NOTE: PLEASE READ ALL THE INSTRUCTIONS BEFORE COMPLETING THE CHECK-OUT FORM.

TO: Seniors Planning to Graduate in **May/August 2013**

FROM: John L. Grove College of Business - Dean's Office- GRH128

To help ensure that you will meet all of your graduation requirements, we encourage you to complete the following procedures. Please consult with your academic advisor if you have any questions completing the form.

1. Complete the senior check-out form according to the following instructions:

    a. List under the appropriate section <u>all</u> the courses you have completed at SU and the grade you received in each course. <u>ALL</u> blanks (except under double major/minor) <u>must</u> be filled in or the check-out form will be not be approved.

    b. List under the appropriate section any course(s) accepted for **transfer** and mark with a **"T"**. in **GRADE** column.

    c. List under the appropriate section the course(s) in which you are **currently enrolled** and mark an **"*"** (asterisk) in the **GRADE** column.

    d. List under the appropriate section the course(s) you plan to complete during your **remaining semester(s)** with notations listed in the grade key on your senior check-out form.

2. <u>**Review your Senior Check-out form with your academic advisor**</u> and ask your advisor to review your Banner "Degree Audit" prior to turning in to the Dean's Office.

3. **You must submit your <u>completed and signed</u> senior check-out form to the Dean's Office, Grove Hall 128, for review by <u>Monday, October 1st, 2012</u>. NO FORMS WILL BE ACCEPTED AFTER THAT DATE.**

> **PLEASE NOTE:**
> A list of students who are on track for graduation will be posted on the John L. Grove College of Business webpage under Student Information and on the bulletin board outside GRH 128 on Thursday, October 18, 2012.
>
> Students whose names do not appear on the list should consult with Ms. Anita Weaver in the Dean's Office before the Spring 2013 course registration period beginning on October 29, 2012.

4. Registration changes made after your senior check-out form has been approved should be cleared with your Academic Advisor or the Dean's office.

5. Please print legibly using a **BALL POINT PEN**.

6. *<u>You must officially apply for graduation at the beginning of Spring 2013 semester.</u>*

THIS IS NOT AN APPLICATION FOR GRADUATION

JOHN L. GROVE COLLEGE OF BUSINESS
SENIOR CHECK-OUT FORM   Today's Date _____

(Please Print)

Name:_____   Entrance Date: _____

SU ID No.:_____   Graduation Date**:   May/August 2013**

Local Address:_____   Major (s):_____

_____   Minor: _____

Local Phone: _____   Overall GPA:_____

E-mail address: _____   ***Please use the key below when a grade has not been earned.***

Grade Key:	Courses completed….List grade	
	Courses transferred….T	Spring Courses………SS
	Courses enrolled in….*	Summer courses……..ST
	Fall courses………….FS	Winter term ………....WT

GENERAL EDUCATION REQUIREMENTS

Required Courses: **Grades**

1.   ENG101 College Writing <u>OR</u> ENG106 Writ Int Frst Yr Sem …………………………   _____
2.   HSC100 Intro to Hum Comm ….………….   _____
3.   HIS105 World History I……………………………………………………….   _____
4.   HIS106 World History II…………………………………………………………   _____
5.   MAT140 (part of the business core)] Finite Math/College Algebra......................   _____
         (if you placed out of MAT 140, please list the course you took in its place on the dotted line above)
   Please refer to the university catalog for an official listing of acceptable courses for your general education courses. .

Category A: **Grades**

1.   MAT181 (part of the business core) Applied Calc I (or equivalent—MAT211)……….   _____

Category B:

1.   Literature course:_____ _____

(Non-literature courses must be from **two different academic departments)**

2.   Non Literature course:_____ _____
3.   Non-Literature course:_____ _____

Category C: (must be from **three different academic departments**)

1.   _____ _____
2.   _____ _____
3.   _____ _____

Category D: (must be from **two different academic departments)**

1.   ECO113 Princ. of Economics – 4 crs (or ECO101 or ECO102 – circle one if applicable)   _____
2.   _____ _____

Category E: (must be from **two different academic departments**)

1._____ _____
2._____ _____

Free Electives:

1. Course No:_____ Course Title:_____   _____
2. Course No:_____ Course Title:_____   _____
3. Course No:_____ Course Title:_____   _____
4. Course No:_____ Course Title:_____   _____
5. Course No:_____ Course Title:_____   _____
6. Course No:_____ Course Title:_____ *(1 credit)__   _____

*An additional FE is required if the BSN 101 Course you took was only 1 credit

Additional Business Core Courses: Grades

ACC200   Fundamentals of Financial Accounting ……………………………………………_____
ACC201   Managerial Accounting………………………………………………………………_____
ISM142   Intro to Business Computer Systems…………………………………………………_____
BSL261   American Legal Environment………………………………………………………_____
BSN101   Foundations of Business (1 cr or 2 crs (circle one))……………………………… _____
SCM200   Statistical Applications in Business …………………………………………………_____
ECO113   Principles of Economics (or ECO102/ECO101 – Circle one if applicable)……._____
ECO280   Managerial Economics………………………………………………………………_____
FIN311   Financial Management………………………………………………………………_____
SCM330   Supply Chain and Operations Management…………………………………………_____
MGT305   Organizational Behavior……………………………………………………......._____
MGT447   Business & Society………………………………………………………………._____
MGT497   Strategic Management………………………………………………………………_____
MKT305   Principles of Marketing……………………………………………………………_____

Major Courses:

1. Course No._____Course Title_____……………._____
2. Course No._____Course Title_____……………._____
3. Course No._____Course Title_____……………._____
4. Course No._____Course Title_____……………._____
5. Course No._____Course Title_____……………._____
6. Course No._____Course Title_____……………._____
7. Course No. _____Course Title_____……………._____

Double Major/Minor Courses: (if applicable)

1. Course No._____Course Title_____……………._____
2. Course No._____Course Title_____……………._____
3. Course No._____Course Title_____……………._____
4. Course No._____Course Title_____……………._____
5. Course No._____Course Title_____……………._____
6. Course No._____Course Title_____……………._____

Graduation Requirements:

Will you meet the following requirements for graduation? (indicate by circling YES or NO)

1. A 2.00 cumulative GPA in all coursework	YES	NO
2. A 2.00 cumulative GPA in all courses in the College of Business (business core and major)	YES	NO
3. A 2.00 cumulative GPA in all courses in major(s)	YES	NO
4. A minimum of 120 credits, excluding remedial courses numbered below 100-level	**YES**	**NO**

Repeats: Have you had more than six (6) repeats?   YES   NO

I certify that the above information is accurate and complete. I understand that any scheduling changes made after I submit my form should be cleared with my Academic Advisor or the Dean's Office, and that ***it is my responsibility to review the approval list to be posted on Thursday, October 18, 2012.***

_____   _____   _____   _____
Student's Signature   Date   Advisor's Signature   Date

Please note: You must officially apply for graduation at the beginning of the semester you expect to graduate.

THIS IS NOT AN APPLICATION FOR GRADUATION.