



## INSTRUCTIONS FOR THE COMPLETION OF THE DEGREE REQUIREMENTS FORM (DERF)

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### Obtain the correct form(s)

If you have completed the requirements for more than one majors or minors, please ask for all the relevant Degree Requirements Forms (DERF) or Minor Requirements Forms (MRF). You will need to use one DERF or MRF for each declared major/minor that you may have completed.

### Fill out your form(s):

- Use only the following symbols exactly as they appear on your transcript:

A, B, C, D	Letter grades
WV	Waived Course. Waived courses do not carry any credits so note at the bottom part of your form the course(s) and grade(s) earned in lieu of the waived course.
P	Pass
TR	Transferred Courses
IN	Incomplete – for granted incompletes that have not been completed yet.
WIP	Work in Progress – for courses you are currently enrolled in.

- When you have repeated a course to improve your grade, record only the grade without the indication R (e.g. SO 1000 D/R and SO 1000 B copy only grade B on your form)
- When writing which courses you have attended note both the course number and the description (e.g. HY1000 Western Civilization I)
- If a course number has changed please record the new number on your DERF or MRF next to the old number
- If you have completed more than 128 credits for one major, record all the extra courses at the bottom part of your DERF, indicating the course number, title and grade earned for each course
- The number printed next to the courses indicates the number of credits each course carries. Please make sure that the number of total credits earned is the same shown on your transcript and your DERF.
- DO NOT use symbols such as: S, U, F, W, WP, WF that may appear on your transcript
- DO NOT use correction fluid, do not cross out, and do not erase any printed items on your DERF, even with written permission to replace a course; INSTEAD, record the number of the replacement course as close as possible to the original one appearing on your DERF

*If at any point you realize that you do not fulfill the requirements of your declared major/minor check first that you have completed the correct form and then contact the Head of your Department or the Academic Advising Office.*

**Congratulations and Good Luck!**