

College of Liberal Arts Graduation Check Process – Outline for Students

Congratulations! You have finished the process of having the curricular requirements for your major checked.

Please note that Faculty Advisors are certifying only that you will have met program requirements pending successful completion of your registered courses.

Your CoLA Academic Advisor will be checking to make sure you have met all other college and university requirements for graduation and **will be in touch with next steps as soon as possible.** Your CoLA Academic Advisor has final approval for graduation application access and pending eligibility.

At this point your Faculty Advisor will notify the CoLA Advising Office with the following information:

- **Your Name**
- **Your Major**
- **The last four of your UID**
- **Courses that need to be completed within the major to be graduation-eligible (including any incoming transfer work)**
- **Any degree audit adjustments as a result of graduation checks that are in process**

If your CoLA Academic Advisor needs additional information before they can grant approval or if there is an issue, he or she will email you or request that you schedule an appointment with him or her.

Please know that your CoLA Academic Advisor will be working on your graduation check, but given the volume of students, it may take 1-2 weeks before you hear from your Advisor. If you do not hear from your CoLA Academic Advisor within 2 weeks of the date you met with your Faculty Advisor, please contact the CoLA Advising Office. **Please do not contact your CoLA Academic Advisor or the CoLA Advising Office prior to this 2-week time period.**

The Advising office cannot process any approvals (or fill out the graduation certification) until you have registered for classes in the semester when you are graduating.