



College of Liberal Arts
Graduation Check/Application Process

Beginning in Spring 2018

Direct/Mandatory meeting of student and CoLA Advisor will be eliminated. All communications will be conducted by email

1. Student meets with Faculty/Department Advisor who reviews all department/program requirements.
2. Assuming all department/program requirements are met, Faculty/Department advisor sends an email to the CoLA Advisor who oversees their department.

Copy to student, Copy to Brittany Erwin, Copy to Department Chair/Program Director

3. CoLA Advisor will review university/college/Writing/credit hours/GPA/etc.
4. Assuming everything is in order CoLA Advisor will email student. CoLA Advisor will allow student access to graduation application.

Copy Faculty/Department advisor, Copy Department Chair/Program Director, Copy Brittany Erwin.

5. If something missing/incomplete, CoLA Advisor will notify student and inform the student of what needs to be completed.

Copy Faculty/Department advisor, Copy Department Chair/Program Director, Copy Brittany Erwin.

6. If extreme problems exist, CoLA Advisor will have student come in to meet with CoLA Advisor.

Copy Faculty/Department advisor, Copy Department Chair/Program Director, Copy Brittany Erwin.