

Checklist Reference Guide

Using this Checklist for Advising:

All courses applied to your major must be completed with a C – or higher. All prerequisite courses must also be completed with a C – or higher. Students who do not successfully meet prerequisites may be required to drop the course.

Keep your checklist up-to-date and bring it with you when you meet with your faculty advisor.

Any course substitutions must have the pre-approval of your faculty advisor. In some cases, the Department Chair may need to be consulted.

You may take the HNRS Chemistry and/or HNRS Math instead of completing CHEM 121-123 and/or MATH 124, 125. List the HNRS courses as substitute in the column to the right.

You may choose to complete the Physics with Calc series (PHYS 161, 162, 163) and may list them as substitutes for PHYS 114, 115 and 116 respectively. Note that MATH 125 is a prerequisite to complete the PHYS 16x series, but not a requirement for most biology degree programs.

How to Complete this Checklist for Graduation:

Plan ahead. The checklist should be completed two quarters before you intend to graduate. Check with the Registrar for degree application deadlines.

The checklist must be completed in INK and signed by your faculty advisor before it is submitted to the Department for final approval. You are encouraged to keep a copy for your records.

You are responsible for knowing ALL of Western's graduation requirements.

If your plan of study changes after you have completed your application for graduation, you must complete and submit a Course Substitution Approval Form.

If you have equivalent transfer courses to be applied to your major requirements, verify that the courses are correctly listed as equivalent on your TER. When listing the # of credits completed for each transfer course, list as many credits as the course is worth here at Western. For example, you earned 6 credits for the equivalent of BIOL 204 at a semester school, but BIOL 204 is only worth 4 credits here at Western. List the course as 4 credits.