4 to Finish Participant Checklist

Student Name: _____ ID# _____

Faculty Advisor: _____ Cohort: _____

Student must declare major by end of their third semester. Science (Including Exercise Science) and Liberal Studies majors must declare in first semester. Majors declared after third semester requires proof of possibility to finish requirements in remaining time. The guarantee will only cover completion of a single major in a single degree.

What major is the student pursuing? _____ **When was the major declared?** _____

Student must meet with their faculty advisor at least once a semester. As part of that meeting, the student must present a plan using the academic planning function in WebAdvisor to the advisor for approval. This plan should cover at least two years. A copy of the plan aproved online or signed by the faculty advisor must be submitted to the Registrar's Office by the end of the spring semester each academic year.

When was the signed two-year academic plan submitted each year?

Freshman Year _____ Sophomore Year _____

Junior Year _____ Senior Year _____

Student must meet with the appropriate evaluator in the Registrar’s Office at least once a year.

When did you meet with your evaluator in the registrar's office each year?

Freshman Year _____ Sophomore Year _____

Junior Year _____ Senior Year _____

Student must apply to graduate by the priority deadline the semester before they will be completing their course work. (September 1st for students graduating in May, March 1st for students graduating in December)

What date did the student apply for graduation? _____

Students must meet with their faculty advisor and notify the appropriate evaluator in the Registrar’s Office prior to the beginning of classes in any semester if it appears that graduation may be delayed due to course unavailability.

Student Notifications: _____

Student must make timely application for all necessary financial assistance and maintain current payment status with their student account, to avoid any holds barring registration and register for courses at the assigned time and accept any available section of a required class that can be accommodated within an appropriate schedule required to stay on track.

Registration Delays: _____

Student must remain in good academic standing and make sufficient academic progress. Sufficient academic progress includes the completion of 31 credits and 25% of all degree requirements each year.

Requirements	Freshman Year		Sophomore Year		Junior Year		Senior Year	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Cumulative GPA (Min 2.0)								
Cumulative Credits (Min 31/year)								
Ratio of Major Requirements Complete	/	/	/	/	/	/	/	/
Ratio of Core Requirements Complete	/ 19	/ 19	/ 19	/ 19	/ 19	/ 19	/ 19	/ 19