



### **Residence Requirements:**

A student will satisfy residence requirements for graduation by earning at least twenty-five (25) percent of credit hours required for the degree at the University of Memphis. At least thirty (30) of the final sixty (60) hours required for the degree must be completed at the University of Memphis. A student transferring credits from a two-year college or institution must complete, as a requirement for the baccalaureate degree, a minimum of sixty semester hours in an accredited senior institution. A transfer student in The College of Arts and Sciences must earn at least 6 semester hours in residence in the major subject and at least 3 semester hours in the minor. These credits may be earned only through regular class enrollment for a letter grade.

### **Degree Requirements:**

All students in the College of Arts and Sciences must have the following to graduate:  
120 hours of credit – no more than 2 hours of PHED credits can be used towards these 120 hours.  
42 hours of Upper Division credits (3000/4000 level courses)  
University of Memphis GPA and Overall GPA must be at least 2.0.

### **Academic Advising:**

All students in the College of Arts and Sciences are required to meet with their advisor each Fall and Spring to discuss classes for the next semester and any other items of concern. This website provides advisor names and contact information:  
<http://www.memphis.edu/cas/advising/advisors.php>

### **Academic Check-Out for Graduation:**

All students in the College of Arts and Sciences must complete their Application to Graduate in myMemphis at the beginning of the semester at least one year before they plan to graduate. After the application is filed, the graduation analyst will complete the Summary of Coursework Remaining form and will e-mail copies to the student and to the advisor. Students should print a copy of the Summary of Coursework Remaining and discuss it with their advisor.

Apply to Graduate: go to myMemphis, click on the My Degree page and follow the steps in the Graduation and Commencement section.

If you have any questions about the graduation process, call (901) 678-5454. If you and your advisor have questions about coursework remaining, the **advisor** should contact the graduation analysts, Mary Jones or Sylvia Nisar.

Once you have submitted the Application to Graduate, if you need to change your expected graduation date, you must notify the graduation analysts at [casgraduation@memphis.edu](mailto:casgraduation@memphis.edu). Otherwise, if all requirements are met, the student's graduation will be certified for the semester on the application.

### **UMdegree:**

This is a tool available to all Undergraduate students showing what requirements have been met and what the remaining requirements are. The student's major(s), minor(s), concentration(s), and catalog year must be accurate for UMdegree to work correctly. If there are courses in UMdegree that are not applied correctly, please contact the advisor who will petition for substitutions or exceptions if needed. Once an exception or substitution has been approved, it sometimes will change to be unenforced. If this happens, do not worry because once an exception or substitution is approved, it will be used toward your degree. Note: UMdegree is provided for advisement; it is not an official record.

Access to UMdegree is available through myMemphis on the My Degree page.

Instructions for UMdegree: [http://www.memphis.edu/umdegree/pdfs/umdegree\\_student\\_guide.pdf](http://www.memphis.edu/umdegree/pdfs/umdegree_student_guide.pdf)

### **Undergraduate Catalog: [catalog.memphis.edu](http://catalog.memphis.edu)**

The Undergraduate Catalog is the official document that contains the requirements and courses offered for students to use to complete their degree. The catalog states: "Each student is responsible for fulfilling all of the requirements for the degree program being pursued and for following the procedures and regulations as stated in the Catalog in effect when entering college." The student's advisor will assist the student in choosing courses, but ultimately, it is the student's responsibility to make appropriate choices after meeting with the advisor.

Please refer to the Planning section of the catalog for important information:  
<http://catalog.memphis.edu/content.php?catoid=3&navoid=89>

**Arts and Sciences Undergraduate Website:** <http://www.memphis.edu/cas/advising/index.php>