



**NORTHWEST**  
MISSOURI STATE UNIVERSITY

## ADVISOR GRADUATION CHECK

Policy Name:	Advisor Graduation Check
Effective Date:	Unknown
Responsible Office:	Registrar's Office
Category:	Enrollment and Academics

### I. Purpose

Students are required to have an Advisor Graduation Check on file at least two semesters prior to graduation to plan final enrollments.

### II. Policy

- Primary, secondary, and minor advisors are notified to complete the check when a student reaches 90 earned hours.
- Once the check has been completed, students are notified to contact the advisor to discuss the check and review the degree audit.
- Any deviation from the approved degree audit must have approval from the department/school where the major or minor is located, or from the Curriculum and Degree Requirements Committee when Northwest Core or Institutional Requirements are affected.