

## ACADEMIC GRADUATION CHECKLIST

This checklist will help you stay on track for graduation. You may find it helpful to keep with your audit sheets to bring to advising meetings. Refer to it as needed, keeping in mind that you are responsible for meeting these requirements.

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<b>Declare a major by the end of your Sophomore year.</b> Contact the chair of your desired major and complete a <a href="#">major declaration form</a> . You and your advisor will then be sent an official degree audit sheet. <i>Failure to declare in a timely manner can affect your financial aid.</i>	
<b>If declaring an optional minor,</b> use the <a href="#">minor Declaration/change form</a> .	
<b>Update your Degree Audit Sheet each semester with your advisor.</b>	
<b>Complete the General Education requirements</b>	
<b>Complete your Major requirements (including any related Concentration or Minor)</b> - Grades must be C- or better. - Half of the credit hours in your major must be at Houghton College.	
<b>Complete your Minor requirements</b> - Grades must be a C- or better.	
<b>Complete Liberal Arts:</b> minimum of 93 LA credits for the BA degree, 62 LA credits for the BS degree, and 32 LA credits for the BMus or BFA degree. Multiple majors: You must complete the Liberal Arts credit requirement for the major with the higher minimum.	
<b>Submit your <a href="#">Diploma Order Form</a>.</b> You must contact the Registrar's Office if you plan to graduate early.	
<b>Complete a minimum of 124 hours for a BA/BS/BFA or 128 hours for a BMus degree.</b>	
<b>Have a 2.0 grade point average or better.</b>	
<b>Complete 30 credit hours at Houghton College.</b>	
Complete 18 of the last 24 credit hours at Houghton College.	

### NOTES:

- A student must complete at least one major. A minor is not required unless a specific major requires a specific minor.
- No more than 8 credits of Horsemanship may count toward graduation unless the student is a SRW major with an Equestrian emphasis, or is pursuing an Equestrian Studies minor.
- No more than 8 credits of ROTC or Theatre Workshop may count toward graduation.
- No more than 8 credit hours of Applied Music may count toward graduation for students who are not majoring or minoring in Music.

*For example: A student earning 12 Horsemanship credits will need 128 total credits in order to graduate unless majoring in SRWM with an Equestrian emphasis or minoring in Equestrian Studies. A student earning 10 credits with ROTC will need 126 total credits in order to graduate.*

**DEGREE CONFERRAL:** Degrees are officially conferred three times each year: May, August, and December. If you have work that is finished after the conferral date, your diploma will be conferred on the next conferral date.

**\*\*\* Attention transfer students! You must have at least 62 hours from HC to receive graduation honors.** To be eligible to be valedictorian or salutatorian, you must be a main campus student, full-time in the spring, a May graduate, and have earned a minimum of 90 Houghton College credits. \*\*\*