Checklist for Program Requirements

Office of Student Services
College of Education, Health, and Human Services
304 White Hall (330) 672-2862 http://www.ehhs.kent.edu/oss

Name _____ Student Number _____ Date _____

Major _____ Minor/Concentration _____ Catalog Year _____

OSS Counselor _____ GPA _____ Total Hrs. Remaining _____

Term	# of Hours

	Yes	No
1. Grade Point Average maintained at a minimum 2.0 (2.5 required for SPAD) cumulative GPA to stay in good standing in the College of Education, Health, and Human Services.	_____	_____
_____ Cumulative GPA required for admission into major	_____	_____
_____ Cumulative GPA required for graduation	_____	_____
_____ Major GPA required for graduation	_____	_____
2. Official Requirement (Advising) Sheet must be on file in 304 White Hall. This is accomplished by appointment with a program counselor or through a written request form obtained on the OSS web site: **http://www.ehhs.kent.edu/oss .**	_____	_____
3. Meet with a Faculty Advisor. You can find your assigned faculty advisor on Web For Students. If you do not have an assigned faculty advisor, please contact the college office at (330) 672-2862 so you may be referred to the appropriate department where one can be assigned to you.	*Faculty Advisor:* _____	
4. Undergraduate listserv for major. Valuable information about deadlines and special programs will be disseminated through the listserv, and you are responsible for the information given. You should be receiving e-mails via your kent.edu account. If not, directions on how to join can be found online at: **http://www.ehhs.kent.edu/oss**.	_____	_____
5. Declare minor or certificate (if required). (RPTM, SPAD, and Health Care Admin. require a Business minor; PEP Teacher Licensure requires an Education minor; and Human Movement Studies requires any approved minor)		
_____ Minor GPA required for graduation	_____	_____
6. Apply for graduation in 304 White Hall in the first week of the semester before you intend to graduate. _____ September 15 for May Graduation _____ December 15 for August Graduation _____ March 15 for December Graduation	**Term to Apply for Graduation:** _____	

***Please Note**: It is ultimately the student's responsibility to meet all program and graduation requirements. For more detailed information on your progress toward your degree, please review your advising sheet and access your KAPS report online on Web For Students.*