

GraduGuide

Guidelines

Students are responsible for compliance with Wartburg's academic policies and procedures. The Registrar exercises all possible care in checking students' records for graduation; however, it is the sole responsibility of the student to fulfill all requirements for a degree.

--*Wartburg Academic Catalog, Academic Policies and Procedures*

May/August/December Graduation

The following items should be completed by the start of your senior year or 9 months before your graduation date.

- **Declare major** plus minors, concentrations, endorsements. This should be completed by the end of the first term of your sophomore year. The Declaration of Major/Minor form is available in the Registrar's Office or online through the Special Request Forms link on My Wartburg. You entered Wartburg with an advising preference which indicates an interest area, not a major. It is important that all majors, minors, concentrations, and endorsements be declared no later than 9 months before your graduation date. Also, you must complete a new Declaration of Major/Minor form to inform the Registrar's Office that you no longer plan to pursue a major, minor, etc.
- **Submit Diploma Application.** The application should be completed at the start of the first term of your junior year. The link to the online application will be sent to your campus box in the Fall Term of your junior year. Read the directions on the application carefully and submit by the deadline. If you do not receive an email directing you to the link for the application, contact the RO. The application must be submitted to the RO no later than 9 months before your graduation date.
- **Review your Advising Worksheet** on My Wartburg to be sure that you are on track to meet all degree requirements. Report any discrepancies between your data and the worksheet to the Registrar. You should review your Advising Worksheet and other academic data on My Wartburg regularly to track/plan your progress toward graduation. In addition to completing the requirements for a major and the Wartburg Plan of Essential Education for the degree(s) for which you are a candidate, you must complete the following:

- Earn 36 course credits, including four May Term course credits. Transfer students must complete one May Term course credit for each year of classification at Wartburg.
 - Achieve a minimum GPA of 2.0 in all courses comprising each major and minor.
 - Achieve a minimum GPA of 2.0 in all courses taken through the Wartburg curriculum.
 - Earn at least seven of the last nine course credits from Wartburg offerings. CLEP and Challenge exams are not considered Wartburg offerings.
- **Submit Graduation Agreement.** The Graduation Agreement packet is available online through the Special Request Forms link on My Wartburg and also on both the Registrar's webpage and the Commencement webpage. You should complete the Graduation Agreement when you meet with your advisor to plan your final academic year and submit the agreement to the Registrar's Office by the deadline noted on the agreement which is about 9 months before your expected graduation date.

May Graduation

Complete the following by the appropriate deadlines during your senior year beginning with Fall Term. Submit your **Graduation Agreement** immediately if you did not submit it before the start of your last academic year.

- **August – May. Check your email regularly.** Administrative offices use email as the main communication tool to contact students. Also, *The Juice* will include important notices and deadlines. If you do not receive any of the emails identified below with an **Θ**, contact the Registrar to confirm your status as a pending grad.
- **August – September. Θ** Students who are not currently enrolled in enough credits to reach 36 credits by their expected graduation date will receive an email from the Registrar with a response deadline.
- **September. Θ** Students will receive an email from the Registrar reminding them to review their academic progress.
- **September. Complete enrollment for all remaining degree requirements** including internships, arranged studies, and independent studies. Your Advising Worksheet should indicate that all remaining requirements are *In Progress*. If you are still trying to arrange an internship or submitting other documentation regarding incomplete requirements, you must email the Registrar to confirm your plans.
- **September. You are responsible for notifying the Registrar of your plans to complete all degree requirements that are noted as *NOT MET* on your Advising Worksheet.** If you do not keep the Registrar informed, your expected grad date may be moved to August. Expected graduation dates will be changed to August for those students whose Advising Worksheet indicates that requirements are *Not Met*, not *In Progress*. Expected graduation dates will be changed to August for those students who are not enrolled in enough credits to reach the required 36 credits.
- **January-February. Θ** Students who are not currently enrolled in enough credits to reach the 36 credits by their expected graduation date or are missing requirements for declared majors, minors, concentrations, or certifications will receive an email from the Registrar with a deadline to submit a written proposal outlining their plans to complete degree requirements. The proposal may be needed in addition to the Graduation Agreement for clarification and to identify changes to the Plan for Completion.

- **March. Grad Finale.** Students expecting to graduate in May or August are expected to attend this special event where they will meet with administrative offices to be cleared for graduation. Pending grads are expected to order their **cap and gown** at the Grad Finale. An additional fee will be charged to your account if you order your cap and gown after the week of the Grad Finale. To participate in commencement, you must order the official cap and gown through the Wartburg Store. Your graduation fee includes charges for the cap/gown which is not a rental, but is yours to keep.
- **April. ☹** The VP for Academic Affairs and Dean of Faculty will send an email with details regarding the commencement ceremony and the weekend activities. Students are responsible for all information contained in the email.
- **April.** Students who are planning to **graduate in absentia** must contact the VP for Academic Affairs and Dean of Faculty to request to graduate in absentia. The response deadline will be in the earlier email from the VP and is usually sent in the middle of April. In absentia graduates will be noted in the commencement program although their names will not be read at commencement.
- **April.** All incomplete grades for Winter Term course work must be accompanied by the Incomplete Grade Request form and include a completion deadline which allows the instructor time to review coursework and submit a grade by 4:00 p.m. the Friday before graduation.
- **May.** Students should pickup their **cap and gown** at the Wartburg Store by 12 p.m. the Saturday before graduation. If you are unable to pick it up by the deadline, your cap and gown will be available in the Security Office in the Student Center. As a courtesy, you should contact the Wartburg Store if you are unable to pickup your cap and gown by the deadline.
- **May.** All final passing grades for incompletes, transfer credit, and May Term enrollment must be received by 4:00 p.m. the Friday before graduation. The expected grad date for students with incomplete academic requirements will be changed to August. Pending graduates who completed a Venture Ed program in Winter/May Term must contact the Registrar regarding their expected graduation date.

August Graduation

To stay on track as an August grad, refer to the May Graduation guidelines in addition to the following. Submit your **Graduation Agreement** immediately if you did not submit it before the start of your last academic year.

- Submit written proposal to the Registrar outlining your plans to complete your degree requirements.
- Pending August grads must be cleared by the Registrar to participate in May Commencement.
- If completing transfer credits at another college, you must submit a Request to Earn Outside Credit form before enrolling in courses at another institution.
- The official transcript for all course work taken at another institution must be received in the Registrar's Office by the due date for all summer grade submissions.

December Graduation

Complete the following by the appropriate deadlines during your senior year beginning in the Winter Term before your graduation date. Submit your **Graduation Agreement** immediately if you did not submit it before the start of your last academic year.

- **January - December. Check your email regularly.** Administrative offices use email as the main communication tool to contact students. Also, *The Juice* will include important notices and deadlines. If you do not receive any of the emails identified below with an Θ , contact the Registrar to confirm your status as a pending grad.
- **March. Grad Finale.** You are welcome to attend the Grad Finale as a pending December grad. However, the administrative offices will not have information at the event to clear you as a pending December grad. The Wartburg Store will contact you in September regarding the procedures to order your **cap and gown**. To participate in commencement, you must order the official cap and gown which is only available through the Wartburg Store.
- **August. Θ** Students who are not currently enrolled in enough credits to reach 36 credits by their expected graduation date will receive an email from the Registrar with a response deadline.
- **September. Order cap/gown and invitations.** The Wartburg Store will contact you with information regarding the procedures to order your cap/gown and invitations.
- **September. Θ** Students will receive an email from the Registrar reminding them to review their academic progress.
- **September. Complete enrollment for all remaining degree requirements** including internships, arranged studies, and independent studies. Your Advising Worksheet should indicate that all remaining requirements are *In Progress*. If you are still trying to arrange an internship or submitting other documentation regarding incomplete requirements, you must email the Registrar to confirm your plans.
- **September. You are responsible for notifying the Registrar of your plans to complete all degree requirements that are noted as *NOT MET* on your Advising Worksheet.** If you do not keep the Registrar informed, your expected grad date may be moved to May. Expected graduation dates will be changed to May for those students whose Advising Worksheet indicates that requirements are *Needed*, not *In Progress*. Expected graduation dates will be changed to May for those students who are not enrolled in enough credits reach the required 36 credits.
- **November. Θ** The VP for Academic Affairs and Dean of Faculty will send an email with details regarding the commencement ceremony and the weekend activities. Students are responsible for all information contained in the email.
- **November.** Students who are planning to **graduate in absentia** must contact the VP for Academic Affairs and Dean of Faculty to request to graduate in absentia. The response deadline will be in the earlier email from the VP and is usually the middle of November. The commencement program for the December ceremony only includes the names of students participating.
- **December.** Students should pickup their **cap and gown** at the Wartburg Store by 12 p.m. the Saturday before graduation. If you are unable to pick it up by the deadline, your cap and gown will be available in the Security Office in the Student Center. As a

courtesy, you should contact the Wartburg Store if you are unable to pickup your cap and gown by the deadline.

- **December.** Pending December grads are **expected to participate in finals week** even though the commencement ceremony will be the preceding Sunday. All final passing grades for incompletes, transfer credit, and May Term enrollment must be received in the Registrar's Office by 4:00 p.m. the Friday of finals week. The expected grad date for students with incomplete academic requirements will be changed to May. Pending graduates who completed a Venture Ed program in Winter/May Term must contact the Registrar regarding their expected graduation date.

Graduation Goofs (OMG!)

- If you expect to take a **CLEP or Challenge exam** to meet a requirement, be sure to contact the Registrar and Pathways no later than 9 months before your graduation date to make testing arrangements and to prepare for the exam. If you don't pass, you will need time to find other options to complete the requirement such as enrolling in a Wartburg course or completing the Request to Earn form for transfer credit. Students who have waited until the last minute have had to extend their graduation date when they did not pass the exam.
- If you are **planning to graduate in August**, you are not allowed to participate in May Commencement until you are cleared by the Registrar. To be cleared, you must submit a **written proposal** outlining your plans to complete your remaining requirements. In some instances, students are not cleared until they provide proof of enrollment in all remaining requirements.
- If you are cleared to apply **transfer credit** toward a requirement, remember that the official transcript from the other institution must be received in the RO by 4:00 p.m. the Friday before commencement or your expected graduation date will be moved to the next conferred date. Wartburg confers degrees in May, August, and December.
- If you are cleared to participate in May Commencement as a pending August grad, **GPA honors** will not be listed in the commencement program.
- You cannot graduate with an **incomplete grade** on your record even if it is only for a minor. If you are unable to complete the course by the deadline, you must decide whether 1) to extend your graduation date to complete the coursework, or 2) to receive the grade earned with incomplete course work. If the final grade is determined to be an F, the minor will be dropped from your record; however, the F will remain on your record. You decide!
- You are expected to know the difference between the Scientific Reasoning requirement and the Natural Science requirement. A last-minute **Variance** to have a Scientific Reasoning course meet your Natural Science requirement is rarely granted. Both requirements have very distinct learning components.
- You should not plan to take more than 1.25 credits in **May Term**, especially your final May Term. Taking 2 credits in May Term is a similar course load of about 6 credits in a regular term.

- You must assume **responsibility** for the completion of all graduation requirements. The Academic Catalog and My Wartburg offer you information and tools to track your academic progress. Therefore, do not use the excuse, "...but my advisor told me...", because you are responsible for one person...YOU.