

## ACADEMIC ADVISING

The following checklist has been developed to assist students pursuing a major in Health Promotion and Education. Students are responsible for learning the university and department requirements for graduation.

In order for a student to be accepted as a major in the Department of Health Promotion and Education, he/she must know and understand the following statements and sign this form within the first year of admission to the degree program.

1. I know that University College (450 SSB) provides general academic advising for all entering students such as freshmen, and transfer students who are undecided on a major and/or experiencing academic problems.
2. I know that after declaring a major in Health Promotion and Education I will meet with the Advisor to review the University Graduation Requirements (i.e., general education, bachelor degree and major requirements). The Health Promotion and Education Advisor will approve and/or help revise the students Academic Program Completion Plan. If I choose to not follow the plan my advisor and I originated, it may result in my graduation being delayed due to not having taken the proper classes at the proper times.
3. Even with the help of an advisor, I understand that I am ultimately responsible for meeting my major and university degree requirements.
4. I know the General Education Requirements and Bachelor Degree Requirements consist of: American Institution (AI), Writing Requirement (SR2), Quantitative Reasoning (QA, QB), Fine Arts (FF), Humanities (HF), Physical, Life and Applied Science (SF, AS), Communication/upper Division Writing (CW), Diversity (DV), International Requirement (IR), B.S. Degree Quantitative Intensive (2 upper division QI), and Major Requirements (pre-major, core, content and elective courses). I know the Bachelor Degree Requirements consist of: Minimum Semester Hour Requirement (40 upper division and 122 total), Minimum 2.0 GPA, Residency, and Graduation Application Deadline.
5. I know the grade vs. credit option (referred to as credit/no-credit) that is available and that 15 semester hours is the maximum. (For further information see pg. 24 in the 99/00 General Catalog.)
6. I know the Health Promotion and Education Major Program Courses must be taken for a grade and that C- is the lowest grade accepted.
7. I know the core courses must be taken in *sequence* in the Health Promotion and Education Department.
8. I know that every course in my major is not taught every semester so it is important that I plan ahead in order to complete the courses required in my major track.
9. I know that I must complete every required course listed in my major track. No classes will be waived in my major track.
10. I know that I should apply for graduation (SSB 250) two semesters before my expected graduation date and that I am responsible to bring a current DARS report to turn in with the graduation application. Failing to make an appointment with the advisor prior to the deadline, will result in paying a late fee to the graduation office.
11. I am aware of the College of Health policy regarding my participation in the graduation ceremonies.
12. **In order to be cleared for graduation, I understand that I must successfully pass all required courses. The completed major program will then be approved (cleared) or disapproved by the Advisor and Department Chair.**

It is my understanding that it is the student's responsibility to insure that the following requirements are met prior to graduation:

*Total credit hours*

*Upper division hours*

*Residency Requirements*

*Bachelor's Degree Requirements*

*Major Requirements*

*General Education Requirements*

X

Student Signature

Date

Advisor Signature

Date

**YOUR SIGNATURE INDICATES THAT YOU UNDERSTAND THE ABOVE STATEMENTS.**