

# Advisor Checklist

Be sure to remind your advisees of these necessary requirements!

Please keep a copy of this for each student, using the "Date" columns to track progress.

All students must:	Date(s) Advised	Date Completed
<ul style="list-style-type: none"> <li>Consult with advisor(s) prior to course selection to check for completion of all requirements, including Liberal Arts &amp; total hours</li> </ul>	_____ _____ _____ _____	
<ul style="list-style-type: none"> <li>Complete all General Education requirements               <ul style="list-style-type: none"> <li><a href="http://www.houghton.edu/registrar/academic-information/">http://www.houghton.edu/registrar/academic-information/</a></li> <li>Students should not wait until their last year to fit in these requirements</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Declare major by the end of their sophomore year</b></li> </ul>		
<ul style="list-style-type: none"> <li>Complete all requirements for <b>major(s)</b> <ul style="list-style-type: none"> <li>Grades must be C- or better</li> <li>Half of credits in major <i>must be at HC</i></li> <li><i>Department Chair must email approval for substitutions to RO</i></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Complete all requirements <b>for minor (if pursuing)</b> <ul style="list-style-type: none"> <li>Grades must be C- or better</li> <li><i>Department Chair must email approval for substitutions to RO</i></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Complete all requirements <b>for concentration (if required)</b> <ul style="list-style-type: none"> <li>Grades must be C- or better</li> <li><i>Department Chair must email approval for substitutions to RO</i></li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Complete Liberal Arts credits:</b> <ul style="list-style-type: none"> <li>min 93 credits for BA    o    min 32 credits for BMus</li> <li>min 62 credits for BS    o    min 32 credits for BFA</li> <li><b>Multiple Majors: Students with multiple majors MUST complete the LA credits for whichever major has the highest LA credit total.</b></li> <li>LA credits for repeated courses may only be counted once.</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Complete a minimum of 124 hours (128 for BMus)</b> <ul style="list-style-type: none"> <li>Grades of F provide no earned hours</li> <li>Dropping/withdrawing from courses may affect graduation</li> <li>Credits for repeated (passed) courses can only be counted once</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li><b>Submit a completed Prior Approval form before taking a course elsewhere</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>Have a minimum 2.0 grade point average</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>Complete 30 hours at HC</b></li> </ul>		
<ul style="list-style-type: none"> <li><b>Complete 18 of the last 24 hours at HC</b></li> </ul>		
<ul style="list-style-type: none"> <li>Complete a <b>Diploma Order Form</b> by November 1 of senior year</li> </ul>		

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 SRWM – Equestrian Emphasis or minoring in Equestrian; 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.

(08/24/2021)