

SENIOR DEGREE CHECK PROCESS

A final audit of all course work for your degree is done to ensure that you have completed all requirements accordingly.

1) Students in the Honors College **start the degree check process** with Julie Reed (Slonaker House – rm. 115, ph (520) 621-6901). Even if you do not plan to graduate with honors but are in the Honors College, we recommend you meet with Julie to initiate your degree check. You will receive a degree candidacy application form to complete. You will also receive a pink form 'Degree Audit Adjustment Form' & instructed to print out a current SAPR. Attach SAPR to the pink form.

1) If you are not in the Honors College, **degree checks are initiated** by going to (CoS) College of Science Advising Office, Gould-Simpson Bldg., rm. 1017. You will be instructed to fill out a degree candidacy application, which they provide. You will be given a pink form 'Degree Audit Adjustment Form' thereafter, and instructed to print out a current SAPR, attach it to the pink form.
For honors and non-honors students (the remaining steps are the same):

2) MAJOR

You will then be sent to your MAJOR advisor, who is your FACULTY ADVISOR. When meeting with your faculty advisor you will bring the pink form & SAPR with you. Do NOT leave the form for him/her expecting them to sign and process it for you. You are accountable for following through with all necessary signatures & steps required (explained herein). If you're not sure who your faculty advisor is, contact the Math Center Advising staff.

MAJOR/FACULTY ADVISOR will assess your major coursework required: indicating that requirements are completed or not; and if not, s/he will list courses that are currently 'in progress' or those that 'remain to be completed.' It is your responsibility to communicate thoroughly with your advisor so that you fully understand the math major requirements which are outstanding and remain to be completed.

Your MAJOR faculty advisor will make necessary notes/adjustments directly on the pink degree check form, contingent on approval. These hand-written notes are official & will suffice.

Major advisor will verify major GPA requirement: 2.000 or higher.

For double & triple majors: see major advisor in each department for signature. *General Education requirements are to be evaluated by the college listed under your primary (1st) major.

3) MINOR (if applicable)

For those who have a minor NOT requiring substitutions/adjustments, go to CoS, Gould-Simpson, rm. 1017. An advisor will meet with you and will then sign off on your minor on your pink degree check form. Remember to bring this pink form w/SAPR attached!

If your minor needs approval of course substitution/adjustments, you **MUST** take pink form and SAPR to your MINOR advisor. S/he will make notes on the pink form regarding the course substitution information, and will then sign the form accordingly.

Contingent on the catalog year you fall under, if applicable, then your minor GPA requirement of at least a 2.000 will be verified.

Your advisor will inform you of any remaining requirements in the minor, making note on the pink form.

4) *GENERAL EDUCATION & UNIVERSITY REQUIREMENTS

Meet with advisor in Gould-Simpson rm. 1017 (College of Science Advising Office). Bring pink form & SAPR! Advisor will assess english composition, foreign language, foundation math, and tier one/ tier two general education requirements.

S/he will verify you meet the upper division requirement of at least 42 upper division (course #s 300-499) units by the time you graduate, and that your cumulative GPA is at least a 2.000.

The advisor will make any last minute adjustments necessary on the pink form related to gen ed courses, and will instruct you about any remaining requirements or deficits.

At this time you & advisor will sign the pink form. Advisor will forward your application & pink form to Jenny Bravo, your Graduation Services advisor. Jenny will place a \$35.00 degree candidacy fee on your Bursar's account & will do a final audit of your records (after grades are posted) to ensure you have completed all requirements for your degree. Non UA (official) transcripts which impact completion of degree requirements go directly to Jenny Bravo. Contact information: <http://www.registrar.arizona.edu/graduation/bravo.htm>

5) EXIT SURVEY – As part of the degree check process, please go to the following links to complete two questionnaires. The first link is information for the Math Department. The second goes to the College. The information provided will help us to better serve the student population.

<http://math.arizona.edu/~deemer/gradsr.html>

<http://www.mcb.arizona.edu/cosExit>