

Steps to a successful graduation

1. **Contact the Student Services staff member for a final senior/graduation evaluation.** Confirm your graduation status with COHP Advising Staff listed below.

Carolyn Massie PH 216 massiec@marshall.edu	Communication Disorders Dietetics Social Work
Sharon Peters PH 222 peters@marshall.edu	Athletic Training Biomechanics Exercise Science Sports Management/Marketing
Kelli Price PH 214 price120@marshall.edu	Health Sciences Public Health BSN Nursing MLT, MLS and Cytotechnology
Dean Crawford PH 221 crawfordd@marshall.edu	ASN Nursing Respiratory Care Medical Imaging Distance Learners (RN to BSN)

- a. You need to complete this step the semester prior to graduation. For May, we suggest that you complete the evaluation in September. For December, we suggest April or early May.
- b. You will be asked to submit your graduation application and provide documentation of the \$50 diploma fee before your name will be submitted for graduation.

2. **Verify the classes and credits you need to complete your program.**

- a. Note: it is your responsibility to make certain you will meet the minimum graduation requirements including:
 - i. A 2.0 grade point average at MU and overall
 - ii. 120 credits completed
 - iii. Calculate your completed hours as follows:
Hours completed (not counting duplicate or developmental classes)
+ current enrollment
=hours toward degree
 - iv. 120- hours completed towards degree = hours needed to meet this minimum

Developmental classes include MTH 098, 099 and ENG 099

Duplicate classes are courses you attempted more than one time with a passing grade each time. EX: PSY 201 with a C then a B would only count once in your graduation hours.

3. **Verify that you meet the grade point average (both overall and MU) required by your major (varies among majors).**
4. Remember dropping classes or not meeting graduation criteria for your major can result your removal from the graduation list and may delay completion of your program.
5. Check Degreeworks to verify that you have met all academic requirements.

I have received a copy of this list and realize that graduation is my responsibility.

Signature

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Date