Bachelor of Arts in <MAJOR> Graduation Check Sheet

Name: JOE SAMPLE ID#: 123-45-6789 Program:	**Graduation Requirements:**	
	Minimum 120 total hours	Minimum 60 hours from baccalaureate institution
	Minimum 30 hours from the College of Liberal Studies	**Minimum 40 hours of upper division coursework**
	No more than 30 lower division and 30 upper division hours can be waived with advanced standing credit	Minimum Grade Point Average is 2.0

Degree Completion Program (## hours) (all grades must be "C" or higher)

COURSE	TITLE	CREDIT HRS	GRADE	PLANNED TERM

SUMMARY:

DESCRIPTION:	HOURS:
General Education hours needed	
Admin Leadership major hours needed	
**Elective hours needed	
Total hours (need at least 120)	120

IMPORTANT NOTES:

4) If you have additional questions please feel free to call your Academic Advisor *XXXXXXXXXXXX* at (xxx) xxx-xxxx or or by email at xxxxx@xx.xxx.

OTHER COMMENTS:

YOU HAVE ## HOURS REMAINING TO COMPLETE YOUR DEGREE.***

It is the responsibility of all students at The University to know and understand their own degree requirements.