

SENIOR RECORD CHECK 2017

Full Name (Last, First): _____

Congratulations on starting your final semester as an undergraduate at Harvard! If you plan to graduate this May this is your last opportunity to review your academic record for accuracy concerning the fulfillment of your degree requirements. To help you plan accordingly, you must confirm with the House Dean's Office that you will have met your various degree requirements pending the satisfactory completion of the spring term.

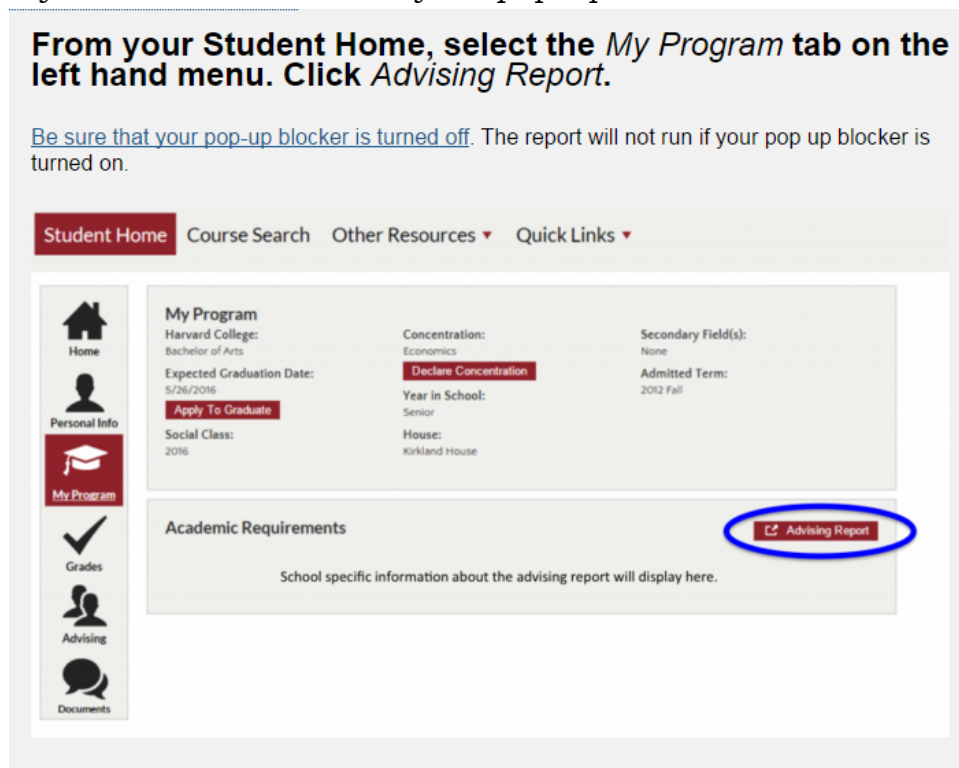
Every year, a few students in the College do not graduate as planned because they failed to confirm one or more of their degree requirements. Please do not let yourself become one of those students.

Here is all you need to do before **submitting this form by 4pm on Friday January 27th:**

1. To aid in the filling out this form, please refer to your Academic Advising Report, available via my.harvard. Be sure that your pop-up blocker is disabled.

From your Student Home, select the *My Program* tab on the left hand menu. Click *Advising Report*.

[Be sure that your pop-up blocker is turned off.](#) The report will not run if your pop up blocker is turned on.



The screenshot shows the Harvard My Program interface. At the top, there is a navigation bar with 'Student Home', 'Course Search', 'Other Resources', and 'Quick Links'. Below this is a left-hand menu with icons for Home, Personal Info, My Program (highlighted in red), Grades, Advising, and Documents. The main content area is titled 'My Program' and displays student information: Harvard College, Bachelor of Arts, Expected Graduation Date: 5/26/2016, Social Class: 2016, Concentration: Economics, Year in School: Senior, House: Kirkland House, Secondary Field(s): None, and Admitted Term: 2012 Fall. There are buttons for 'Declare Concentration' and 'Apply To Graduate'. Below this is a section titled 'Academic Requirements' with a placeholder text 'School specific information about the advising report will display here.' and a red button labeled 'Advising Report' which is circled in blue.

2. Review your record to make sure that you are on pace to meet the requirements for total courses, satisfactory letter grades, Gen Ed courses, and concentration courses. These requirements are outlined below and you should read them before filling out the information requested in each section.

Note: For elaboration on the degree requirements below, consult the [Handbook for Students](#) or make an appointment to see Resident Dean Mike Canfield (canfield@fas.harvard.edu) or Craig Carey, Assistant to the Resident Dean (craigcarey@fas.harvard.edu).

3. **Print out this form and fill out the information requested in each section.** In some cases, you will be confirming your intent to follow up on simple administrative steps.
4. Double-check the answers you provided before submitting it to Craig on Study Card Day, Friday January 27th. If you have any questions (or major stress!) while completing this, please contact Craig (craigcarey@fas.harvard.edu) in the House Office.

Relevant May 2017 Graduation Due Dates:

Please be aware that there are no exceptions to the majority of these deadlines.

February 21, Tuesday

- Last day upon which a course may be dropped from or added to a student's record. No course may be changed from letter-graded to Pass/Fail or from Pass/Fail to letter-graded status for the spring term after this date.
- Last day upon which students may petition to divide a year-long indivisible course with approval

March 6, Monday

- Last day upon which students may withdraw from a spring term course. Last day upon which students may withdraw from a year-long course. A notation of WD will be permanently recorded on the transcript. After this date students are responsible for all courses in which they are enrolled.

March 27, Monday

- Final **degree applications** for May 2017 Degree Candidates due.
- Last day to change concentration without Administrative Board approval.
- Last day to submit a completed and signed **foreign language citation** study plan to the Office of the Registrar.
- Last day upon which May 2017 Degree Candidates may submit an approved petition for a **secondary field** to the Office of the Registrar.

I. BASIC INFORMATION

Your AAR contains all of the information relevant to your degree requirements. If anything seems incorrect to you, then you must take the necessary steps to amend your record.

Name (as listed on AAR):

Please check one:

☐ My name is correct on my AAR.

☐ My name is incorrect on my AAR. I will immediately edit my personal information on my.harvard ([instructions found here](#)).

Degree Application Filing:

Please check one:

☐ I have already filed a degree application on my.harvard.

☐ I have not filed a degree application. I will immediately fill out the application ([instructions found here](#)). **Note:** Deadline to submit degree application is Monday March 27th. Note also that you need to choose how you will receive your diploma.

If you are Advanced Standing and are in the AB/AM or AB/SM degree program, you must file a 2nd separate application for your graduate degree.

Please let me know if you are an AM or SM candidate: ☐

Concentration (Plan as listed on AAR):

Please check one:

☐ This is correct.

☐ I am no longer in the concentration listed on my AAR. I will immediately formally change my concentration ([instructions found here](#)).

II. TOTAL COURSES PASSED/SATISFACTORY LETTER GRADES

From the Handbook for Students:

All candidates for the Bachelor of Arts or the Bachelor of Science degree must pass **128 credits (the equivalent of 32 four-credit courses)** and receive letter grades of C– or higher in at least 84 credits of them (at least 96 credits to be eligible for a degree with honors). A “course” is equivalent to four credits and normally is the length of a semester; a “course” is equivalent to the “half-course” designation in earlier Handbooks. The only non-letter grade that counts toward the requirement of 84 satisfactory letter-graded credits is Satisfactory (SAT); only one (eight credit) senior tutorial course graded Satisfactory may be so counted. Credits taken either by cross-registration or out of residence for degree credit will not be counted toward the letter-graded credit requirement unless they are applied toward concentration requirements or the requirements for the Undergraduate Teacher Education Program (UTEP).

Forty-eight of the required 84 letter-graded credits should normally have been completed by the end of the sophomore year. Ordinarily, no freshman or sophomore may take fewer than three letter-graded courses (four credits per course) in any term.

Advanced Standing students graduating in six semesters and sophomore transfer students (16 credits granted) must pass 96 credits at Harvard and receive letter grades of C– or higher in at least 60 of them (at least 72 to be eligible for a degree with honors). Advanced Standing students graduating in seven semesters must pass 112 credits at Harvard and receive letter grades of C– or higher in at least 72 of them (at least 84 to be eligible for a degree with honors). Junior transfer students (64 credits granted) must pass 64 credits at Harvard and receive letter grades of C– or higher in at least 40 of them (at least 48 to be eligible for a degree with honors). All degree recipients must have been degree candidates for at least four regular semesters and have passed at least 64 credits as degree candidates during regular terms (fall or spring semester) in Harvard College. The precise number of letter-graded credits with C– or higher required of transfer students will be subject to evaluation at the time of matriculation at Harvard.

Notes on Calculating Course Credits:

- Ordinary semester-long courses earn you four credits.
- 128 credits (the requirement for the degree) is the equivalent of 32 four-credit courses.
- You may not ordinarily repeat a course.

Refer to the Overall Requirements section of the AAR. The Unit summary reads as follows:

Units: 128 required, taken, needed.

C- or better in 84 Credits: (circle one) SATISFIED or **Not Satisfied**

I will enroll in courses for a total of units in the Spring term 2017 in order to meet or exceed the 128 credits required for graduation. **Note:** If you have enrolled in an indivisible full-year course and you only took one semester of it, the course will convert to “withdrawn.” Please check these.

III. GENERAL EDUCATION REQUIREMENTS

The Gen Ed requirement information [is available here](#). Please note that students cannot request that courses count towards the Gen Ed requirement.

___ I have already completed my Gen Ed requirements. My AAR does not say ****Not Satisfied**** next to any requirement, and I will skip to the next section ("Foreign Language Citation").

___ According to my AAR, I will still have to fulfill the following Gen Ed requirements:

Note: If you need to fulfill more than four Gen Ed requirements in your final term, you need to set up a meeting to meet with House Dean, Michael Canfield, ASAP.

One of these eight Gen Ed courses must also engage substantially with the **Study of the Past:**

___ I have already completed a Gen Ed course that counts for the Study of the Past requirement.

___ I have not completed a Gen Ed course that counts for the Study of the Past requirement. Therefore, this term I plan to take Gen Ed course _____, which also counts for the Study of the Past requirement.

Options for Fulfilling Remaining Gen Ed Requirements (check all that apply):

___ This term I plan to take the following courses to fulfill my Gen Ed requirements (please indicate which requirement each course will fulfill):

- | | |
|---------------------------|----------|
| 1. _____ (e.g., "C&B 19") | 3. _____ |
| 2. _____ | 4. _____ |

___ My general education requirements are reduced because of (circle those that apply)

Advanced Standing; Study Abroad; Transfer Student.

I will email enrollment@fas.harvard.edu AND gened@fas.harvard.edu to let them know the requirements I will waive, as explained below.

Please note: No student may reduce his or her requirements by more than one category in the following groupings: (For example, no student will be excused from both "Aesthetic and Interpretive Understanding" and "Culture and Belief.")

- Aesthetic and Interpretive Understanding; Culture and Belief
- Empirical and Mathematical Reasoning; Ethical Reasoning
- Science of Living Systems; Science of the Physical Universe
- Societies of the World; United States in the World

If reducing requirements because of **Advanced Standing**: I can reduce my Gen Ed requirements by (#)____ requirement(s). I have chosen to reduce the following requirements:

If reducing requirements because of **Study Abroad**: I can reduce my Gen Ed requirements by (#)____ requirement(s). I have chosen to reduce the following requirements:

If reducing requirements because of **Transfer Student Credits**: I can reduce my Gen Ed requirements by (#)____ requirement(s). I have chosen to reduce the following requirements:

IV. FOREIGN LANGUAGE CITATION

____I do not plan to receive a [Foreign Language Citation](#) (FLC) and will skip to the next section ("Secondary Field").

____I plan to receive a [Foreign Language Citation](#) (FLC) and have completed (or will complete) the following courses to fulfill my FLC Study Plan:

- | | |
|-------------------------------|----------|
| 1. _____ (e.g., "FRENCH 70b") | 3. _____ |
| 2. _____ | 4. _____ |

FLC Study Plan Filing:

____I have already filed my FLC Study Plan. The courses listed above are those listed on my FLC Study Plan.

____I still have not filed my FLC Study Plan. I will immediately pick up an FLC Study Plan at the House Dean's office (or print one from the [Registrar's website](#)) fill it out, and get the signature of a designated member of the language program. **Deadline to file is Monday, March 27, 2017.** There are no exceptions to this deadline.

V. SECONDARY FIELD

Students intending to complete a secondary field must submit signed paperwork by **Monday, March 27, 2017**. Information on secondary fields is [here](#). To file for a secondary field you must contact your secondary field department with a list of courses you have taken to complete the requirements. Please contact Craig if you have any questions.

___ I do not plan to complete a secondary.

___ I have already completed my secondary and have contacted my secondary field department.

___ I plan to file a secondary after registering for the final courses and will contact my secondary field department well in advance of the 27th of March.

VI. CONCENTRATION

Since concentrations have their own internal rules and regulations, you should review the requirements for your [Field of Concentration](#). If you have questions about fulfilling concentration requirements, contact the Head Tutor or Director of Undergraduate Studies for your concentration.

As different programs have different policies, the best way to confirm completion of your concentration requirements is to talk to your concentration representative with your plan of study handy. You might want to start by going to the office first and talking to a concentration representative.

___ I have corresponded or spoken with a representative from my concentration who is responsible for study cards and/or plans of study. He/she has confirmed that I have completed all of the concentration's requirements, **and I do not need to take any concentration courses this term.**

___ I have corresponded or spoken with a representative from my concentration who is responsible for study cards and/or plans of study. He/she has confirmed that I have completed all of the concentration's requirements, **except for those to be fulfilled by the following courses I plan to take this term:**

- | | |
|----------------------------------|----------|
| 1. _____ (e.g., "History 1650b") | 3. _____ |
| 2. _____ | 4. _____ |
-

VII. Post-Graduation Planning

- A. Please describe your approach to planning for your time after Harvard.
- B. Would you like to speak with someone in the House about your time after Harvard?
If you already have plans, we would love to hear about that as well.

Signature of Eliot House Senior

Date

By signing this form, I certify all above information is complete and accurate. Any uncertainties I have will be resolved by my scheduling a meeting with Dean Canfield *before* Study Card Day (Friday January 27th).