

Senior Check Forms

Students who have Applied for Graduation are prompted to submit Senior Check Forms in Degree Works:

 SENIOR CHECK FORM	Still Needed: Complete a Senior Check Form with your Advisor in this Minor. Submit using this link.
 CORE REQUIREMENTS	

The link presents them with Senior Check Form content. On this page, they acknowledge SCF statements and submit. If already submitted, the page will display the status of each SCF (pending, complete).

Oswego Student

SUNY Oswego - Senior Check Form

Graduation Term [term]

Please validate the graduation term. If this needs to be changed, please email the [registrar](#)
In order to graduate, students are required to submit a completed Senior Check Form after conferring with **EACH** of their academic advisors. See Below for each area requiring a Senior Check Form. Submit Senior Check Forms by [date]

Name: Student

It is the student's responsibility to meet with his or her advisor(s) to complete the Senior Check Form. By submitting the Senior Check Form(s) below, I acknowledge my intention to meet with my advisor(s) to review my degree audit and discuss remaining requirements necessary for graduation.

I understand that **Unmet Conditions** and **Incomplete Requirements** must be satisfactorily completed.

I understand that the following could impact progress toward degree completion:

- GPA requirements – overall, major, minor, Honors
- Grade requirements (in the major/minor, in core/elective/cognate areas or on individual courses)
- Credit requirements – overall applicable to degree, major/minor
- Upper Division Credit requirements
- Liberal Arts Credit requirements
- In Residence (SUNY Oswego) credit requirements
- Credit Hour Limits (54 in-discipline limit for BA degrees, transfer coursework, pass/fail, Independent study, etc.)

I understand that final degree audit review and satisfaction of all requirements necessary for degree conferral is determined by the Registrar's Office.

Primary Major

Major Code: 165
Major Description: Music BA
Status: Not submitted
Advisor: Patricia A. Burnett

Minor 1

Major Code: 548
Major Description: Digital Humanities minor
Status: Not submitted
Advisor:

Senior Check Forms

When submitted, the responsible Advisor is notified via email, which includes a link to the Advisor Senior Check Form page. Advising coordinators can see the status of all SCFs under their purview. Individual advisors see their assigned SCFs. You can sort on any of the available fields (Graduation Term, Status, Type, Name, etc.).

SUNY Oswego - Advisor Senior Check Form

In order to graduate, students are required to submit a completed Senior Check Form after conferring with **EACH** of their academic advisors. See below each of your Advisees who have applied to graduate and submitted a **Senior Check Form**.

Please validate the **Graduation Term**. If this needs to be changed, please email the [registrar](#)

Please review each senior check form where the status does not show as completed. Notes can be entered and saved at any time prior to marking the process Complete. After reviewing the degree audit and discussing remaining requirements necessary for graduation with the student, click the "**Mark Complete**" **Check Box** and the **Save** button at the bottom of the screen to complete the Senior Check Form process.

If not already indicated on the degree audit, a detailed listing of courses must be submitted with this form.

Student Name	Student ID	Graduation Term	Assigned Advisor	Status	Type	Major, Minor, or Honors
Andy		Spring 2021	Jerret LeMay	Pending - Awaiting Advisor Si	Honors	751 -
Andy		Spring 2021	Jerret LeMay	Pending - Awaiting Advisor Si	Primary Major	080 - Computer Science BA
Andy		Spring 2021	Jerret LeMay	Pending - Awaiting Advisor Si	Second Major	751 -

Clicking on a record highlights it and displays the appropriate content depending on the type (Primary Major, Second Major, Minor, Honors).

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Andy		Spring 2021	Jerret LeMay	Pending - Awaiting Advisor Si	Primary Major	080 - Computer Science BA
Andy		Spring 2021	Jerret LeMay	Pending - Awaiting Advisor Si	Second Major	751 -

Page 1 of 1 Per Page 5

Records Found:

Acknowledgements

By signing below, I acknowledge that I met with the student to review their degree audit and discuss remaining requirements necessary for graduation. The student understands that Unmet Conditions and Incomplete Requirements must be satisfactorily completed, and they understand that the following could impact progress toward degree completion:

- GPA requirements – overall cumulative GPA, major GPA, and minor GPA
- Grade requirements (in the major, in core/elective/cognate areas or on individual courses)
- Overall credits necessary for graduation and applicable to the degree
- Upper Division credit requirements
- Liberal Arts credit requirements
- In Residence (SUNY Oswego) credit requirements
- Credit Hour Limits (hours in the discipline for BA degrees, pass/fail, transfer coursework, Independent study, etc.)

Furthermore student understands that final degree audit review and satisfaction of all requirements necessary for degree conferral is determined by the Registrar's Office.

For majors / minors that require Learning Agreements and/or Advisor-Approved Electives – list the courses here before finalizing. Additional Comments can also be entered.

For Majors / minors with **LEARNING AGREEMENTS** and/or **ADVISOR-APPROVED ELECTIVES**: SUBMIT the list of courses in the Approved Courses section below.

Approved Courses

Advisor Comments

Mark Complete

Save

When finalizing a Senior Check Form, check the **Mark Complete** box and click **Save**.

Senior Check Forms

When the SCF is Complete and Saved, Registrar staff will update Degree Works with any Learning Agreement or Advisor-Approved Electives and log the completion. The Degree Works requirement will then display as complete.

<input checked="" type="checkbox"/> SENIOR CHECK FORM	
<input type="checkbox"/> CORE REQUIREMENTS	