



# LEHIGH

U N I V E R S I T Y

## SENIOR CHECKLIST

**Planning to graduate within the next year? Use the checklist below to ensure you have followed all of the steps necessary to be eligible for graduation.**

### ✓ STEP #1:

- ☐ **REVIEW YOUR DEGREE AUDIT.** Review the requirements for your bachelor's degree on your [Degree Audit](#). All items listed below will need to be satisfied prior to your graduation date, but do not need to be completed before submitting your graduation application (Step 2). For assistance in navigating the Degree Audit, [access these instructional guides](#).
- ☐ **Number of credits.** Earn the number of credits required for your degree. For details regarding your particular college/program and major requirements, refer to your [Degree Audit](#) and the [University Catalog](#) for the academic year in which you were admitted for your degree program. \*Remember that you may need some free elective credits in order to reach the credit minimum required for your degree.\*
- ☐ **Major requirements.** Specific course and credit requirements must be earned for your particular major. Refer to your [Degree Audit](#) or the [University Catalog](#) for requirements specific to your degree program and catalog year. Be sure that any requested and approved degree exceptions are reflected on your Degree Audit. If you would like to drop or change majors, please notify the appropriate academic department so they can process the curricular change.
- ☐ **Minor and/or certificate requirements.** If you are pursuing a minor or certificate, check your [Degree Audit](#) or Academic Transcript (through [Connect Lehigh](#) → Student Self-Service → Student Profile → Academic Transcript) to be sure your minor and/or certificate are declared. If you would like to drop a minor or certificate, please notify the appropriate academic department so they can process the curricular change.

- ☐ **General education and college/program core requirements.** You are required to complete a set of general education courses (i.e., college distribution requirements or humanities/social science requirements) and college/program core requirements, in addition to your major. For specifics on credits and requirements, refer to your [Degree Audit](#) and the [University Catalog](#) for the academic year in which you were admitted to Lehigh.
- ☐ **Residency requirement.** Complete a minimum of 90 credit hours at Lehigh OR 60 of the last 75 credit hours must be completed at Lehigh or in a residency program. You can verify your residency status on your [Degree Audit](#).
- ☐ **Minimum GPA.** You must attain a minimum 2.00 cumulative and major GPA.
- ☐ **Dual degree requirements.** For students pursuing two degrees, you must have a minimum of 30 additional credit hours beyond the first degree credit-hour requirements in order to qualify for the second degree. All of the 30 additional credit hours must be taken at Lehigh or in Lehigh residency programs.

## ✓ STEP #2:

- ☐ **APPLY FOR GRADUATION.** All students are required to submit a graduation application and can apply up to one year in advance. You do not need to wait until all items in Step 1 are complete to submit your application, so apply early! Before applying, verify that all degrees, majors, minors, and/or certificates you are pursuing appear on your application.

DEADLINES TO APPLY:

- \* Fall term (January) graduation: October 1
- \* Spring term (May) graduation: December 1
- \* Summer term (August) graduation: July 1

[Submit your application](#) for January, May, or August graduation.

## ✓ STEP #3:

- ☐ **RESOLVE ANY INCOMPLETE GRADES AND/OR TRANSFER CREDITS.** You must complete all coursework, **including any incomplete grades**, before your degree can be awarded. Check your [Degree Audit](#) and Academic Transcript (through [Connect Lehigh](#) → Student Self-Service → Student Profile → Academic Transcript) to be sure that any transfer credits you received appear on your academic record. If credits you expected to transfer are not reflected on your record, please contact the [Office of the Registrar](#).

**✓ STEP #4:**

- ☐ **SATISFY DEGREE REQUIREMENTS.** You must satisfy all requirements outlined above in order to be awarded a bachelor's degree. All requirements must be completed by the Friday before the graduation date.
- ☐ **CLEAR HOLDS.** In order to receive your diploma, all holds must be cleared. To view holds, log in to your Student Profile (through [Connect Lehigh](#) → Student Self-Service → Student Profile). Holds will be displayed in the upper right corner.

**NOT READY TO GRADUATE?** If you are not graduating, talk with your family or others who may be supporting you financially. Also speak with your academic advisor about your academic plan and graduation timeline so that you are prepared to have an informed conversation with your family.

Don't forget!...

## Advising Contact Information for College Undergraduate Offices

### College of Arts and Sciences:

- [inadvise@lehigh.edu](mailto:inadvise@lehigh.edu)
- (610) 758-3301
- 120 Williams Hall

### College of Health:

- [cohadvise@lehigh.edu](mailto:cohadvise@lehigh.edu)
- (610) 758-1877
- HST Building 155

### College of Business:

- [businessadvise@lehigh.edu](mailto:businessadvise@lehigh.edu)
- (610) 758-3400
- Rauch Business Center 395

### Intercollege Programs:

- **Computer Science and Business (CSB):**  
[incsb@lehigh.edu](mailto:incsb@lehigh.edu)
- **Integrated Business and Engineering (IBE):** [jes819@lehigh.edu](mailto:jes819@lehigh.edu)
- **Integrated Degree in Engineering, Arts and Sciences (IDEAS):**  
[ideas@lehigh.edu](mailto:ideas@lehigh.edu)
- **Integrated Business and Health (IBH):**  
[inibh@lehigh.edu](mailto:inibh@lehigh.edu)

### P.C. Rossin College of Engineering and Applied Science:

- [rossinadvise@lehigh.edu](mailto:rossinadvise@lehigh.edu)
- (610) 758-4025
- Packard Lab 304