



## *The Undergraduate Graduation Process for Students*

### ***Meet with Your Advisor***

You are encouraged to meet with your advisor at least two semesters before graduation. At this meeting, a Degree Evaluation will be processed in the Banner system in addition to you and your advisor completing the senior summary form.

### ***The Senior Summary***

The purpose of the Senior Summary is to provide a record of remaining requirements for graduation and to eliminate last minute errors. The catalog you are following will be used to determine the requirements for graduation.

After reviewing your degree evaluation and senior summary form, you will sign the form along with your advisor. A signed form may be sent to your academic department for review. The forms will be sent to the Graduation Services Office in the Office of the Registrar. The official review of the senior summary will be processed by the Graduation Services office. If there is an error or omission, the student and advisor will be notified. Questions can be referred to Marc Setliff at [setliffm@ecu.edu](mailto:setliffm@ecu.edu).

### ***The final responsibility for meeting all academic requirements for the degree rests with the student.***

1. Foundations Curriculum Requirements for all graduating students include:
  - **English:** A minimum of 12 hours of **Writing Intensive (WI)** classes must be completed including ENGL 1100, ENGL 1200, 3 credits in the major and 3 additional WI hours of the student's choice.
  - **Culturally Diverse (CD):** At least one 3 credit course designated culturally diverse.
  - **Social Sciences:** At least 12 hours of **Social Sciences** from at least **3 areas** are required.
  - **Natural Sciences:** At least 8 semester hours including a science lab.
  - **Math:** At least 3 semester hours of math.
  - **Humanities and Fine Arts:** At least 10 semester hours including at least one Humanities course and one Fine Arts course.
  - **Health and Exercise Sports Science:** at least one course in both subject areas.
2. The minimum GPA for the designated **major** must be maintained in addition, at least a 2.0 overall grade point average on all ECU coursework.
3. Check your catalog for the **minimum number of semester hours** that must be earned with at least **one-half required of the hours** earned at a **senior college** (4 year institution). A minimum of 30 semester hours must be earned at East Carolina University, and **at least one-half of the hours required in the major must be earned at ECU.**
4. **6000 level** courses are graduate courses only and cannot be used as undergraduate electives and cannot be applied to an undergraduate degree.
5. Approval to take a course(s) off campus, including East Carolina University extension courses, must be obtained by the academic department and the Academic Services Office, 100 Whichard Building.
6. It is the student's responsibility to see that all transcripts are on file in the Office of the Registrar prior to the end of the semester he/she expects to graduate.
7. A student planning to take re-examination or a course by examination should notify the Office of the Registrar immediately.

### ***The Graduation Application and Commencement***

Application for Graduation can be completed at the time of the senior summary or at the Graduation Services Office. This should be done two semesters before completion of the degree. All graduation applications should be returned to the Graduation Services office, located in room 108 of the Whichard Building.

Visit OneStop to reserve your seat for graduation and be sure to check the Commencement website for important announcements: <http://www.ecu.edu/commencement/>