**SNL Undergraduate Graduation Eligibility and**

**Commencement Participation Self-Assessment**

Dear Student:

This is a tool to help you self-assess your readiness for graduation. Complete and return this form to your Faculty Mentor and discuss your plans for achieving your goals. **What you need to know:**

* Don’t apply for Degree Conferral unless you’re sure you’re eligible for graduation. Complete this self-assessment first. Talk with your Faculty Mentor next. Decide together if the time is right. Only then should you apply for Degree Conferral.
* All DePaul students must apply for Degree Conferral in order to graduate (see the DPU Undergraduate Student Handbook for more information: <http://offices.depaul.edu/depaul-central/student-resources/faq/Pages/degree-conferral.aspx>
* If you apply prematurely (that is, before you are ready to graduate), the university will deny your application and you will have to reapply.
* Please note that your “academic records will be locked upon degree conferral.  Under no circumstances will changes be made to the academic record after degree conferral.”
* For all published deadlines referred to in this document, including Degree Conferral, go to the SNL UG Graduation webpage: <http://offices.depaul.edu/depaul-central/student-resources/faq/Pages/degree-conferral.aspx>

**Your Name and ID#:**

**Faculty Mentor:**

I plan to graduate in the following quarter/year:

**Winter  Spring  Summer  Fall**

Please complete the self-assessment below.

**I. GPA Requirement**

All DePaul undergraduate students must graduate with at least a 2.0 GPA or better.

|  |  |  |
| --- | --- | --- |
| I have confirmed that my GPA is at least 2.0, which is acceptable for graduation. | **Y** | **N** |

**If NO**, **STOP**: discuss with your Faculty Mentor your plans to raise your GPA in future quarters to satisfy minimum graduation requirements. Provide a **detailed and realistic timetable** for retaking competencies along with other strategies for improving your GPA. **Students with a GPA below 2.0 will not be considered for graduation and are thus ineligible for participation in Commencement ceremonies**.

**II. Remaining Competencies (demonstration of 50 are required for graduation)**

|  |  |  |
| --- | --- | --- |
| I have **passed** all competencies in my SNL undergraduate program, including Advanced Project (AP) and Externship. | Y | N |

 a. If you answered **YES** - proceed to section V below.

b. If you answered **NO**, list all competencies that remain, including Advanced Project, Externship, and Summit Seminar, as well as all transfer coursework assessment forms or ILPs you have left to write. Add more rows if necessary. Indicate when you plan to complete remaining competencies. Your completion dates should be within the graduation deadlines published on the SNL Undergraduate Graduation webpage.

|  |  |  |
| --- | --- | --- |
| **Competency** | **Means of Attainment (SNL course, Transfer, ILP)** | **Quarter/Year anticipated completion** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

As soon as possible, discuss with your Faculty Mentor your plans to demonstrate the remaining competencies, especially those in the quarter in which you plan to graduate. If you are planning to transfer credits or submit ILPs, make sure you do so well in advance of the published deadlines; keep in mind, too, that there are multiple steps involved to post approved work (For example, have you had your transcripts showing your most recent credits sent to the university? Have you completed and submitted the necessary logs and assessment forms? Has your Academic Committee reviewed and signed your submissions?).

All submissions are reviewed and approved by the Teaching, Learning, and Assessment (TLA) committee. There is an assessment fee for ILPs.

If you have any transfer work or ILP submissions that are still under review, consult with your Faculty Mentor as soon as possible, well before the graduation deadlines for Final Committee Meeting. **The deadline for submitting ILPs and transfer coursework is two quarters prior to your anticipated graduation quarter**.

**III. The Advanced Project (F11/F12)**

|  |  |  |
| --- | --- | --- |
| 1. My Academic Committee has approved my AP proposal.   | Y | N |
| 2. My Academic Committee has reviewed and commented on my AP first draft. | Y | N |
| 3. If YES to **both questions**, I will submit (or, have already submitted) my final draft for my Academic Committee to review. | *Date provided should be within the published deadline for Final Committee Meetings:*  |  |
| 4. I confirm this date is before the published graduation deadline. | Y | N |
| 5. I understand that my Faculty Mentor and PA must assess my AP before I can consider it complete.  | Y | N |

If you answered **YES** to all questions, discuss with your Faculty Mentor and PA their plans to submit their assessment of your AP. Discuss any remaining deadlines. Complete all necessary forms to expedite the process.

If you answered **NO to questions 1 and 2**, **STOP**: discuss with your Academic Committee your plans for completing your AP. Provide them with a **detailed and realistic timetable**, taking into account your Committee’s schedule and availability to review your work. Complete all necessary forms to expedite the process.

**IV. The Externship (L10/L11)**

Either your Faculty Mentor, with your PA (if you chose the independent option), or your Externship instructor (if you chose to take an SNL course) must assess your Externship before it is considered complete. Students are required to fulfill the Externship competencies to be eligible for graduation.

|  |  |  |
| --- | --- | --- |
| *I am completing/have completed the course option for Externship.* | Y | N |
| *I am completing/have completed the independent option for Externship.* | Y | N |
| 1. My instructor / Academic Committee has approved your Externship proposal.  | Y | N |
| 2. My instructor / Academic Committee has reviewed and commented on Externship first draft. | Y | N |
| 3. If YES to questions 1 and 2, I will submit (or, have submitted) my final draft for my instructor / Academic Committee to review. | *If independent, the date should be within the published deadline for Final Committee Meetings; if a course, the date should be the quarter in which you intend to graduate, at the latest:*  |  |
| 4. I confirm this date is before the published graduation deadline. | Y | N |
| 5. I understand that my Faculty Mentor and PA must assess my AP before I can consider it complete. | Y | N |

If you answered **NO** to both the course option and the independent option, **STOP**: discuss with your Academic Committee your plans for completing your work. Provide them with a **detailed and realistic timetable**. Once you have completed Externship you may be eligible for the next graduation deadline and Commencement the following year.

Ifyou answered **NO to questions 1 and 2**, and you have selected the independent option, **STOP**: discuss with your Academic Committee your plans for completing your work to meet the next graduation deadline. Provide them with a **detailed and realistic timetable**, taking into account your Committee’s schedule and availability to review your work if you’ve selected the independent option. Complete all necessary forms to expedite the process.

Ifyou answered **YES to** **questions 1 - 5**, and you have selected the independent option, discuss with your Faculty Mentor and PA their plans to submit their assessment of your Externship. Discuss any remaining deadlines. Complete all necessary forms to expedite the process.

**V.   Final Committee Meeting, Assessments, and Registrations**

|  |  |  |
| --- | --- | --- |
| 1. I have scheduled my Final Committee Meeting within the deadline published on the SNL Undergraduate Graduation website (see <http://www.snl.depaul.edu/StudentResources/Graduation/index.asp>). | Y | N |
| 2. I understand that my participation in the Summit Seminar (L12) follows my successful completion of my Final Committee meeting (including approval of my AP and Externship). | Y | N |
| 3. I have registered for Advanced Project. | Y | N |
| 4. I have submitted my Advanced Project to my Committee for final assessment and grading. | Y | N |
| 5. I have registered for Externship. | Y | N |
| 6. I have submitted my Externship to my Committee for final assessment and grading (independent option). | Y | N |
| 7. I have passed Externship (course option). | Y | N |
| 8. I have registered for Summit Seminar. | Y | N |
| 9. I have registered for all remaining competencies I will complete at SNL.Confirm registrations below (this list must correspond to Section II): | Y | N |
| 10. I have confirmation that I have passed any Incomplete competencies remaining, and that the grade will be changed before the published deadlines (attach email confirmation(s) to this document. | Y | N |

* If you answered **YES**, and you have answered **YES** to all previous questions in this self-assessment and no transfer coursework or ILPs to submit, you are in good position for graduation, and participation in Commencement this June. Consult with your Faculty Mentor for next steps. Communicate your good news to your Academic Committee.
* If you answered **YES to all except questions 1, 3, 5, 8, and 9 in section V,** you **may** be in good position to graduate. Consult with your Faculty Mentor to confirm. Register for remaining competencies and schedule your Final Committee Meeting. Keep in mind that any remaining transfer coursework or ILPs awaiting assessment may impact your graduation eligibility. **See section II above**.
* If you answered **NO** to any questions in sections I - IV, contact your Faculty Mentor ASAP to discuss next steps. **Plan now to answer YES to all questions**. You may be eligible for graduation next quarter and Commencement next June.

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