

## **(Self) Grad Check**

Need to know what else to take to graduate? Follow these instructions, and you should know.

1. Login to the Student Information System, <http://ssb.ship.edu>, go to the Student, and print off your Academic Record or unofficial transcript.
2. Get the advising checksheet from your department, or go to the Ship website ("Academics," "Resources," then "Academic Planning Guide," [http://www.ship.edu/Undeclared/Academic\\_Major\\_Planning\\_Guides/](http://www.ship.edu/Undeclared/Academic_Major_Planning_Guides/)) to find your degree's advising sheet. You may also be able to get a hard copy from your department.
3. Check off all the courses you have taken at Shippensburg, for which you have received a D or better (unless your program or specific courses require a C). Check off all your transfer courses, if applicable.
4. If you have any questions about the General Education program, see the Arts and Sciences website at [http://www.ship.edu/cas/General\\_Education\\_Requirements/](http://www.ship.edu/cas/General_Education_Requirements/) or the University catalog, [http://www.ship.edu/Catalog/Undergraduate\\_Catalogs/Undergraduate\\_Catalog/\(General\\_Education\)](http://www.ship.edu/Catalog/Undergraduate_Catalogs/Undergraduate_Catalog/(General_Education)).
5. Do not count Developmental Courses (Reading, Math, or Writing) or courses you have repeated in your total credit count. (In repeated courses, the second record is the one that counts, regardless of the grade.) You will need a minimum of 120 credits, but Developmental courses do not count in that total.
6. If you are getting a B.A. degree, be sure that you have achieved foreign language competency (Intermediate level, 103).
7. You will need a 2.0 overall and a 2.0 in your major classes. To calculate what GPA you need, see the following online calculator, or something similar: <http://www.back2college.com/raisegpa.htm>. (For every D in a major class, make sure you have a B to average it out.)

### **Notes:**

1. If you took "performance" courses in Music (ensembles, band, etc.), you are only allowed to count 3 of those credits toward the graduation total (but all calculated into QPA).
2. If you took Military Science courses, you are only allowed to count 8 of those credits toward the graduation total (but all calculated into QPA).

**If you have any questions, please see your advisor.** If you and your advisor have a specific question about your particular situation, and the two of you cannot resolve it, feel free to contact the Dean's Office, DHC 225, 477-1151, [cas@ship.edu](mailto:cas@ship.edu).