

# GRADUATION REQUIREMENTS AND INFORMATION

## Requirements for Graduation

A student is recommended for graduation upon the satisfactory completion of a minimum of 120 credits at the 100 level or above and upon fulfillment of all categories of the requirements for their degree. A minimum overall cumulative GPA of 2.00 (C) is required for graduation. The minimum GPA for majors and minors is generally at least 2.000 (C) but may be higher for some programs. Students should consult with their respective academic department or check the program's catalog pages. Specific programs, in accordance with University procedures, may set other higher standards and may require more than 120 credits for completion of the degree. A student must apply online for graduation no later than the end of the junior year or after 90 credits have been earned. It is imperative that the student meet with their academic advisor. Students can view the graduation checklist on the Office of the Registrar website (<http://wcupa.edu/registrar/>). Any student currently matriculated in the University may graduate after completion of 120 credits, PROVIDED:

1. They have completed all general education requirements that are specified in the catalog for the year that the student was most recently accepted into WCU
2. AND they have completed all courses required by the major/minor, including all supporting (cognate) courses
3. AND they have fulfilled any special requirements or competencies that are particular to a department or college
4. AND they have completed all degree requirements within the semester in which they intend to graduate (Any unmet degree requirements can only be completed for that semester's graduation date, if the attempt to complete the degree requirement was initiated prior to the end of the semester, and the requirement was completed within 30 days of the actual graduation date.)
5. AND they have fulfilled the resident credit requirements (This requires at least 30 of the last 60 credits be earned at West Chester University and at least 50% of the major/minor be earned at WCU, excluding cognate courses.)
6. AND they have cleared all holds and financial obligations to the University, including payment of the graduation fee, the return of any University property, and any other obligations
7. AND they have complied with all academic requests, including applying for graduation through myWCU (<https://my.wcupa.edu/>) by the deadline posted on the Office of the Registrar's website (<https://www.wcupa.edu/registrar/>).

The permanent student record (transcript) records all degrees, majors, minors, and general education pathways completed, and graduation honors. The diploma only lists the degree earned (e.g., Bachelor of Science), as well as graduation honors. Students earning two different degrees (e.g., B.S. and B.S.Ed) will receive a diploma for each.

## Resident Credit Requirement

To qualify for graduation, a student must take at least 30 of their last 60 credits at West Chester University. Normally, the student will take the last 30 credits at West Chester. In addition, a student must take at least 50% of the courses in their major or minor discipline (excluding cognate courses) at West Chester University. For active-duty service members, the academic residency requirements will not exceed 25% of the undergraduate degree program.

## Student Responsibility

The ultimate responsibility for satisfying all graduation requirements is the student's. Students are encouraged to check their Degree Progress Reports (<http://www.wcupa.edu/registrar/dpr.aspx>) (DPRs) on myWCU regularly, so they maintain a thorough understanding of

all outstanding requirements. Faculty academic advisors are expected to provide accurate, helpful information to students, and students are expected to be knowledgeable about the academic policies and procedures governing the completion of their degrees. The student and faculty advisor are expected to consult with each other regularly. Under West Chester University's advising program, all students have faculty advisors, appointed through their major departments, who counsel them on academic matters throughout their undergraduate years. Students who have not yet declared a major are advised by Exploratory Studies (<http://www.wcupa.edu/advising/>). Students need to meet with their advisors before registration periods to discuss course enrollment and be given access to online registration.

West Chester University faculty, staff, and students must activate and maintain regular access to University-provided electronic mail accounts AND are responsible for accessing electronic mail to obtain official University communications. **Failure to access the electronic mail account will not exempt individuals from associated responsibilities and liabilities.**

Students are expected to complete all degree requirements within the semester in which they intend to graduate. Any unmet degree requirements can only be completed for that semester's graduation date, if the attempt to complete the degree requirement was initiated prior to the end of the semester, and the requirement was completed within 30 days of the actual graduation date.

## Anticipated Time for Degree Completion

It is the *expectation* that a student should anticipate being able to graduate in eight consecutive fall/spring semesters. This expectation would not apply if any of the following conditions exist:

1. A student needs to complete developmental courses.
2. A student enters the major of graduation after the first semester of their first year.
3. A student transfers to West Chester University and has compiled courses that do not fit into their current program.
4. A student fails to meet the minimal standards of academic performance of the University of their major program.
5. A student chooses to repeat one or more courses.
6. A student fails to follow guidelines set forth to meet major or University requirements.
7. A student who selects the culture cluster option requires an extra semester to meet that requirement.

In order to graduate following (or within) the expectation, it is the student's responsibility to consult with the major department for course scheduling guidelines in the major.

The expectation, however, is invalidated when the following conditions exist:

1. A program requires more than 120 credits for completion.
2. The sequencing of courses requires more than eight consecutive fall/spring semesters.
3. A program requires the completion of requirements that can only be met in summer.

Nothing in this policy prevents the offering of a program that does not meet expectations. Such programs, however, are so identified in the University catalog.

Each department will determine when its courses will be offered.

## Required Notice of Intention to Graduate

Students intending to graduate must apply for graduation online through myWCU. The deadlines for when to apply are posted on the Office of the Registrar's website (<http://www.wcupa.edu/registrar/>). Students who need to take summer courses in order to complete degree requirements are considered August graduation applicants. August

graduation applicants may participate in the May commencement exercises if they apply by the deadline.

Students must meet the deadlines in applying for graduation. These deadlines are set so that students have an opportunity to add/change courses in meeting final requirements, as well as have their name printed in the commencement program. Students who miss the deadline to apply online must apply late for graduation in person at the Office of the Registrar. Applying late will greatly reduce the opportunity for a student's name to appear in the commencement program.

After applying for graduation online, students will receive an e-mail notification, which is sent to their University e-mail account, regarding their general education clearance. The graduation fee of \$99 is applied to the student's account as soon as a student submits the online application.

Students are encouraged to meet with their academic advisor for major/minor requirements prior to submitting their application to graduate.

### Graduation Honors

Graduation honors are awarded as follows:

Honor	Cumulative GPA
cum laude	3.250 - 3.499
magna cum laude	3.500 - 3.749
summa cum laude	3.750 - 4.000

The honors list for commencement is based on the cumulative GPA from the next-to-last semester before a student graduates. Those who do not attain honors distinctions until the end of their final semester will have recognition of their achievement on their diploma and final transcripts, where all honors distinctions are recorded.