

**GRADUATION PLANNING SHEET**

Use this document to help verify the completion of all graduation requirements.

This sheet is to be completed by the student utilizing their DegreeWorks report prior to meeting with their advisor. The advisor will approve the graduation plan after reviewing it and making any needed modifications. The student should keep a copy of the sheet as well as their advisor so they may enter the graduation plan on the student's "Plan" tab in DegreeWorks.

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail (if used): \_\_\_\_\_

Which semester do you plan on completing all your requirements?

Spring / Summer / Fall Academic Year: \_\_\_\_\_

Graduation Plan: Please use the space below to indicate all outstanding graduation requirements. Be sure to list all courses as well as non-course work required (i.e., exit exam, studio requirements, etc.)

**Fall** \_\_\_\_\_  
(Year)

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**Spring** \_\_\_\_\_  
(Year)

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**Summer** \_\_\_\_\_  
(Year)

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**Other: \***

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\*Please indicate when and how you plan on completing these requirements.

To the best of my knowledge the above plan will complete my graduation requirements. I acknowledge I will need to review my DegreeWorks report after registering for classes to ensure all requirements have been met or are in-progress.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

Date Received:
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