The following are policies regarding the eligibility to graduate and march with the class of 2015:

1. It is the responsibility of each student to be sure they satisfy degree requirements. All requirements for your declared degree, major, minor, concentration, and general studies are listed in the academic bulletin and must be completed as shown there.

2. You must meet the minimum 192/200 required total credits. If all other degree requirements are met, then elective courses can be used to reach the total.

3. 96 credits must be from a 4-year institution.

4. 60 credits must be from upper division coursework.

5. A minimum of 25% of the credits in each major and minor must be from WWU; a minimum of 9 upper-division credits in the major and 3 upper-division credits in the minor must be WWU credits; 40 of the final 45 quarter credits applying to the Bachelor degree must be taken at WWU. All upper division Engineering courses must be taken at WWU.

6. You must have a minimum cumulative GPA of 2.00 overall and in each major/minor; Education majors, 2.75; Nursing majors, 2.75.

7. No grade below C- may apply toward a major or minor. For Teacher Certification, no grade below a C is accepted for any class in the major or minor. For Nursing majors, no grade below a C is accepted for any class in the major or general studies. Engineering majors may have a maximum of 8 credits of earned grades less than C- in any credits counted toward their degree.

8. All transfer credit must be completed by the 10th day of Spring Quarter. **ALL EXTERNAL TRANSCRIPTS MUST BE RECEIVED NO LATER THAN THE 10th DAY OF SPRING QUARTER.** Failure to meet this deadline will result in your name being removed from the graduation list until all items are received by Academic Records.

9. All In-progress (IP), Incompletes (I), and WWU Credit by Exam must be completed 6 weeks before graduation (the end of the 4th week of spring quarter). If you do not finish any of these items by the deadline your name will be removed from the graduation list until all items are done.

10. You must submit a formal application for a degree (Senior outline) to the Academic Records Office. Once the application is approved, **any changes in class registration may place your graduation at risk.** You should contact the Records office prior to making any changes to your registration.

11. Students planning to complete degree requirements in August must submit a Petition to Participate in Commencement.

12. Undergraduates students who march in Commencement but do not complete degree requirements by the end of August 2015 will be charged $200 each quarter, except summer, for up to two years after the proposed graduation date or until all requirements are met and the degree is posted.

13. Graduation honors will be calculated using both overall and WWU credits. Both must meet the honors criteria.

14. Exceptions to any of the above policies must be petitioned through Academic Standards Committee.

I, __________________________ (please print your name legibly here), have read the above policies and understand that I must comply with these policies in order to be eligible to graduate by June, 2015.

_________________________________________  ______________________________
Student Signature                           Date Signed

_________________________________________  ______________________________
Academic Records Signature                  Date Signed

*Please print clearly*