The Department of Child and Family Studies
Weber State University
1301 University Circle Ogden, UT 84408-1301

PROCEDURES FOR GRADUATION CLEARANCE IN CHF MAJOR/MINOR

Student, please complete the procedures listed below during the final semester prior to graduation.

Name _____ W# _____

Degree (circle): BS BA BIS AAS

Dept. Major (circle): Early Childhood (AAS) Associate of Applied Science 5000
Early Childhood 5000; Early Childhood Ed 5002: Family Studies 5003

Dept. Minor (circle): Child Development 5001; Family Studies 5003

Catalog Year: _____ Telephone # _____

1. **From the Child and Family Studies Department Academic Advisor** obtain a copy of your Degree Evaluation printout.

2. **Review your program with your assigned faculty advisor**. Determine if you have met the necessary requirements for your major and minor or content/emphasis areas(s). Please bring a copy of your major or minor requirements contract form to this meeting, including any faculty/advisor approved modifications.

3. **Obtain signature from your faculty advisor.**

_____ _____
Faculty Advisor's Signature Date

4. **Obtain signature from the Department Chair**. Attach your Degree Evaluation and this signed procedural form and leave this for the Department Chair to review. If the Chair has any questions your course work, the department advisor will contact you.

_____ _____
Chair Signature Date

When the above has been complete, the Chair will sign this sheet and give it to the department advisor. The advisor will then indicate on the computer that you have completed the requirements for your major or minor. Any final requirements for completion will be noted below and recorded onto the computer. You will be responsible for making sure these requirements are completed prior to graduation. **You must also apply for graduation at the Graduation Office adhering to their application deadlines.**

Requirements for Successful Completion: