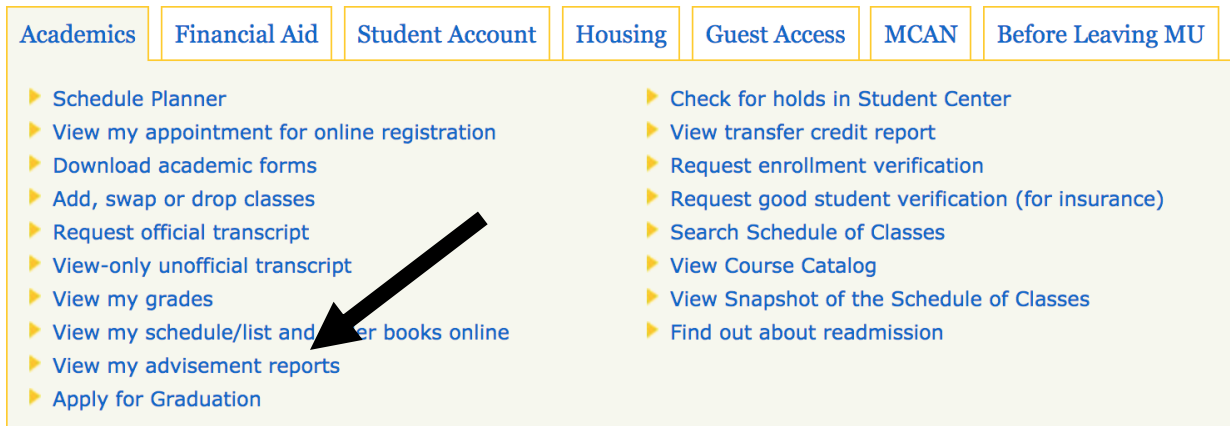


College of Business Administration

HOW TO CONDUCT A GRADUATION AUDIT “Will I graduate in the upcoming semester?”

1. Find and print your Graduation Checklist
2. Log into CheckMarq, and click **View my advisement reports** in the Academics tab

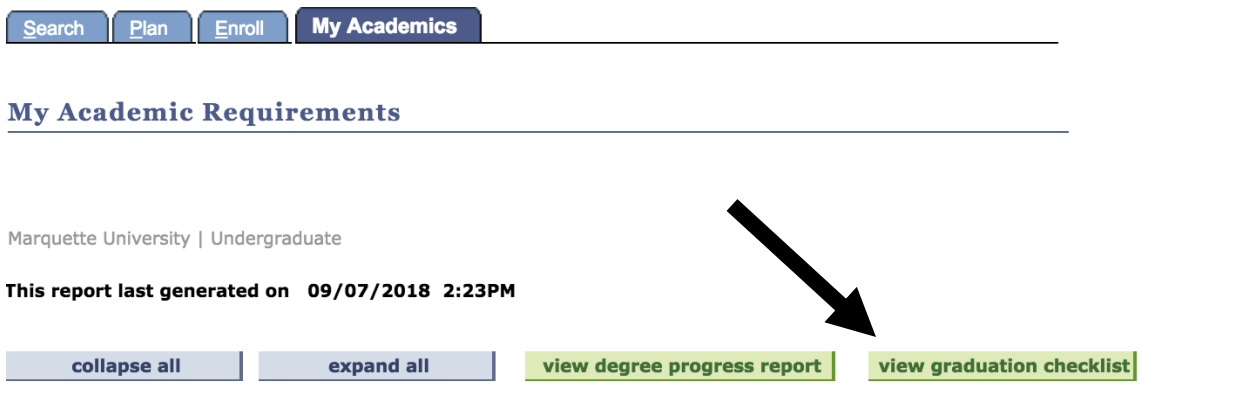


The screenshot shows the CheckMarq Academics menu. The menu items are:

- Schedule Planner
- View my appointment for online registration
- Download academic forms
- Add, swap or drop classes
- Request official transcript
- View-only unofficial transcript
- View my grades
- View my schedule/list and order books online
- View my advisement reports
- Apply for Graduation
- Check for holds in Student Center
- View transfer credit report
- Request enrollment verification
- Request good student verification (for insurance)
- Search Schedule of Classes
- View Course Catalog
- View Snapshot of the Schedule of Classes
- Find out about readmission

An arrow points to the "View my advisement reports" option.

3. Click **View Graduation Checklist**



The screenshot shows the "My Academic Requirements" page. The page includes a navigation bar with "Search", "Plan", "Enroll", and "My Academics". Below the navigation bar, the page title "My Academic Requirements" is displayed. The page content includes "Marquette University | Undergraduate" and "This report last generated on 09/07/2018 2:23PM". At the bottom, there are four buttons: "collapse all", "expand all", "view degree progress report", and "view graduation checklist". An arrow points to the "view graduation checklist" button.

4. Once open in a new screen, you can print your graduation checklist. It should be three to four pages long.

What courses do you have “left to graduate” after this semester?

Note: The Graduation Checklist assumes you will satisfactorily complete any courses you are currently enrolled in this semester. An IP in the GRADE Column means you are enrolled in the course and that you will successfully complete it.

How to check what is remaining:

- Go through your entire report, and if you have the word “Satisfied” in each category (see below), you will have met all course requirements.
- If categories in your checklist are **Satisfied**, those requirements are complete.

Literature
Satisfied

(Ref. #20)

Term	Subject	Nbr	Course Title	Grade	Credits	Type
2017 Sprg	ENGL	2000	Literature, History & Culture:	AB	3.00	EN

- If there is even one category **Not Satisfied**, then you still need to register for the associated course(s) to complete and graduate in a future semester.

Required Business Core Courses

(Ref. #30)

Not Satisfied A total of 33 credits/units are needed.

Term	Subject	Nbr	Course Title	Grade	Credits	Type
2014 Fall	ACCO	2030	Principles of Financial Acct	B	3.00	EN
2015 Sprg	BUAD	1060	Basic Business Analytic Tools	S	1.00	EN
2015 Fall	ACCO	1031	Principl Managerial Accounting	A	3.00	EN
2015 Fall	ECON	1104	Principles of Macroeconomics	B	3.00	EN

- Review all categories, and the courses in the Not Satisfied section(s) are the courses you have to complete after this semester.
- You will also need to have 129 completed and in progress credits, a final cumulative GPA of 2.0, Business GPA of 2.0 (Accounting majors need a Business GPA of 2.5) to graduate.
- If you receive a below C grade in any major-specific classes, even when taken in your final semester, you will not graduate with that major on your diploma or transcripts. (I.e. A Marketing & Information Systems major who receives a C- in MARK 4040 will graduate as an Information Systems major only).

NOTE: Any inaccuracies, errors, discrepancies, etc. in your report, please visit the Dean’s Office, DS101

