

CHECKLIST FOR GRADUATING SENIORS - FAIRHAVEN COLLEGE

⇒ **Apply to Graduate!** Make formal application for your degree (by appointment)

Concentrators: Update your concentration class list & get your chair to approve changes. (I recommend taking the original list & crossing off & adding; then type a "final summary class list" including all of your concentration classes [not core unless applicable]. Show both to your chair and have them initial the final list.) Bring this to your meeting with Kathy Johnson along with the schedule you plan to register your final quarters.

Other Departmental Majors: Obtain an evaluation of your major from your department in your planning guide or on one of their forms. An advisor in the department needs to sign off on it. Take this evaluation to Kathy Johnson along with the schedule you plan to register your final quarters.

⇒ **Concentration Titles.** Your title will be submitted to the Fairhaven Curriculum Committee for approval the quarter prior to the one in which you are graduating. If a committee member or your chair contact you for a revision or explanation, please respond right away.

⇒ **Finish all** of your classes, evaluations, incompletes, etc. by the last day of the quarter you plan to graduate. (You can graduate with an incomplete if it is not a requirement or part of your 180 credits.)

⇒ **Summary & Evaluation.** This document is required of all students for credit for Fair 403A. It is the student's responsibility to get all of the necessary signatures and make sure that it gets to Kathy Johnson in the Records Office. You cannot be cleared for graduation until this is in your file.

Concentrators: If you are *not graduating* the quarter you are taking 403A, have the S&E approved by your chair and turn into 403A instructor. If you *are* graduating, the S&E *along with a write-up of your Senior Project* is circulated with a photocopy (provided by Kathy Johnson) of your original concentration signature sheet for final approval. This is due on the last day of the quarter to Kathy Johnson. The signature sheet with the S&E and Senior Project is shown to your Advanced Seminar instructor and turned in to Kathy Johnson for your file.

Majors: You will be having either your Fairhaven Faculty Advisor or your departmental advisor approve your final draft. Turn in one copy to your 403A instructor and submit one copy to Kathy Johnson for your permanent file.

⇒ **Senior Project** (required only of concentrators). Presumably you are or will be registered for your Senior Project. This requires an ISP form, submitted to your faculty sponsor. You should also print copies of your proposal to show other members of your committee who will need to approve the "finished product." At the end of the project, submit an on-line self-evaluation to the faculty sponsor get the credit. ***In addition***, an evaluative write-up of the project must be attached with your S&E when you circulate it to your committee for approval.

- ⇒ **Ceremonies.** WWU's Commencement Exercises are on the Saturday after the last day of finals week (June 16th this year). Information about WWU's ceremony and posted on the university web page (under Registration, click on Commencement). Fairhaven holds its graduation celebration once a year, in June. Kathy Johnson will send you information about our ceremony as long as you keep the university computer updated on your address. If you don't hear from her by early May, give her a call (650-3683) or email kathy.johnson@wwu.edu.

- ⇒ **"Grace Periods."** If you do not complete all of your work the quarter you are set up to graduate, you can Re-apply for a subsequent quarter. Each time you are set up, you are charged a diploma fee. If you don't graduate within one year after you last attended, you will need to re-enroll to be registered the quarter you graduate. Because of the huge enrollment of the university, the "residency requirement" (being enrolled the actual quarter you graduate) has not been strictly enforced unless it has been more than one year.

- ⇒ **Diploma.** Your diploma is from Western Washington University (big letters), Fairhaven College (smaller letters), and awards you a bachelor of arts degree (or other you've earned). Your major is not mentioned on the diploma. They will be mailed to you about 3-4 weeks after graduation.

- ⇒ **Transcripts.** Your degree, major, and concentration title are posted on your official transcript, which is held by the Registrar's Office. This is the only proof that you have earned your degree. Make all requests for official transcripts to them. They cannot release your transcripts without your written permission, so faxing them your request with your signature can speed things up. You give them a credit card number or ask them to bill you. Their fax number is 360/650-7327 and phone # is 650-3430.

- ⇒ **Supplemental Transcript Materials.** Many grad school application instructions specify what they would like to see if you attended a school that did not give grades. If not, be sure to contact the admissions offices at your grad schools and explain that you have written evaluations for some of your work and ask if they would like to have them sent. Contact Fairhaven.College@wwu.edu with a request to send your evals and include grad school addresses and the due date. We will include a cover-letter explaining Fairhaven and the relation between your evaluations and your official transcript. Be sure to order the official transcript from the registrar's office, to be sent separately. Since your grade point average is not included on your official transcript, we can include that in the cover letter if you like. We do not combine your WWU grade point average with those of other colleges or universities.