

## Classy Lessons for Advising Successful Students

When we process students for graduation, we unfortunately find issues that prevent students from reaching that goal. To prevent this from occurring we offer you the following lessons. Extra information can be found in the General Academic Information section of the Online Undergraduate Catalog.

**FIRST:** Review Major/Minor Requirements for the following:

1. **Correct Information-** Verify that the student's academic information (Major, Minor, etc) are correct on their audit. Students with multiple majors can have a drop down tab to select their audit, so make sure we are on the correct major.
2. **Catalog Year-** Students are placed into a specific Academic Catalog (i.e. 2023-2024) when they declare a program. A student and advisor can decide that moving to the newest catalog would be beneficial and can submit a Change of Major through the Registrar's Office webpage with that request in the comment section. Always check to see if the courses the student has taken match the requirements of the catalog year.
3. **Petitions-** Any substitution or waiver for a class must be submitted via petition for it to appear on their Degreeworks. A Degreeworks Audit must be able to show 100% completion and all the requirements met before a Degree can be awarded.
4. **Major specific GPA and/or course requirements** – Majors can have specific requirements related to gpa and courses. Ex: History has the Must take 2 courses among HIS 302A, HIS 302B, and HIS 302C requirement.

**SECOND :** Review University requirements for the following most common issues:

1. **120 Total hours-**The number one issue for students entering graduation season is the 120 total minimum hours requirement found at the top right of their Degreeworks. Hours applied includes ALL IN-PROGRESS hours that a student is currently taking.
2. **42 Upper Division hours-**The second most common issue is the Upper Division requirement. All EKU BA/BS students are required to earn at least 42 Upper Division hours. The number reflected on Degreeworks includes ALL IN-PROGRESS hours.
3. **PCC Requirement** - The Pre-College Curriculum requirement is commonly overlooked. This is met by a student taking two courses of the same foreign language in high school. If a student believes they have already met this requirement the Registrar's Office and Transfer Office need to review their high school transcripts. If the review concludes they have not yet met the requirement they must take two courses of the same foreign language.
4. **Gen Ed Certification-**Double check this one. A student might say they are GE certified but their Degreeworks will show incomplete elements. In that instance send an email to [reg.dgw@eku.edu](mailto:reg.dgw@eku.edu) asking for them to review the Gen Ed Certification for that student.
5. **Gen Ed class sharing** – A course cannot count for a Gen Ed and a Major Core requirement. They do not share.
6. **Grades that prevent graduation-** Grades of "I", "IP", "NR", or "RG" have to be resolved either by a change of grade form for courses taken at EKU or an updated transcript for transfer courses before a degree can be awarded.
7. **GPA** - Always be mindful of the student's Overall and EKU GPA. Students must have at least a 2.0 GPA in order to Graduate.