

# Andrews University

## GRADUATE CHECKLIST FOR GRADUATING STUDENTS

These are the things that need to be cleared for all students before they can graduate. All items must be completed by the registration deadline for the semester students intend to graduate. If an item is not applicable, write N/A by the item. Submit completed form to gradrecords@andrews.edu.

**Student Name** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Major** \_\_\_\_\_

- On Regular status
- Student record in Banner is correct, including all degrees, majors, concentrations, and bulletin year
- Registered for all classes needed to complete degree (majors, concentrations)
- [Applied](#) for graduation
- List all classes needed to complete degree

Fall Semester	Spring Semester	Summer Semester

- All tests for Credit for Prior Learning classes have been completed and the grades submitted to the Records Office
- All [petitions](#) for course substitutions or course waivers have been submitted
- All [petitions](#) for transfer courses have been submitted and articulated (*Note: Transfer courses should not be taken in the student's last semester*)
- Submitted [Advancement to Candidacy](#) or Graduation Recommendation
- Student's [Degree Works](#) profile shows at least 96% completion
- Student is scheduled to take comprehensive exams, if required
- Student is scheduled for thesis/dissertation defense, if required
- Student is scheduled for portfolio presentation, if required

*Please note: Students who are registered for classes in a semester following graduation will have to submit a Guest Student application unless they are enrolled in another program.*

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Primary Advisor signature** \_\_\_\_\_ **Date** \_\_\_\_\_