

March 18, 2020

Good afternoon,

The Registrar's Office has extended the deadline for graduation requirement reviews until the end of the semester. Please follow the instructions below to submit your form. Your form will be reviewed and a summary will be sent to you. A copy of the summary will also be sent to your advisor and the department chair in your major for review.

1. Run a degree evaluation in your personal access pages.
2. Complete the attached form using the information on your degree evaluation and save as a PDF to your desktop. Be sure to list what specific requirements you think each course counts toward your major.
3. Send the completed form along with any questions or concerns you might have to [Phaedra Fawcett](#).

Please note: If you do not return your graduation requirement review before your registration time period in November, for spring semester 2021, a hold will be placed and you will not be able to register until it has been completed.

A couple of things to remember:

- If you were abroad in the fall, we need to have your OCS transcript before we can review your requirements.
- Also, if you are a major in any of the following departments, you must have a completed Required Major Areas (RMA) form before we can review your requirements. (AMST, ENVIS, HIST, MLL track 3 and WGS)

Email approvals for the RMA form are acceptable. RMA forms with approvals should be submitted to [Jessica Landon](#).

All applicable forms are attached to this email.

If you have already completed this process, please disregard this email and thank you.