

# A HELPFUL GUIDE TO COMPLETING YOUR WESTMONT DEGREE



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*This guide was designed to answer frequently asked questions regarding graduation from Westmont. It is not intended to be an exhaustive source. Please refer to the college catalog under which you entered for information concerning all official academic requirements.*

### WHAT DO I NEED TO DO TO COMPLETE MY DEGREE AND GRADUATE FROM WESTMONT?

Here are answers to the most frequently asked questions:

- I. How many units do I need to graduate?
- II. What courses count as units outside my major?
- III. What is the senior residency requirement?
- IV. What are the restrictions on concurrent enrollment?
- V. Who is eligible for honors at graduation?
- VI. Will I receive a BA or BS degree?
- VII. How many units deficient may I be and still participate ("walk") in Commencement?
- VIII. When do I receive my diploma?

## I. HOW MANY UNITS DO I NEED TO GRADUATE?

You will need to complete a minimum of 124 units, which includes at least 4 PEA activity units and 60 units outside your major.

While 4 PEA activity units are required for graduation, up to 8 units of PEA may be applied to your degree.

It may take more than 124 units to complete both your major and general education requirements if you have taken a large number of elective courses, or if you are completing a double major.

## II. WHAT COURSES COUNT AS UNITS OUTSIDE MY MAJOR?

You are required to complete 60 units outside of your major. Courses taken for general education requirements, AP/IB credits, up to 8 units of PEA activities, electives, and courses required for the major but taught in another department are all applied to the 60 units needed.

## III. WHAT IS THE SENIOR RESIDENCY REQUIREMENT?

You must maintain full-time status (12 units or more) at Westmont during your final 2 terms, **or** complete 32 of the last 40 units for your degree at Westmont. Westmont sponsored off-campus programs count toward this residency requirement. No more than 8 units of transfer work may be applied to your degree following the end of your Westmont residency.

## IV. WHAT ARE THE RESTRICTIONS ON CONCURRENT ENROLLMENT?

Enrollment in courses at another college during the same semester the student is enrolled at Westmont is only permitted by approved petition.

Academic Policy states:

“Concurrent enrollment (enrollment for credit at another school while enrolled at Westmont) may occasionally be permitted for program enrichment or for solving serious class scheduling conflicts.

1. The student must be a full-time student (minimum 12 academic hours) at Westmont.
2. The total academic load in a term must not exceed the academic load permitted at Westmont.
3. If transfer credit is expected, the suitability of the particular course must be established.
4. The course should be commensurate with the student's program but not offered at Westmont College or the concurrent enrollment should be undertaken to solve a class scheduling problem such that a student is unable to enroll for the course in the remainder of the student's Westmont program.”

Please be aware that if you do not have an approved petition for concurrent enrollment on file in the Student Records Office, you will not receive credit for any work completed outside of Westmont. Petition forms may be picked up at the Student Records Office and will be reviewed by the Academic Review Committee.

## V. WHO IS ELIGIBLE FOR HONORS AT GRADUATION?

To qualify for honors a minimum of 56 units will have been completed at Westmont by the end of the spring semester. Work completed at Westmont sponsored off-campus programs is included in the honors calculation. (Consortium Visitors who subsequently transfer to Westmont will not have their CV units count as Westmont units.)

Graduation honors are awarded to students who have earned a cumulative grade point average in all Westmont courses and Westmont-sponsored programs at the following levels:

Cum laude:	3.50 – 3.74
Magna cum laude:	3.75 – 3.89
Summa cum laude:	3.90 and above

The honors that will be announced at Commencement (are final for fall graduates and are preliminary for spring graduation candidates) will be based on career grade point average (GPA) at the conclusion of fall semester.

Final honors are based on the cumulative GPA at the time all academic work has been completed and posted to the academic record.

#### **VI. I HAVE EARNED A BA IN ONE MAJOR AND A BS IN ANOTHER MAJOR. WILL I RECEIVE TWO DEGREES AND TWO DIPLOMAS?**

No. Even if you have completed two majors, only one degree is earned. When one major qualifies for a BA degree and the other major qualifies for a BS degree, you must communicate a preference to the Student Records Office. Only one diploma is given even if two or more majors are completed.

*A second Bachelors degree is awarded only if you complete another major and a minimum of 30 additional units, (24 of which must be taken at Westmont), after your first degree is awarded.*

#### **VII. HOW MANY UNITS DEFICIENT MAY I BE AND STILL PARTICIPATE (“WALK”) IN COMMENCEMENT?**

Participation in graduation ceremonies is a celebration of work accomplished and is reserved for those whose spring/Mayterm course enrollments indicate that they will complete all of their degree requirements by the end of the term. A student completing degree requirements in Mayterm must be registered in the appropriate Mayterm classes by March 15.

In extenuating circumstances only, a student may petition the Academic Senate for an exception to this policy. The petition must be submitted to the Student Records Office by March 15 and will be reviewed according to the following guidelines:

- a. The petition must explain the extenuating circumstances that prevent the student from completing degree requirements at the end of spring semester or Mayterm.
- b. The petition must include a written plan demonstrating how the requirements will be met during the summer immediately following the commencement ceremony.
- c. The plan may include a maximum of eight (8) pre-approved units to be completed after commencement.

Degrees for summer session candidates are conferred as of August; graduation data will not be entered until work is completed and grades are recorded and computed.

#### **VIII. WHEN DO I RECEIVE MY DIPLOMA?**

Students who complete their degree by the end of the fall semester will receive their diploma by February. Spring graduates will receive their diploma by August.

Diplomas for students who finish their requirements during the summer at another college or university need to send final official transcripts to the Student Records Office. Diplomas will be mailed to degree recipients' Legal Home Permanent address during the first week of a month.

#### **DO YOU HAVE FURTHER QUESTIONS?**

If you still have unanswered questions, you may make an appointment to meet with someone in the Student Records Office, by calling (805) 565-6060 or sending an e-mail to registrar@westmont.edu.