

Advisor Senior Grad Review Checklist

The deadline for submission of the Senior Grad Review is the second week two semesters before a student plans on graduating (i.e. if a student plans on graduating at the end of a spring semester, the deadline is the second week of the previous fall semester; if the student plans on graduating at the end of a fall semester, the deadline is the second week of the previous spring semester). These deadlines help the advisor, the department chairs, and Registrar's Office staff ensure that the student has met all or has a plan to meet all degree completion requirements for graduation. Ultimately, students are responsible for meeting all degree requirements, but advisors are here to help, and a careful overview of the Senior Grad Review is critical.

Advisors should use the following checklist as they conduct a Senior Grad Review

Meet with student to go over the Senior Grad Review together.

Run a Progress Report in Self-Service for reference.

Confirm the student has applied for graduation in Self-Service by checking the graduation application tab. If they have not applied to graduate, encourage the student to submit the form ASAP.

Verify that the student will be able to complete at least 125 total credits by the time they plan on graduating. In the Total Credit Review section, make sure that the student has filled in the correct Total Required Credits (usually 125) and they have correctly identified how many credits they have remaining to complete.

Double check that the number of credits remaining matches (or is more than) the number of credits that the student intends on completing.

Confirm that the requirements for a BA or BS will be met.

Verify that all requirements for the major have been met, or that the student has outlined a plan for how they intend on meeting all of the major requirements. Students should list the courses they plan on completing for each remaining term(s) (Fall, Jan, Spring, Summer).

Conduct a manual verification of the completion of the Linfield Curriculum (LCs) using the LC_Degree_Requirement_Worksheet checklist available on the Advising Website.

Run a "0- My Possible LCs" Report in Self-Service using the "View a New Program" button. Please see the tutorial video Understanding Self-Service Progress Reports from the Advising Website for assistance.

Use the LC Course Adjustment form in Etrieve to identify the set of courses to be used by the student to meet the LC requirements.

Confirm the paracurricular requirements will be met.

Verify that all requirements for any minor(s) and/or second major the student has declared have been met, or that the student has outlined a plan for how they intend on meeting all of the minor requirements.

If you have any recommendations for any substitutions or exceptions, note them in your comment box for the Chair/Coordinator to review.