



Self-Guided Graduation Check Process

This document outlines how students can check if they meet all course requirements for graduation. This will be a student's best method to check if they meet degree requirements and will be eligible to apply for graduation.

Please note that graduation applications are normally available in Bear Tracks starting in October, and normally closing February 1st. Be sure to apply for Spring convocation within this period. Students applying for Fall graduation must apply before September 1st.

Please note that it is a student's responsibility to ensure that all requirements are met to be eligible for graduation.

Steps to complete a self-guided graduation check:

1. Open a copy of your most recently updated checksheet. Students normally receive an updated copy of their checksheet each summer sent to their ualberta.ca email account.
2. Pull a copy of your transcript from Bear Tracks (directions available below).
3. Cross reference the courses from your transcript with what is listed on your checksheet.

You must present ★120 credits of required coursework in order to be eligible to graduate (*150 for the combined BSc in ENCS/BA in NS).

Be sure you have taken APEs from each of the categories required by your program. As long as the course was previously noted on the APE list, even if the APE list has since changed, it may be used towards meeting your degree requirements.

*Please note transfer credit for courses taken at other institutions will only appear on your transcript after the course has been completed and a transcript arrives at the University of Alberta denoting a grade of at least C-.



As you go through your remaining courses, please keep graduation GPA requirements in mind. Graduation GPAs for each program are listed below:

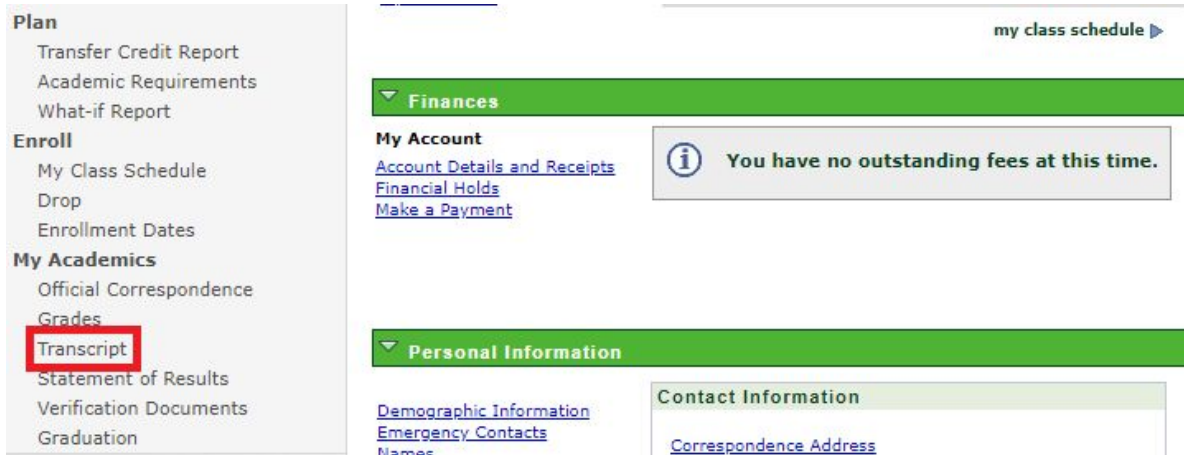
- BSc in Agriculture: 2.0
- BSc in Agricultural/Food Business Management: 2.0
- BSc in Animal Health: 2.0
- BSc in Environmental and Conservation Science (including combined BA in Native Studies program): 2.0
- BA in Environmental Studies: 2.0
- BSc in Fashion Business Management: 2.0
- BSc in Forestry/BSc in Forest Business Management: 2.0
- Bsc in Human Ecology 2.0
- BSc in Nutrition and Food General Program 2.0
- BSc in Nutrition and Food Science Dietetics Specialization/Food Science and Technology Specialization: 2.7
- Honors in Nutrition/Food Science: 3.0

*Please refer to the “Frequently Asked Questions” below for more information on how to calculate graduation GPA.

*Students must be in good academic standing to be eligible to graduate. This is based on your yearly GPA. For most programs this is a 2.0 calculated on your Fall/Winter term grades for the year you are graduating (2.7 for Specializations and 3.0 for Honors).

How to access your transcript in Bear Tracks

1. On the left side navigation select “Transcript” under the “My Academics” tab.



The screenshot shows the Bear Tracks interface. On the left is a navigation menu with sections: Plan (Transfer Credit Report, Academic Requirements, What-if Report), Enroll (My Class Schedule, Drop, Enrollment Dates), and My Academics (Official Correspondence, Grades, **Transcript**, Statement of Results, Verification Documents, Graduation). The 'Transcript' link is highlighted with a red box. The main content area has a top bar with 'my class schedule' and a 'Finances' section with 'My Account' links (Account Details and Receipts, Financial Holds, Make a Payment) and a message: 'You have no outstanding fees at this time.' Below is a 'Personal Information' section with 'Demographic Information' and 'Emergency Contacts' links, and a 'Contact Information' section with a 'Correspondence Address' link.

2. Click “Go” in the grey field in the middle of the page




Search	Plan	Enroll	My Academics
grades	transcript	statement of results	verification documents
unofficial transcript	request official transcript	document request status	graduation

View Unofficial Transcript

Choose a Report Type, press Go to generate the Report.

While this process is taking place, do not select the 'Go' button again or any other links on the page. Once processing is completed, you will be able to view your Unofficial Transcript in the browser display window.

Academic Institution 

Report Type

Information For Students

An unofficial transcript reflects your academic record at the point of time that you request it. It cannot be used as an official transcript as it does not bear the Registrar's signature, nor is it printed on security paper. If you attended the University prior to May 1983, your unofficial transcript may be incomplete and this portion of your record must be obtained from the Registrar's Office by requesting for a copy of your official transcript.

3. Click “Open pdf”
4. Provided you have taken the correct courses to meet all of the requirements listed on your checksheet, you know you will meet all of the course requirements to graduate.



Frequently Asked Questions

Q. How do I calculate my graduation GPA?

A. Graduation GPA is calculated on your most recent ★60 credits, this includes any Spring/Summer term grades that fall within this credit limit. You perform this calculation by dividing grade points by credits as noted on your transcript. Fs are included in this calculation, Ws are not.

*Standard rounding rules apply.

***See full example at the bottom of the FAQ**

$$\frac{52.3}{24} + \frac{60.3}{27} + \frac{24.6}{9} = \frac{137.2}{60} = 2.3 \text{ Grad GPA}$$

Only a maximum of ★60 credits will be used for this calculation. If you must go back a term to get these credits, a weighted average will be used.

Ex. If you only need ★12 credits to complete the calculation but you took ★15 credits that term you will need to cross multiply and divide as follows:

$$\frac{39.6}{15} = \frac{X}{12}$$

Grades of CR are not included in the calculation, but do count towards your last *60 (this includes Winter 2020 grades, practicum, work experience, and internship courses with grade of CR/NC). We recommend starting at the bottom of your transcript and counting backward until you count ★60 credits

Ex. If you took 4 courses last winter (★12 credits), they will count towards your last ★60 credits, but will not count towards your graduation GPA, so your calculation will only be out of a total of ★48 credits.

*Only grades officially listed on transcripts will be used for this calculation. We will not be using any grades provided indirectly by professions.



Q. I noticed a course on my checksheet in an APE box, but it looks like it can be used as one of my other required courses. What should I do?

A. Please contact your student advisor at questions.ales@ualberta.ca for assistance. Often when this occurs, you have taken courses that may be used for multiple program requirements.

Q. Where do I send my transcripts for courses that I took at other institutions?

A. Please request that the institutions send a physical copy of your transcripts directly to the University of Alberta's Office of the Registrar at the below address:

University of Alberta
Administration Building
University of Alberta
Edmonton, Alberta
Canada T6G 2R3

*All transcripts must be received no later than May 5th in order to be eligible for Spring graduation. We cannot guarantee that students who submit late transcripts will be able to graduate on time and may need to reapply for Fall term graduation.

Q. How do I graduate with distinction?

A. Distinction is granted to students with a graduation GPA of 3.5 or higher based on the above calculation.



UNIVERSITY OF ALBERTA
FACULTY OF AGRICULTURAL,
LIFE & ENVIRONMENTAL SCIENCES

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
HECOL 313	FAMILY DYNAMICS	A-	3.0	3.0	11.10	2.9	73
HECOL 322	FAMILY ECONOMIC ISSUES	A-	3.0	3.0	11.10	3.0	48
HECOL 414	SENIORS AND THEIR ENVIRONMENTS	A-	3.0	3.0	11.10	3.1	23
HECOL 440	FAMILY POLICY ISSUES	A-	3.0	3.0	11.10	3.4	25
NU FS 223	CULTURAL ECOLOGY FOOD & HEALTH	A-	3.0	3.0	11.10	2.9	165
TOTALS			15.0	15.0	55.50		

$$\frac{55.5}{15} = \frac{X}{9}$$

GPA: 105.60 grade points / 30.0 units taken = 3.5
 First Class Standing

Fall Term BSc in Human Ecology

↑ Only need *9 from here. Perform weighted average calculation

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
HECOL 301	PROGRAM PLANNING & EVALUATION	A	3.0	3.0	12.00	3.2	29
HECOL 310	PARENT-CHILD RELATIONSHIPS	B+	3.0	3.0	9.90	3.0	59
HECOL 315	INTERVIEWING AND COUNSELING	A	3.0	3.0	12.00	3.3	31
HECOL 321	INTRODUCTION TO FAMILY FINANCE	B+	3.0	3.0	9.90	3.2	54
NU FS 305	INTRO TO PRINCIPLES OF NUTR	A-	3.0	3.0	11.10	2.9	104
TOTALS			15.0	15.0	54.90		

Winter Term BSc in Human Ecology

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
HECOL 412	FAMILY CHALLENGES	A	3.0	3.0	12.00	3.3	18
NU FS 352	TOPICS & CONTROVERSIES IN NUTR	B+	3.0	3.0	9.90	3.0	83
NU FS 356	NUTRITION ACROSS THE LIFESPAN	A-	3.0	3.0	11.10	3.2	138
NU FS 377	INTRO TO NUTR IN COMMUNITY	B+	3.0	3.0	9.90	3.0	98
SMD 301	BEHAVIOR IN ORG	B	3.0	3.0	9.00	3.0	57
TOTALS			15.0	15.0	51.90		

GPA: 106.80 grade points / 30.0 units taken = 3.6
 First Class Standing

Fall Term BSc in Human Ecology

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
HECOL 408	INTENTIONAL PROFESS PRACTICE	A-	3.0	3.0	11.10	3.3	22
HECOL 443	FAMILY LAW	A	3.0	3.0	12.00	3.4	20
PSYCO 212	INTRO RESEARCH METHODS PSYCHOL	A-	3.0	3.0	11.10	2.8	68
TOTALS			9.0	9.0	34.20		

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$$56.1/15 + 106.8/30 + 33.3/9 = 196.2/54 = 3.6$$

*6 HECOL 409 counts towards last *60, but not towards calculation. *54+*6=*60

Winter Term BSc in Human Ecology

Course	Description	Grade Remark	Units Taken	Units Passed	Grade Points	Class Avg	Class Enrl
HECOL 211	HUMAN SEXUALITY	A	3.0	3.0	12.00	2.9	149
HECOL 409	PRACTICUM IN HUMAN ECOLOGY	CR	6.0	6.0	0.00	XXX	22
HECOL 413	WORKING WITH FAMILIES	B+	3.0	3.0	9.90	3.5	12
TOTALS			12.0	12.0	21.90		

GPA: 56.10 grade points / 15.0 units taken = 3.7
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