

SENIOR RECORD CHECK

The Senior Record Check (SRC) is the final academic assessment prepared by students and their academic advisors. The purpose of the SRC is to verify that all courses required for the degree have been successfully completed. The Senior Record Check is to be completed the first semester of a student's senior year (≥ 95 earned hours).

Students meet with their assigned departmental faculty advisor, complete the Senior Record Check, and submitted to the Academic Advising Coordinator in his/her school. The SRC must be signed-in by the student in the Coordinator's Office. It is then reviewed by the Coordinator for accuracy.

The Coordinator will meet with the student after reviewing the SRC, go over any deficiencies with the student, and provide the student with a corrected copy of the SRC.

Note: If a different course is taken than what is listed on the submitted SRC, the Coordinator **MUST** be informed of the change also so that the submitted SRC can be updated.

The Senior Record Check (SRC) consists of:

- ❖ an updated, signed, Graduation Check Sheet
- ❖ a signed Application for Graduation Form

Signatures required (in this order) on the finished hard copy are:

- ❖ the Student
- ❖ the Advisor
- ❖ the Chair of the Department of the student's major
- ❖ the Academic Advising Coordinator and
- ❖ the Dean of the School

Note: The student is responsible for picking-up and dropping off of the SRC at each required signature until it reaches the office of the Coordinator who will then forward it. The SRC must be signed-in when it reaches the Coordinator's office.