

# Advisor Checklist

Be sure to remind your advisees of these necessary requirements.

It may be helpful to keep a copy for each student, using the “Date” columns to track progress.

Student Name: \_\_\_\_\_

All students must:	Date(s) Advised				Date(s) Completed
<ul style="list-style-type: none"> <li>• Consult with advisor(s) prior to course selection each semester to check for completion of all requirements, including Liberal Arts &amp; total credits</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> </ul> </li> </ul>					
<ul style="list-style-type: none"> <li>• <b>Declare major by end of 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 (C for education or music ed majors)</li> <li>○ Half of credits in major <i>must be at HU</i></li> <li>○ <i>Area Dean must email approval for substitutions to Registrar's Office</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>Area Dean must email approval for substitutions to Registrar's Office</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 (C for education or music ed majors)</li> <li>○ <i>Area Dean must email approval for substitutions to Registrar's Office</i></li> </ul> </li> </ul>					
<ul style="list-style-type: none"> <li>• <b>Complete Liberal Arts (LA) credits:</b> <ul style="list-style-type: none"> <li>○ min 93 credits for BA</li> <li>○ min 62 credits for BS</li> <li>○ min 32 credits for BMus</li> <li>○ min 31 credits for BFA</li> <li>○ <b><i>Multiple Majors: Students with multiple majors MUST complete the LA credits for whichever major has the highest LA credit total.</i></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 credits (128 for BMus)</b> <ul style="list-style-type: none"> <li>○ Grades of F provide no earned credits</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 Non-Houghton Course Prior Approval form before taking a course elsewhere</b></li> </ul>					

• <b>Have a minimum 2.0 grade point average</b>		
• <b>Complete 30 credits at HU</b>		
• <b>Complete 18 of the last 24 credits at HU</b>		
• <b>Complete a Graduation Application</b> by February 1 of senior year		

NOTES:

- No more than 8 credits 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 SRWM major with an Equestrian emphasis or is pursuing an Equestrian Studies minor.
- No more than 8 credits of ROTC may count toward graduation unless the student is pursuing a Military Leadership minor.  
*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 earned credits from HU 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 HU credits.