

Advisor Checklist

Be sure to remind your advisees of these necessary requirements!

Please keep a copy of this in each student's folder. Use the "Date" columns to track progress.

All students must:	Date(s) Advised	Date Completed
<ul style="list-style-type: none"> • Consult with advisor(s) prior to course selection to check for completion of all requirements, including Liberal Arts & total hours 	_____ _____ _____ _____	
<ul style="list-style-type: none"> • Complete all Integrative Studies requirements <ul style="list-style-type: none"> ○ http://www.houghton.edu/am-site/media/aro-courses-that-meet-is-requirements2016.pdf ○ Students shouldn't wait until their last year to cram in Health & Wellness requirements 		
<ul style="list-style-type: none"> • Declare major by the end of their sophomore year 		
<ul style="list-style-type: none"> • Complete all requirements for major(s) <ul style="list-style-type: none"> ○ Grades must be C- or better ○ Half of credits in major <i>must be at HC</i> ○ <i>Department Chair must email approval for substitutions to ARO</i> 		
<ul style="list-style-type: none"> • Complete all minor requirements (if pursuing) <ul style="list-style-type: none"> ○ Grades must be C- or better ○ <i>Department Chair must email approval for substitutions to ARO</i> 		
<ul style="list-style-type: none"> • Complete concentration (if required) <ul style="list-style-type: none"> ○ Grades must be C- or better ○ <i>Department Chair must email approval for substitutions to ARO</i> 		
<ul style="list-style-type: none"> • Complete Liberal Arts credits: <ul style="list-style-type: none"> ○ min 93 credits for BA ○ min 32 credits for BMus ○ min 62 credits for BS ○ min 32 credits for BFA 		
<ul style="list-style-type: none"> • Complete a minimum of 124 hours (128 for BMus) <ul style="list-style-type: none"> ○ Grades of F provide no hours earned ○ Dropping/withdrawing from courses may affect graduation 		
<ul style="list-style-type: none"> • Submit a completed Prior Approval form with appropriate signatures <i>before</i> taking a course elsewhere 		
<ul style="list-style-type: none"> • Have a minimum 2.0 grade point average 		
<ul style="list-style-type: none"> • Complete 30 hours at HC 		
<ul style="list-style-type: none"> • Complete 18 of the last 24 hours at HC 		
<ul style="list-style-type: none"> • Email a Diploma Order Form to ARO by November 1 of senior year 		

NOTES:

- No more than 8 credit hours of Applied Music may count toward graduation for students who are not majoring or minoring in Music.
- No more than 8 credits of Horsemanship may count toward graduation unless the student is a Recreation major with an Equestrian Studies option or is pursuing an Equestrian Studies minor.
- No more than 8 credits of ROTC or Theatre Workshop may count toward graduation.
Examples regarding the restrictions above: A student earning 12 Horsemanship credits will need 128 total credits in order to graduate unless majoring in Recreation – Equestrian Option or minoring in Equestrian Studies. OR a student earning 10 credits with ROTC will need 126 total credits in order to graduate.
- Students must have 62 hours from HC to receive graduation honors. In order to be eligible to be valedictorian or salutatorian, they must be May grads, full time in the Spring semester, and have earned a minimum of 90 HC credits.