

## Indiana State University College of Technology

### Graduation Checklist

- \_\_\_\_\_ Maintain a **minimum** GPA of 2.0 (Education programs and others may require higher)
- \_\_\_\_\_ Satisfy all requirements of your major – listed in the ISU Undergraduate Catalog for your Catalog Year and on MySam.
- \_\_\_\_\_ Satisfy all Foundational Studies requirements. An outline of these requirements is found on your MySam audit and in the ISU Undergraduate Catalog.
- \_\_\_\_\_ Complete a minimum of 120 credits for students with a Catalog Year starting Fall 2013 (excluding Math 015 or Math 035, and duplicate credit hours). If you meet all Foundational Studies and Major requirements but still have not completed 120 credits, you must take additional coursework.
- \_\_\_\_\_ Complete at least 45 credits from 300-400 level courses.
- \_\_\_\_\_ Students may not graduate with an ‘incomplete’ on their record if it was assigned after Spring 2007.
- \_\_\_\_\_ As you approach completion, apply for graduation on MyISU. Select ‘Apply for Graduation – Undergraduates Only’, and follow the prompts. If you are receiving more than one degree (two separate BS degrees rather than a double major), go to the Registrar’s office or contact them at 812-237-2489 in order to apply. If possible, apply for graduation at least one semester prior to graduating. **You cannot graduate without submitting an application for the desired term.**
- \_\_\_\_\_ ISU students can graduate in May, Summer, or December. Commencement ceremonies are held in May and December. Summer graduates participate in the May ceremony.
- \_\_\_\_\_ The COT Graduation Certification list is generally turned in to ORR the same day that grades post, or one day later. Check your grades immediately, and let Student Services know right away if there is a problem with a grade. **If notified before the list is submitted**, your name can be marked “pending” to allow a short window for you to work out the grade issue. If you do not notify Student Services of an incorrect ‘F’ or ‘IN’ prior to the list being submitted, you will need to update your graduation date to the next term. Grades cannot be changed once your degree is awarded.

#### **Additional For Transfer Students / Transfer Work:**

- \_\_\_\_\_ A maximum of 90 transfer credits can be used toward a Bachelor degree. Courses taken at other institutions must have a grade of C or higher in order to transfer.
- \_\_\_\_\_ To receive a Bachelor degree, you must complete at least 30 hours of Residence Credit. Residence Credit is earned from courses taken at the ISU campus or ISU Distance courses. Hours granted through Credit By Exam, Credit for Prior Learning, or credit for Professional Occupational Experience do **not** count toward the Residence Credit requirement.
- \_\_\_\_\_ At least 9 of the minimum 45 credits of 300-400 level coursework must be taken at ISU (including ISU Distance courses).
- \_\_\_\_\_ All undergraduate coursework taken at other institutions is included in the calculation to determine qualification for graduation honors.
- \_\_\_\_\_ If you are taking a course at another institution during your final semester at ISU, request that they send an official transcript to ISU as soon as the grade (must be C or higher) is posted. After ISU grades are posted only a very short window of time is allowed for transcripts from other institutions to arrive and be posted in order for the work to still count for that term’s graduation. We cannot guarantee that the transfer work can be used for the current graduation - if the transcript is received after the lists are closed then you will need to update your graduation date to the next term.