



Policy: Check Sheet Policy

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Academic Affairs Office

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**Policy:** At the time a student declares a major or minor or becomes admitted to a program, the current academic year's check sheet/course of study is used to outline the program requirements.

- 1.0 The Registrar's Office determines which check sheet year the student should follow and communicates this to the student and the advisor.
- 2.0 The check sheet's course of study outlines the program's curriculum requirements. The check sheet also informs the student of applied learning credits needed for graduation.
- 3.0 The check sheet corresponds to the year of the student's declaration of major or program of study, not to the year of the student's admission to the institution.
- 4.0 Students must follow the same check sheet year for all declared majors and minors.
- 5.0 In cases in which there has been a departmental change in the requirements to fulfill the major, minor or program, students, in consultation with their advisors, may determine whether fulfilling the current check sheet or moving to the newly revised check sheet is more advantageous. If a change is determined, the student and advisor must complete the New Check Sheet Year form and submit it to the Registrar's Office in order for that decision to take effect.
- 6.0 The course substitution process must be used if it becomes necessary for a student to transition from one check sheet year to another.
- 7.0 Students who are re-admitted within two years of their previous attendance and are declaring the same major upon re-admission may follow the requirements of the original check sheet. Students who are re-admitted more than two years after their previous attendance and/or are declaring a different major will follow the requirements of the check sheet that corresponds with the year of re-admission.
- 8.0 Students in non-traditional, degree-completion, graduate, or seminary programs should consult with their advisors for specific curriculum requirements.

See also DECLARATION OR CHANGE IN MAJOR policy

### Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template