



**UNDERGRADUATE 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 ugrecords@andrews.edu.

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

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

Fall Semester	Spring Semester	Summer Semester

- All tests for Credit by Exam classes have been completed and the grades submitted to the Records Office
- All [petitions](#) for course substitution 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*)
- Student's [Degree Works](#) profile shows at least 96% completion
- Student has signed up for Major Field Test, if required, or other relevant required exams

*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. Guest students may not be eligible for Financial Aid.*

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Primary Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_