

University of Colorado Denver
College of Engineering and Applied Science

GRADUATION PLAN

DATE: _____

SENIOR CHECKOUT ADVISOR: _____

I have on this date examined the record of _____, Student ID _____. This plan indicates that if the above named student completes the following courses successfully during the _____ and _____ semesters, the requirements for the Bachelor of Science Degree in Computer Science will be satisfied.

_____ (Current Semester)	_____ (Final Semester)	
_____	_____	Final Completion
_____	_____	OK'd by:
_____	_____	_____
_____	_____	_____
_____	_____	(Date)
_____	_____	
_____	_____	

Total Hours _____

Total Hours _____

NOTE: All graduates must have a 2.0 grade point average in the following areas: 1) all courses attempted at the University of Colorado system, 2) all Departmental courses, and 3) all courses outside of the general UCD core.

CU-Cum GPA: _____ Dept. GPA _____ Program GPA: _____ As of date: _____

Reviewed by: _____
 Senior Checkout Advisor _____ Date _____

 Student Signature _____ Date _____

 Department Chair's Signature _____ Date _____

REMINDER: Student must complete the "Intent to Graduate" form online on or before Census Date of the term in which they intend to graduate.

It is the student's responsibility to verify all graduation requirements with their department and to complete online Intent to Graduate form at the start of the graduation semester. This plan is intended to assist the student in that process.

Graduation Plan Instructions for the Senior Checkout Advisor

It is the student's responsibility to verify all graduation requirements with their department and to submit the online Intent to Graduate form at the start of the graduation semester. This plan is intended to assist the student in that process.

1. Graduation plans should be completed in the semester prior to the graduation semester so as to allow an unmet requirement to be met the following semester.
2. Before starting a graduation plan, be sure to have a fairly recent copy of the student's transcript showing all grades for past semesters and all currently enrolled courses, plus the list of all officially transferred courses. Check that all transfer courses have been officially transferred, which requires a transfer request form for engineering courses.
3. When completing a graduation plan, there must be an exact match between courses without grades or not transferred and courses listed on the graduation plan. Hence, grades for all past semesters must be entered on the program sheet.
4. Currently enrolled courses must also be on the graduation plan since the student may not pass them.
5. Note any course on the graduation plan that is a pre-requisite to another course the next semester and thus requires a C- or better. You may need to have your department's prerequisite sheet available at the time of the graduation plan advising.
6. If the student is at risk to fall below a 2.0 GP overall or among department courses, that must be noted on the graduation plan. If the department GPA is clearly above 2.0, then just mark OK. If close, a quick spreadsheet check may be needed. There's also a program level GPA that includes everything except the general core. In general, if the overall and department GPA's are above 2.0, then the program GPA is above 2.0.
7. If an undecided elective course remains, then that must be noted on both the program sheet and the graduation plan. If a different course is being substituted for a required course on the program sheet, then that must also be noted on the graduation plan. A signed petition or at least a memo must explain the substitution.
8. Finally, although it should have been done at the 30-hour-check, double check that the total credit hours taken at UCD or elsewhere satisfy the total hours needed to graduate.
9. Lastly, provide a copy of the program sheet and graduation plan to the student so that they can review them for any possible changes. Inform the student that only the finally university audit allows a student to graduate, so getting it correct now is important.