

## Directions for using the Graduation Application and Checksheet

It is highly recommended that the Graduation Application and Checksheet be modified to each of the academic programs in your area. The form is comprehensive and all items on the form do not apply to all degree programs.

This process will be much less confusing once the form is streamlined. To ensure that you have your form modified correctly you can check with the records office before finalizing your form.

In the following pages sections of the form have been copied, followed by the place on CAPP where the information can be found. The sections of the CAPP report have been outlined in red.

These instructions address the majority of the information, for any checksheet information that is not covered, please contact the records office.

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Degree (Circle):

1

BA BAM BFA BM BS BSAg BSBA BSCh BSCJ BSEd BSE BSFCS BSHP BSNRM BSN BSSW BIS

Graduation Catalog Year

2

1st Major:

1

Concentration:

Minor

3

Find student by name  
Find students by major/conc



ID: 960123456 - Mouse, Mickey | SELECT NEW STUDENT

Info: **Note to student: The following reflects your official information as recorded in the Registrar's Office. If you have already filed senior standing, please verify and report any errors by calling 881-7050. Please do not call if you have less than 85 earned hours.**

- No degree info recorded for this student - Displaying general student record:

1 → Program(1): 4632 - BSBA: Information Systems: MIS  
 3 → Major: 4630 - Information Systems  
 Concentration: 4632 - IS:Mgt Information Systems  
 Minor: -  
 Catalog: 2014-2015

2 → **The University of Tennessee at Martin**  
 1 → **\*\* Unofficial Checksheet for Program: 4632**  
 BSBA: Information Systems - MIS  
 as defined on page 155 of Catalog: 2014-2015  
 Optional minor not selected.

Testing	
ETS Proficiency Profile	• Check "Post-Comp Test" – needs to be taken at 100 earned hours. Check in CAPP (shows as 3)
Major Field Test	• Check in Banner or CAPP (shows as a 3)

Total Hours Required: 120	*** Degree Hours: 132	**** Hours Lacking: 0
Degree Hrs Earned at UTM: 129 of 30 (SACS Requirement)	Total Hours Earned: 164 UG	Last Earned at UTM: of 0 Required
Required Minimum GPA: 2.00	Check Last 30 GPA	Actual Overall GPA: 3.30
Most hrs used: 30 hrs in HPER	Check Liberal Arts/Sci -	UD-Hrs used: 67 (**** Currently 100% from UTM)
Transfer UD hrs used: 0		

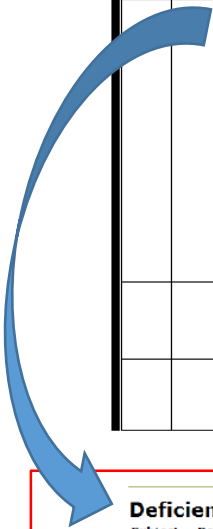
Name: Mouse, Mickey (Cont.)  
ID: 960123456

Student Catalog: 201040  
Grad Date: 999999

Check Test Information

TEST	SIGNED	CODE	LOCATION	DATE	TIME
COMP	10-NOV-14	3:Taken		00/00/00	:
ZNTE	13-NOV-14	3:Taken		00/00/00	:

High School Deficiencies		
Deficiencies:		<ul style="list-style-type: none"> <li>All deficiencies removed</li> <li>English</li> <li>Mathematics</li> <li>Natural/Physical Science</li> <li>U.S. History</li> <li>Social Studies</li> <li>Foreign Language (removed with 111 or 115)</li> <li>Visual/Performing Arts</li> </ul>
High School Foreign Language		
American History		<ul style="list-style-type: none"> <li>State law requires all students to take American History either in high school or college</li> </ul>



Deficiencies (Details)				
Subject	Description	Units Completed	Grade	Met
DA	Def Algebra (2 Req.)	1	P1.00	Yes

**RELEASE: 8.0.0**

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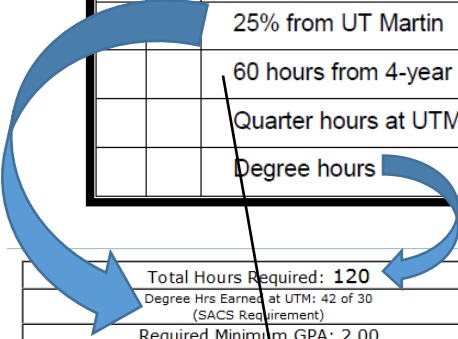
High School Units	
SUBJECT	UNITS COMPLETED
Def Algebra (2 Req.)	1 P1.00
English (4 Req.)	4
Latin (2 Req.)	2
Advance Math (1 Req.)	1
Natural Science (2 Req.)	2
Art/Music (1 Req.)	1
US History (1 Req.)	1
World History (1 Req.)	1



**NOTE THAT THE REQUIRED NUMBER OF HIGH SCHOOL UNITS IS POSTED WITH THE SUBJECT. DEPENDING ON THE CATALOG, A CLASS TAKEN TO FULFILL A DEFICIENCY MAY ALSO COUNT TOWARDS THE MAJOR.**

**\*\*\*CONTINUED BELOW\*\*\***

Hours	
Total hours for degree	<ul style="list-style-type: none"> <li>Hours in parenthesis have already been counted – may not count again toward the 120 hours total</li> <li>Ps count in overall total hours</li> </ul>
25% from UT Martin	
60 hours from 4-year institution	
Quarter hours at UTM or transfer	<ul style="list-style-type: none"> <li>Must be entered manually by records, will display as Qtr hrs</li> </ul>
Degree hours	<ul style="list-style-type: none"> <li>Total number of hours required to complete the degree</li> </ul>



Total Hours Required: 120	*** Degree Hours: 54	**** Hours Lacking: 66
Degree Hrs Earned at UTM: 42 of 30 (SACS Requirement)	Total Hours Earned: 66 UG	Last Earned at UTM: of 0 Required
Required Minimum GPA: 2.00	Check Last 30 GPA	Actual Overall GPA: 2.37
Most hrs used: 9 hrs in ENGL	Check Liberal Arts/Sci - Check Lottery Info	UD-Hrs used: 9 (***** Currently 100% from UTM)
Transfer UD hrs used: 0		

Name Cont.) Student Catalog: Grad Date: 999999 Test Information  
Date Run: 19-FEB-2016

\* An asterisk (\*) denotes an unmet requirement and/or missing classes.  
 \*\* This sheet is unofficial until verified and signed by the University of Tennessee at Martin Registrar's Office.  
 \*\*\* Includes courses taken towards degree, courses in progress and courses preregistered.  
 \*\*\*\* Students must meet both the hour and the area requirements for their selected degree as defined in their respective catalog.  
 \*\*\*\*\* Beginning with the 2009-2010 catalog 75% of the upper-division hours used must be from UTM.  
 \*\*\*\*\* Beginning with the 2012-2013 catalog a maximum of 9 upper-division hours may be transferred from another institution for use in a UTM degree.

**Other Non-Course Requirements (Details)**

**Unused Classes**

~ Transfer work - HRS AVAIL should be verified. [Summary of transfer institutions.](#)  
 (All bachelor's degree candidates must earn at least 60 hours toward a degree from an accredited 4-year institution.)

SUBJ	CRS	CRN	TITLE	HRS AVAIL/TOTAL	GRADEREPEATTERM
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**TO CHECK 60 HOURS AT A 4-YEAR INSTITUTION CLICK ON THE “SUMMARY OF TRANSFER HOURS”. Check the number of hours transferred from 2-year institutions.**

\*\*\*CONTINUED BELOW\*\*\*

Residency	
Last 30 hours must be taken at UTM	<ul style="list-style-type: none"> <li>• 2000-2008 Catalogs – check for transfer credit in last 30 hours</li> <li>• Ps count in last 30 hours for residency purpose</li> </ul>
75% upper division hours in major taken at UTM	<ul style="list-style-type: none"> <li>• 2009-2011 Catalogs</li> </ul>
No more than 9 hours of upper division transfer work	<ul style="list-style-type: none"> <li>• 2012-2015 Catalogs</li> </ul>
No portfolio credit in last 30 hours	<ul style="list-style-type: none"> <li>• 2000-2008 Catalogs (program specific)</li> </ul>
No CLEP or Proficiency credit in last 30 hours	<ul style="list-style-type: none"> <li>• 2000-2008 Catalogs</li> </ul>

Total Hours Required: 120	*** Degree Hours: 132	**** Hours Lacking: 0
Degree Hrs Earned at UTM: 129 of 30 (SACS Requirement)	Total Hours Eamed: 164 UG	Last Eamed at UTM: of 0 Required
Required Minimum GPA: 2.00	Check Last 30 GPA	Actual Overall GPA: 3.30
Most hrs used: 30 hrs in HPER	Check Liberal Arts/Sci -	UD-Hrs used: 67 (**** Currently 100% from UTM)
Transfer UD hrs used: 0		

**Name: Mouse, Mickey (Cont.)**  
ID: 960123456

Student Catalog: 201040  
Grad Date: 999999

**Check Test Information**

TEST	SIGNED	CODE	LOCATION	DATE	TIME
COMP	10-NOV-14	3:Taken		00/00/00	:
ZNTE	13-NOV-14	3:Taken		00/00/00	:

Upper Division Credit	
BA – Minimum 36 upper division hours	
BS – Minimum 42 upper division hours	
BUS/BIS – Minimum 36 upper division hours	<ul style="list-style-type: none"> <li>• Must include 18 hours in Area of Interest</li> </ul>

Hours in single discipline	
Maximum of 8 hours PACT credit applied toward any degree	
Minimum grade of C or better	<ul style="list-style-type: none"> <li>• Must have a grade of C or better in major courses</li> </ul>
Non-BSBA degree – no more than 29 hrs in: ACCT, BADM, BLAW, UD ECON, FIN, INFS, MGT, MKTG, or SPMG	
BA: No more than 50 hrs in one discipline	
BS: No more than 50 hrs in one discipline	

**IF THESE PERTAIN TO YOUR DEGREE, THESE WILL HAVE TO BE CHECKED INDIVIDUALLY**

General Education		
	<b>General Education Requirements</b>	
	English 111-112	• Grade of C or better
	Foreign Language	
	BA – completed 222 or equivalent	• International students or resident aliens for whom English is a second language may complete the 222 foreign language course or complete a 200-level or higher English course with a C or higher
	BS – completed 122	• If same language is taken as one used to fulfill a high school deficiency, must take 122-222 sequence in that language to meet requirement. • International students or resident aliens for whom English is a second language may complete the 222 foreign language course or complete a 200-level or higher English course with a C or higher

**IF CAPP IS PROGRAMMED CORRECTLY, THIS INFORMATION WILL AUTOMATICALLY POPULATE. DO NOT RELY ON CAPP TO BE CORRECT. COMPARE THE CATALOG TO CAPP FOR ACCURACY.**

GPA		
	<b>2.0 GPA</b>	<ul style="list-style-type: none"> <li>• Ps do not count in GPA</li> <li>• Incompletes become permanent Fs after 1 year</li> </ul>
	2.0 in Overall hours earned	
	2.0 in hours earned at UTM	

Total Hours Required: 120	*** Degree Hours: 132	**** Hours Lacking: 0
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Transfer UD hrs used: 0		

**Name: Mouse, Mickey (Cont.)** Student Catalog: 201040  
 ID: 960123456 Grad Date: 999999

TEST	SIGNED	CODE	LOCATION	DATE	TIME
OMP	10-NOV-14	3:Taken		00/00/00	:
ZNTE	13-NOV-14	3:Taken		00/00/00	:

**FOR GPA EARNED AT UTM...CLICK ON "CHECK LAST 30 GPA"**

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Last 30 term was: 201440
Last 30 History Hrs: 31
Last 30 History QP: 121
Last 30 History GPA: 3.9032
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Institutional History GPA Hrs: 161
Institutional History QP: 532
Institutional History GPA: 3.3043
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Minor or Second Major	
	BA – minor or second major requirements
	BS – minor or second major requirements

Minor: Psychology 18 of 18 hrs - Area is Met		Area: MINOR-5860
Requirement	Class Used	Hrs Grade Term
• PSYC 110 (3hrs)	PSYC 110 Gen	( 3 ) B 201040 H
• PSYC 120 (3hrs)	PSYC 120 Gen	( 3 ) A 201120 H
• Rule: UD PSYC: Select 12 hrs from Upper-Division PSYC Courses		
• PSYC 300-499 (up to 12hrs)	PSYC 365 Autism	3 A 201520 H
• ..	PSYC 350 Abnormal Psych	3 A 201440 H
• ..	PSYC 355 Abnormal Child Psych	3 A 201420 H
• ..	PSYC 313 Developmental Psych	3 B 201320 H

• PSYC 110 (3hrs)	PSYC 110 Gen	( 3 ) B	201040 H
• PSYC 120 (3hrs)	PSYC 120 Gen	( 3 ) A	201120 H
• Rule: UD PSYC: Select 12 hrs from Upper-Division PSYC Courses			
• PSYC 300-499 (up to 12hrs)	PSYC 365 Autism	3 A	201520 H
• ..	PSYC 350 Abnormal Psych	3 A	201440 H
• ..	PSYC 355 Abnormal Child Psych	3 A	201420 H
• ..	PSYC 313 Developmental Psych	3 B	201320 H