**Graduation Application Checklist for WRTC Major Advisors**

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| **Student Name** |  | **ID #** |  |
|  |  |  |  |
| **Advisor Name** |  |  |  |

**Instructions:**

**Students:** Print out this form, fill in your name and ID #, and bring it with your graduation application to your advising meeting. Your faculty adviser will help you complete your graduation application and complete this check list.

**Advisors:** Complete this form as you evaluate the student’s graduation application and sign at the bottom indicating you have advised the student regarding graduation requirements. After signing, students should bring the following to the WRTC office in Harrison 2276 for director approval:

* Completed Application for a Bachelor’s Degree
* Completed Application Checklist for WRTC Major Advisers
* Unofficial Transcript
* WRTC Advising Checklist (*optional*)

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| **Graduation Requirements** | **Checked?** |
| **Does the student have a minor or a second major?** If so, those signatures must be obtained before a signature for WRTC will be given. |  |
| **Will the student complete all major courses, including an internship, prior to the anticipated date of graduation?** (If not, will the student be able to complete the necessary course(s) in the summer session so that they may “walk” in May?) |  |
| **Does the student have a WRTC GPA of 2.0 or higher?** (The major GPA is available in the Advisee Student Center by clicking on “Academic Requirements” in the drop-down box.) |  |
| **Does the student have a cumulative GPA of 2.0 or higher?** |  |
| **Has the student completed BA (Philosophy and Foreign Language) or BS (Quantitative and Scientific Literacy) requirements?** |  |
| **Will the student complete all GenEd requirements prior to the anticipated date of graduation?** |  |
| **Will the student have completed 120 credit hours by the anticipated date of graduation?** |  |
| **If the student has transfer credit, will they have completed at least 60 hours at a 4-year institution and at least 30 hours at JMU?** |  |
| **If Course Directives or Course Waivers have been used, has the proper paperwork been recorded by the Registrar’s Office?** |  |

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| **Advisor Signature** |  | **Date** |  |

**Advisor Comments/Questions:**