

Things to check for, before signing as advisor, in:

- A. a student's Department Graduation Application package (Transcript, Degree Evaluation, Signature Sheet and Degree Details Sheet)
- B. the semesterly ECE 491 homework assignment (Transcript and Degree Evaluation only).
- C. the semesterly ECE 331 homework assignment (Transcript and Degree Evaluation only).

1. Make sure the Transcript and the Degree Evaluation are in **portrait** format (11" tall, 8.5" wide) and the Degree Evaluation is the "Detail Requirements" format.
2. Make sure all data shows in both the Transcript and the Degree Evaluation. Make sure none of the right-hand side data is cut off.
3. Make sure the student has annotated the Degree Evaluation, using red ink, next to any entry/requirement with a "Not Met", showing just how and when they intend to satisfy the requirement.
4. Make sure the Fine Arts course and the Global Understanding course are approved courses listed in the Bluebook. Some University approved Fine Arts courses and Global Understanding courses are not approved for EE or CpE.
5. Make sure that the Signature Sheet clearly shows the eight courses making up the 24 credit hours of non-technical course work required for all Volgenau School BS degrees. All students must meet this requirement, even NOVA AS degree holders. Note, science, math, engineering and computer science courses are not "non-technical" courses. Approved courses include: all required non-technical courses, the second NOVA freshman English course, all courses in the Bluebook listings of approved Global Understanding and Fine Arts courses, all approved courses listed on the "old" ECE Department web page:

[http://teal.gmu.edu/bsdegree/approved\\_humanities.htm](http://teal.gmu.edu/bsdegree/approved_humanities.htm)

In addition to courses with specific Mason equivalencies, non-technical "electives" without a specific Mason equivalency, but similar to those courses in the above lists satisfy this non-technical credits requirement.

6. Look at the General Education (normally the first) section of the Degree Evaluation. If it reads "Not Met" and the student claims they do not need to do all the Gen Ed courses because they graduated from NOVA there is a problem. The "Not Met" shows when the student's Mason record does not have any record of a NOVA AS degree. The student needs to go to the Admissions Office to get this cleared up. Until the student does this, they will have to meet all the specific Gen Ed courses.
7. Make sure the Degree Details sheet, paragraph 5 is not filled in unless the student's Degree Evaluation printout shows one of the EE Concentrations in the "Concentration" box near the top of page one of the Degree Evaluation. A Concentration must be declared no later than the student's next to last semester via a Change of Major Form.