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 approved 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.

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<thead>
<tr>
<th>Requirements</th>
<th>Freshman Year</th>
<th>Sophomore Year</th>
<th>Junior Year</th>
<th>Senior Year</th>
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<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
<td>Fall</td>
<td>Spring</td>
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<tr>
<td>Cumulative GPA (Min 2.0)</td>
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<td>Cumulative Credits (Min 31/year)</td>
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<td>19</td>
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<td>19</td>
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<td>Ratio of Major Requirements Complete</td>
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