

St. Andrews University (a branch of Webber International University)

Pre-Graduation Audit for all prospective Graduates

Date: _____

To be submitted by each student prior to the end of their junior year.

The student's advisor must review prior to submission.

PART A:

1. When do you expect to complete your graduation requirements?

End of Fall Semester _____ End of Spring Semester _____

End of Summer Term _____ Year _____

2. Check degree: BA _____ BS _____ BFA _____

3. List major(s): Major 1 _____ Advisor _____

Major 2 _____ Advisor _____

4. Have you declared a minor? If so, please list:

Minor 1 _____ Advisor _____

Minor 2 _____ Advisor _____

5. Are you working towards honors in your major?

Yes _____ Name of Major _____

No _____

6. Are you working toward teacher certification?

Yes _____

No _____

Signature _____

Date _____

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Student _____ Year entered SAU _____

PART B:

GENERAL GRADUATION REQUIREMENTS

1. A minimum of 120 SAU credits. Already completed: _____ credits.
2. A minimum of 30 credits completed at St. Andrews to meet residency requirement.
Already completed at SAU: _____ credits.
3. A minimum overall cumulative GPA (grade-point-average) of 2.000 .
Current cum GPA: _____
4. A minimum of 36 credits at the 300-400 level. Already completed _____ credits.
This number (36 credits) includes courses in the student's major areas and SAGE/CORE as well as electives.

5. SAGE and WRT courses completed or exempted from taking (6 courses required)

[Please include Semester and Year completed]:

WRT 110 Writing Workshop I (With a C or better)	_____ / _____
WRT 120 Writing Workshop II (With a C or better)	_____ / _____
SAGE 230 Human Culture and Thought I	_____ / _____
SAGE 240 Human Culture and Thought II	_____ / _____
SAGE 381 Transitions (or major equivalent)	_____ / _____
SAGE 450 Global World Issues	_____ / _____

Note: A student may be exempted from one or more SAGE course only by the Registrar during an initial evaluation of transfer credits, or by the Registrar with the recommendations of the Director of SAGE.

6. Perspective/Breadth Requirements - Indicate the course that has been completed that fulfills a given breadth requirement and the Term and Year completed.

- a.) Mathematics _____ / _____
- b.) Natural Science (4 cr) _____ / _____
- c.) Arts & Aesthetics _____ / _____
- e.) Humanities _____ / _____
- f.) Social Sciences _____ / _____

Note: Only courses approved by the faculty as breadth courses may be used to meet breadth requirements. Exceptions can be made only by the Registrar with the recommendation of the appropriate Department Chair.

8. Total number of physical education activity credits completed, including PE 265, Intercollegiate Athletics _____ . A maximum of three (3) physical education activity credits may be counted towards graduation.
9. Total number of courses completed on a Pass/Fail basis (not counting PE 265 or a course that is only offered as a P/F) _____ Students may select a **maximum** of two elective courses to be completed on a P/F basis.

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Student _____ Year entered SAU _____ Catalog Year Major Under _____

PART C:

REQUIREMENTS FOR A MAJOR

Note: A separate sheet (Part C) must be completed for each major

Major _____ Degree: BA _____ BS _____ Advisor _____
 Contract major _____ Catalog major _____

- List the courses to be completed for your major, including transfer courses, as listed on your major contract or in the catalog.
- List the grade and credit value for each course, and if it is a course completed at St. Andrews, include the quality points earned for each course.
- If a course is a transfer course write **TR** in place of quality points.
- If a course is a course completed at SAPC with a grade of P, write **P/F** in place of quality points.
- If a course is in progress, mark it IP.
- If a course is to be completed in the future, indicate when the course will be completed.

points for a 3-credit course completed with a grade of C would be 3 credits x 2 points = 6 quality points for the course.

Quality Points: A = 4.0 ; A- = 3.7 ; B+ = 3.3 ; B = 3.0; B- = 2.7; C+ = 2.3 ; C = 2.0; C- = 1.7; D = 1.0

Course & Number	Course Title	Grade	Credits	Quality Points	Notes
<i>Example:</i> ECO 201	<i>Microeconomics</i>	<i>A</i>	<i>3.0</i>	<i>12.0</i>	
ECO 202	Macroeconomics	TR	3.0	TR	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

MAJOR TOTALS

- (a) Total Credits, including transfer credits and credits completed as P/F = _____
(b) Total graded credits, in your major, completed at St. Andrews = _____
(c) Total Quality Points, in your major, earned at St. Andrews = _____
(d) Major GPA (c)/(b) = _____. (Must be at least a 2.00)

The courses listed must be the same as the ones listed on your contract or listed as required in the catalog. If they do not, your contract must be amended by the academic department, or in the case of a catalog major, a written request for substitutions must be sent to the Registrar by the Department Chair.

GENERAL REQUIREMENTS FOR A MAJOR

- (1) BA degree requires 10-15 courses of 3 or more credits each (30-56 credits).
BS degree requires 14-15 courses of 3 or more credits each (48-60 credits).
BFA degree requires 10-15 courses of 3 or more credits each (30-56 credits).
Number courses you have completed _____; Number credits completed _____

Student (signature) : _____ Date: _____

Advisor (signature): _____ Date: _____

COMPLETED FORMS (PARTS A, B, & C)
MUST BE RETURNED TO THE REGISTRAR'S OFFICE

Checked by the Registrar (signature): _____

Date: _____

Comments: