

**PAINE COLLEGE
OFFICE OF THE REGISTRAR**

Checklist for Senior Graduation Requirements

May 2016

Student's Name _____

Date _____

This checklist should be completed and signed by the appropriate college officials. A copy should be filed in the Business Office, Registrar's office, VP for Academic Affairs and a copy should be kept for your files.

Academic Record	DATE PASSED/GPA	VERIFIED BY	
		DEPARTMENT:	SIGNATURE:
Major Field Examination			
Sophomore Proficiency Examination in English			
Overall GPA			
Major Field GPA			
(Circle One) GRE, GMAT, LSAT, MCAT, etc.	DATE TAKEN		
Other (Specify)			
Library	CHECK (√)		
Fees			
Other (Specify)			
Business Office	CHECK (√)		
Tuition			
Fees			
Room			
Board			
Graduation Fee			
Other (Specify)			

NOTE: Please secure the first nine (8) signatures before submitting this form to the Registrar's Office.

- | | |
|---|------------------------------------|
| 1. _____
Alumni Affairs | 2. _____
Institutional Research |
| 3. _____
Librarian | 4. _____
Career Services |
| 5. _____
Graduate to Undergraduate Advisor | 6. _____
Financial Aid |
| 7. _____
Business Office | 8. _____
Department Chairperson |
| 9. _____
Registrar | |