC
- Fee posted

[Link to graduation forms and links](cwu.edu/registrar/graduation-forms-links)
Degree Checkout Process

- Review records
- Notify students
- Review file 1-4x

*ELIGIBLE → APPLIED → IN REVIEW → DENIED/AWARDED*
## Hurdles to Graduation

### In Progress coursework:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Units Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 455</td>
<td>Accounting Information Systems</td>
<td>5.00</td>
<td>0.00 IF</td>
</tr>
<tr>
<td>ACCT 461</td>
<td>Fraud Examination</td>
<td>5.00</td>
<td>5.00 EF</td>
</tr>
<tr>
<td>UNIV 301</td>
<td>Career Management</td>
<td>2.00</td>
<td>0.00 EF</td>
</tr>
</tbody>
</table>

### Incomplete coursework:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Units Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 489</td>
<td>Strategic Management</td>
<td>5.00</td>
<td>0.00 I</td>
</tr>
<tr>
<td>MKT 470</td>
<td>Marketing Problems and Policy</td>
<td>5.00</td>
<td>0.00 I</td>
</tr>
</tbody>
</table>

### Other unsatisfied requirements:

- **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 103 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-1238)
  - Units: 180.00 required, 10.00 taken, 170.00 needed

- **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

- **Not Satisfied:** RESIDENCY UNITS (R-0279)
Things to Consider & Remember

• General Education
• Internships/Student teaching
• Honors
• Diplomas
• Updating name & address
Graduation vs Commencement

Graduation:
• Formal completion of instructional program
• Happens every quarter
• Students graduate after completing:
  • application
  • all requirements
  • criteria set by the college and university

Commencement:
• ceremony held once at the end of an academic year
• students wear their cap and gown

Applying for graduation is REQUIRED
Registering for commencement is OPTIONAL
We’re Here for You

Degree Checkout:
(509) 963-3524
degree@cwu.edu

**College of Arts & Humanities:** Karen Malella, karen.malella@cwu.edu

**College of Business:** Jen Ham, jen.ham@cwu.edu

**College of Education & Professional Studies:** N/A

**College of the Sciences:** Joe Sheeran, joseph.sheeran@cwu.edu