



Policy Name:	Advisor Graduation Check
Effective Date:	Unknown
Last Revision Date:	N/A
Last Review Date:	December 9, 2021
Approving Authority:	Northwest Leadership Team
Responsible Office:	Registrar's Office
Category:	Academics and Enrollment

Purpose

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

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.