

Table of Contents

Academic Degree, Major and Catalog year	2
Testing.....	2
High School Deficiencies	2
Hours.....	3
Residency	3
Upper Division Credit.....	3
Hours in a Single Discipline	4
General Education.....	4
GPA.....	4
Minor or Second Major	4

This document should be used in conjunction with the Graduation Application and Checksheet-Screenshot Directions. These directions provide a narrative description of what the faculty and administrators are looking for during the degree audit process.

Academic Degree, Major and Catalog year

It is critical to verify *with the student* that their degree/major is correct on their CAPP report.

1. Verify the degree
2. Verify the major
3. Verify the concentration
4. Verify the minor (if applicable)
5. Verify the catalog year for graduation (pg. 64, #2, 2015-2016 catalog)
 - a. Student may be on ANY catalog beginning their first semester in a traditional 2 or 4 year accredited institution.
 - b. Catalog year does not include dual enrollment or credit taken while in high school
 - c. A student can change the catalog they are on to best fit the coursework they have taken as long as the catalog is not older than 10 years (as long as they were enrolled in a 2 or 4 year institution).
 - d. Student can submit a change of *graduation date or catalog* in banner, or *change of major* form through their advisor.

Testing

1. The ETS Proficiency Profile is a test that is required for graduation (pg. 64, #5, 2015-2016 catalog). The results of this test are reported to THEC and are a part of our performance funding from the State of Tennessee. This test is referred to as POST COMP on the testing center website. When a student has earned 100 hours a POST COMP hold will go onto the student's record. ETS is the company that offers the online test and the content of the test is:

“The ETS® Proficiency Profile assesses four core skill areas — critical thinking, reading, writing and mathematics — in a single, convenient test that the [Voluntary System of Accountability \(VSA\)](#) has selected as a gauge of general education outcomes. Plus, get greater insight into your students' writing skills with a direct and authentic measure of their ability to construct a response by adding an essay to the ETS Proficiency Profile assessment.” (<https://www.ets.org/proficiencyprofile/about>)

2. Major Field of study assessment (pg. 64, #5, 2015-2016 catalog). This assessment is to be completed towards the end of the academic program; usually, this is the last semester.

“... Proficiency in the major field will be assessed using a standardized or locally-developed comprehensive test or graded portfolio review approved by the Office of Curriculum and Assessment.”

At the bottom of the CAPP report, below the GPA, a small table will be present indicating “signed”, “no show”, or “taken” and the date for the COMP and ZNTE. Verify that the student has a “3:Taken” code for both exams.

High School Deficiencies

Admissions criteria (pg. 25, 2015-2016 catalog) lists the courses that are required for entrance into UT Martin. A student deficient in any of these classes will have a deficiency listed at the bottom of their CAPP report. The deficiency must be met in order to graduate.

Hours

1. **Total hours for degree**-Students must take at least the minimum hours required to complete a degree program. This indicates the total number of hours for a given degree program. Some programs are more than 120 hours due to accreditation or other extenuating circumstances.
2. **25% from UT Martin**-at least 25% of the total hours for the degree must be taken at UT Martin (pg. 28, second full paragraph, 2015-2016 catalog; pg. 64, #9). For some degrees 25% may be more than 30 credit hours due a program being more than 120 hours.
3. **60 hours from 4-year institution**-at least 50% (60 hours) must be taken at a 4-year institution (pg. 28, second full paragraph, 2015-2016 catalog; pg. 64, #8). Check the number of hours a student has transferred from a community college by checking the “summary of transfer institutions”. No more than 60 hours can apply towards their degree. More than 60 hours may have transferred in, but they must post to the “unused classes” section. This cannot be waived.
4. **Quarter hours**-quarter hours may leave hours remaining in a content area due to how they quarters convert to semesters. If you have any questions whether or not a student must still complete hours within a content area, contact Records.
5. **Degree hours**- Indicates the hours being used in the top portion of the CAPP report. When a student has a minor or elective areas within the degree program, a class may “plug in” twice. Credit hours posted in () indicate the hours being used in the top portion of the CAPP report. Verify that the hours are not counting twice within the degree. Hours can count towards a minor if allowed by the department. Hours in the “unused” area are not included in this total.

Residency

1. **Last 30 hours**- this rule was dropped in 2008, however on catalogs prior to that, the last 30 hours of a degree had to be taken at UT Martin. In response to dropping this rule, many departments adopted rules for within their programs. The 30 hour rule only applies if a student is on an old catalog.
2. **75% upper division hours**- this rule is what was adopted by many departments when the 30 hour rule was eliminated. This rule made it so that students had to take 75% of the major coursework from UT Martin. This rule took into consideration that most students would be taking their 300-400 level classes towards the end of their academic program and therefore those classes would be taken at UT Martin.
3. **No more than 9 hours of upper division**- to respond to the elimination of the 30 hour rule the 9 hours of UD rule was adopted that limited the number of upper division hours that could be transferred into UT Martin (pg. 65, first paragraph, 2015-2016 catalog).
4. **No portfolio credit in last 30 hours**- this is program specific and departments will know if this pertains to their programs.
5. **No CLEP or Proficiency credit in last 30 hours**- this is specific to older catalogs

Upper Division Credit

1. **BA minimum of 36 hours**- The BA degree requires that there be a minimum of 36 hours of upper division credit built into the degree. Many programs will have more than 36 hours.
2. **BS minimum of 42 hours**- The BS degree requires that there be a minimum of 42 hours of upper division credit built into the degree. Many programs will have more than 42 hours.

3. **BUS/BIS minimum if 36 hours-** the BUS/BIS requires that there be a minimum of 36 hours of upper division credit, including the area of interest, built into the degree.

Hours in a Single Discipline

1. **Physical activity classes-** a student may not apply more than 8 hours of PACT classes to any academic program. (pg. 70, second paragraph from bottom, 2015-2016 catalog)
2. **Minimum grade of C or better-** a grade of C or better is required in English 111 and 112 (or 100, 110, 112). (pg. 34, Enrollment and Minimum Completion Grades in English Composition, 2015-2016 catalog) Additionally, some departments require minimum grades within the discipline or degree program.
3. **Non-BSBA degree- no more than 29 hours-** Outside of the BSBA programs a student cannot take more than 29 hours from any of the following disciplines: ACCT, BADM, BLAW, UD ECON, FIN, INFS, MGT, MKTG, or SPMG.
4. **BA: no more than 50 hrs in one discipline-** a student may not take more than 50 hours from one discipline area.
5. **BS: no more than 50 hrs in one discipline-** a student may not take more than 50 hours from one discipline area.

General Education

1. English 111-112- a grade of C or better is required in English 111 and 112 (or 100, 110, 112). (pg. 34, Enrollment and Minimum Completion Grades in English Composition, 2015-2016 catalog)
2. Foreign language for BA- a student must complete the language requirement for the BA degree (pg. 78, 2015-2016 catalog)
3. Foreign language for BS- a student must complete the language requirement for the BS degree (pg. 79, 2015-2016 catalog)

GPA

1. **2.0 in Overall hours earned-** a student must have an overall GPA of 2.0. This GPA includes all hours taken, includes those unused. When a course is repeated, only the most recent grade is calculated into the GPA (pg. 64, Grade-Point Average; pg. 68, Repeating Courses, 2015-2016 catalog)
2. **2.0 in hours earned at UTM-** a student must have a 2.0 GPA in the classes taken at UT Martin. To check this click on the "Check Last 30 GPA" link. Look for the Institutional History GPA. This GPA must also be a 2.0. (pg. 64, Grade-Point Average; pg. 68, Repeating Courses, 2015-2016 catalog)

Minor or Second Major

All requirements for the minor and/or second major must be completed at the same time as the bachelor's degree using the same catalog. (pg. 64, #2, 2015-2016 catalog). Specifics about declaring a second major will be found within the departmental information.