

Frequently Asked Questions about the Academic Requirement Report

What if one of the courses is missing from the Academic Requirement Report or is not counted as meeting the specific requirement?

If a course is missing from the report it is best to review the section labeled “unused courses” to determine if the course is being identified on the report, but is not being used to meet a requirement. If this is the case, please discuss a Substitution/Waiver with your advisor. The ***Request for Substitution/Waiver of Academic Requirements*** form must be approved by your advisor and the division chair prior to submitting the form to the Office of Academic Records.

Can the Academic Requirement Report tell me if I am eligible to graduate?

The ARR can help you monitor progress towards degree completion; however, it is not your official graduation audit. The only way to know if you are eligible for graduation is to submit an ***Application for Graduation*** to the Office of Academic Records. The Office of Academic Records staff will complete your official graduation audit, which will be sent to you and your advisor.

My major in the Academic Requirement Report is not correct, how do I change it?

If the ARR is populating the wrong major, minor, or specialization, please file a ***Program Update*** form with the Office of Academic Records.

The Academic Requirement Report shows that I need to choose a minor or specializations, what do I need to do?

If the ARR is showing that you need to choose a minor or specializations, please file a ***Program Update*** form with the Office of Academic Records.

The requirements for my major have changed and the Academic Requirement Report is showing the old requirements.

The ARR is generated based on a student’s catalog year. A student’s catalog year is based on the term he or she was admitted to Mayville State University. If the requirements for your major have changed and you wish to follow a newer catalog, please submit a ***Catalog Change*** form to the Office of Academic Records.

I had one of my degree requirements substituted or waived, but the Academic Requirement Report is not taking this into account. What should I do?

After a Request for ***Substitution/Waiver of Academic Requirements*** form is approved by your advisor, the division chair, and the registrar, you will be notified via Mayville State University email. Your Substitution/Waiver will then be manually entered into the ARR by the Assistant Registrar.

Who should I contact if I have questions regarding the Academic Advisement Report?

Your first point of contact should be your Academic Advisor. You can also contact the Office of Academic Records at records@mayvillestate.edu or 701-788-4678.