

Undergraduate Academic Checklist

These are 20 important areas of academic self-assessment. Items 3-20 are for freshmen. Items 1-20 are for transfer students.

- 1 Transfer Units At Entry**
Did I transfer units to NDNU at entry? If so, how many lower-division? How many upper-division?

- 2 Transfer Credit Evaluation**
If I transferred units to NDNU at entry, I received a Transfer Credit Evaluation. Am I following what it says I need to fulfill my General Education requirements?

- 3 General Education Requirements**
Am I following what the Catalog says I need to meet the 45-47 required units in specific General Education fields?

- 4 Major Requirements**
Am I following what the Catalog says I need to fulfill my chosen major? Do I have the required 2.00 GPA in my major? If waivers, exceptions, or substitutions were approved by my Advisor, have these been submitted in writing to the Registrar's Office? Will I have 24+ upper-division units in my major, at least 12 of which were earned at NDNU?

- 5 Upper-Division Units**
Will I have 46 upper-division units by the time I graduate?

- 6 Math Placement Test**
Did I take and pass the Math Placement Test? (Contact Math Dept., 508-3472, if you have any questions about this.)

- 7 Writing Proficiency Exam**
Did I take and pass the Writing Proficiency Exam or take and pass CM118; EN106, 107, 120, 136, 137? (See Dr. Marc Wolterbeek, Campus Center 2, if you have any questions about this.)

- 8 Career Development**
Did I take 3 units in Career Development? If not, how did I meet this requirement? Have I checked on this? (See Mr. Bob Moon, Campus Center, if you have any questions about this.)

- 9 Transfer Units Since Entry**
Did I take courses at any other college while at NDNU? If so, did I have an official transcript sent to NDNU's Registrar's Office? Did I check to see if it has been received?

It is recommended that a currently enrolled student who plans to take a course at another institution and transfer credit in order to satisfy a program requirement at NDNU should first notify his or her advisor and submit a copy of the course description or a syllabus. The school at which the coursework will be undertaken must be a regionally accredited institution of higher learning, and the course must be comparable in content and requirements to the NDNU course for which it is intended to substitute.

- 10 Resolution Of Incomplete Grades**
Have I resolved any Incomplete Grades received? Do I understand that I will not graduate until the semester I resolve my last Incomplete Grade?

- 11 Independent Study**
Am I observing the 9-unit maximum of Independent Study allowed? Have I submitted Independent Study contracts for each course when registering?

- 12 United States History**
If I was required to take United States History at NDNU, have I fulfilled this requirement?

- 13 Residency**
Will I have 30 NDNU units in residence, of which at least 24 are upper-division? Am I aware that I may not transfer in any units during my last 12 at NDNU?

- 14 CLEP & Challenges**
If I elect to CLEP, have I taken my CLEP early, realizing that they may not count as part of my 24-unit NDNU residency? If I elect to challenge, am I monitoring that only 6 units may be earned by challenge during residency?

- 15 Deadlines**
Am I observing all deadlines in the Catalog and Schedule of Classes (registration, drop/add, filing deadline for graduation, etc)? After completion of final units, have I satisfied all obligations with the Business Office and Library?

- 16 Graduation Audit**
As I neared completion of 90 units, did I obtain a Graduation Application from my Advisor, complete it, pay the Graduation Fee, return my Application to the Registrar's Office, and have my Graduation Audit? Did I receive a copy? Am I following it to meet all graduation requirements?

- 17 Petition To Walk**
If I will have 6 or less units to complete during summer and fall and wish to walk in the prior May commencement ceremony, have I completed my Request to Participate in Commencement and submitted it to the Registrar's Office by the deadline?

- 18 Current Address & Phone Number**
Until I receive my diploma, am I keeping the Registrar's Office up to date regarding my present and permanent address and phone number?

- 19 Total Units & NDNU GPA**
Will I have 124 total units by the time I graduate? If I repeated a course, have I checked my transcript to make sure I only received credit once for this course? (The same course cannot generate units twice.) Will I have a NDNU GPA of 2.00 or higher in my last two semesters as required?

- 20 All Catalog Requirements**
Have I re-read my Catalog and met all of its requirements? Have I checked with my Advisor? Have I carefully reviewed and followed my Graduation Audit?