

GRADUATION CONTRACT/AUDIT:

MUST BE FILED WITH THE REGISTRAR'S OFFICE TWO SEMESTERS PRIOR TO YOUR EXPECTED GRADUATION DATE..

You will need these items to complete the Graduation Contract/Audit:

- 1. The Graduation Contract/Audit form.**
- 2. Your entry-year catalog.** The graduation requirements specified in the Catalog under which you entered Emory & Henry College define the contractual obligations for you and for the College. This audit form provides a way for you and your advisor to consolidate plans for graduation and for the Registrar to track your completion of requirements easily and rapidly.
- 3. A transcript is available via WebAdvisor or from the Registrar's Office.**

Instructions:

Step 1: Speak with your advisor about graduation.

Pick up the graduation Contract/Audit form, available from the Registrar's Office or our website. If you or your advisor has questions related to graduation, see the Registrar.

Step 2: List required courses in your major from your entry-year catalog on page 1 of the Graduation Contract/Audit.

In the space provided, indicate the term in which you took each course, the credit hours, and the grade earned in courses already completed. The transcript shows courses, terms, hours, and grades. Leave the Grade space blank for courses you have not taken. Include all required courses – transferred, completed, currently enrolled, and planned – indicating the term for each course. Do not include extra courses that are not required, although you may have taken or may plan to take extra courses.

Step 3: List required courses in your second major, minor, or Contextual and Support and Math.

The second block on page 1 is divided into two sections. The top section is for your minor or Contextual and Support area courses, or for your second major if you are a double major. Teacher prep students should include Education courses in this block, and PPCS students should use it for the Focus Area. The college math requirement for your major goes in the lower section of this block.

Step 4: In the General Studies block on page 2, enter your course that fill listed requirements.

Step 5: In the Associated Requirements block on page 2, list any requirements in your major that does not fit on page 1.

Teacher prep students use the additional requirements block for endorsement requirements and additional disciplinary courses needed for certification.

Step 6: Use the blocks in the lower half of page 2 to plan your final year.

Be sure to include in your final semesters all required course from your list on page 1 that you have not completed and all courses remaining to complete in your General Studies and Associated Requirements listing on page 2.

Step 7: Calculate your GPA in your major and your minor:

Step 8: Meet with your advisor:

Step 9: Secure the approval signature of your major department chair as required.

Step 10: Return your Graduation Contract/Audit to the Registrar's Office on schedule!

Notes on GPA Calculation:

- Your current overall cumulative GPA appears as the last number on your transcript.
- Credit hours and points from transfer work do not count in your GPA.
- To calculate your GPA on any group of courses (major, minor, Contextual/Support) divide the points earned by grades for that group of courses by the credit hours attempted in that group. Exclude transfer course and credits earned with grades of "P". The college web page provides assistance in calculating your GPA, and a sheet of instructions is available from the Registrar.

Frequently Asked Questions about Graduation Contract/Audit

Q. When should I turn in my Graduation Contract?

A. The Catalog requires the Graduation Contract "two semesters before anticipated graduation." The Registrar's deadline for December candidates is the last class day before pre-registration in the fall semester prior to the fall semester of graduation and for May candidates it is the last day of class in the spring semester prior to the spring semester of graduation. This calendar assures students enough planning time to help them meet required courses and respond to problems and questions.

Q. I am in teacher preparation and my department says that I have to take a course that is not listed in the requirements in my catalog. Do I have to take the course?

A. Yes. When the State of Virginia changes licensure requirements, you must meet the new state requirements regardless of the year you entered Emory & Henry College. Your requirements for licensure are your contextual and support, so you must meet these requirements to complete your degree and be recommended for licensure.

Q. Where on the Contract do I put my Education courses?

A. Education provides the Contextual and Support for teacher preparation students. They should be listed in the space provided for a second major, minor, or Contextual and Support area.

Q. There aren't enough lines for my activities required in physical education. How can I list them all?

A. You may group them as one item and average the grades into one grade equivalent. (Example: 10 activities, 5 credit hours, grade of A in each course, is 20 quality points on the GPA, or an A in 5 credit hours.)

Q. What do I put under term?

A. Indicate the term as such YearSemester. For example: Fall 2003 would be 03FA.

Q. What do I put for term in transfer work?

A. For the term, hours, and grade of transfer courses you may enter TR. If you enter real hours and grades, be careful not to use them in calculating your GPA. Your GPA is calculated on Emory & Henry credits only.

Q. I haven't taken all of my courses yet. Should I list courses I have not taken in my major?

A. Yes. All courses required in the major and the minor or contextual support should be listed, even if you haven't taken them yet. Also, indicated the term you plan to take the course. When grades are run for that semester, the Registrar will update your contact with the hours and grade.

Q. I plan to take a course that isn't really required, but I am taking it and it is in my major. Should I put it on the list?

A. No. List only required courses. If a course is listed, it indicated to me that you and your department have agreed that it is a requirement. If you fail to take or pass any listed course, you will be excluded from graduation. We would correct the record later, but graduation would have passed and you would not have been permitted to participate.

Q. I have changed my mind about a course that is listed on my contract, and my department has approved the change. Will my contract be updated automatically?

A. No. The Registrar may not know that you have changes your mind. You must pick up a copy of your contract from the Registrar's office, make the change on the copy, get your department chair's initials on the changed copy, and return the revised contract to the Registrar's office so your contract can be audited on the revised contract.

Check the Registrar's Web page for more tips and answers to questions on the Graduation Contract/Audit.

General Studies Requirements				Associated Requirements				
Course	Term	Grade	Course number	Title	Term	Hours	Grade	
WTRA 100A AND 100B								
WRITING REQUIREMENT Circle writing requirement: ENG 199 ENG 100 ENG 101 OTHER: _____								
GREAT BOOKS								
RELIGION 131, 132, OR 200								
HUMANITIES DISCIPLINARY: Course #: _____								
Natural Science Disciplinary: Course #: _____								
Social Science Disciplinary: Course #: _____								
Value Inquiry								
Global Study								
Computer Literacy: _____								
Oral Skills: _____								

My Last semester will be: Fall Spring Summer

Final Year Fall Courses		Final Year Spring Courses	
Course number	Title	Course number	Title
Final Year Summer Courses		Transfer Credit Expected during final semesters:	
Course number	Title	Course number	Title

For Staff Use Only:

Number of Hours completed: _____ Cumulative GPA: _____

Notes: _____
