Creating a 4-Year Graduation Plan

Date:

Student Name:

Student ID:

Major(s):

Minor(s)/Other:

Study Abroad (list country & semester):

Students are expected to know their degree requirements, and monitor their progress towards a degree. This guide, created by the Academic Advising & Assistance (AAA) office, will help you do just that!

Creating an academic plan to graduation can be done in three simple steps:

Step 1: Get Prepared - You need the following to create your academic plan:
- Degree guides (ask your advisor) for each major/minor/certification.
- A transcript from Zagweb.
- If you plan to study abroad a list of commonly offered courses available at www.gonzaga.edu/studyabroad.

Step 2: Check It Off - Following your transcript, check off the courses on the degree guide(s) for which you have already completed, or are in-progress.

Step 3: Map It Out - Start plotting out your remaining courses, semester by semester.
- Write in you study abroad courses first. These programs tend to offer the same courses year after year, and release their schedule of course offerings well in advance of your travel.
- Add special program requirements, like ROTC, music scholarship courses, HOGAN and/or HONORS.
- Fill in with your remaining major/minor/core requirements. To figure out proper sequencing and scheduling of your courses, look at the course descriptions available in the online undergraduate catalogue at www.gonzaga.edu/catalogues.

These general rules and guidelines may also help you:
- University & College/School core should run through your 4 years at Gonzaga.
- In order to graduate in four years, you need to maintain an average of 16 credits per term to reach the minimum of 128 credits (16 x 8 = 128). Some majors require more - know your program.
- You may need elective credits, to reach your minimum 128 credit requirement. Add up your core requirements with your major/minor/concentration. Subtract any courses which double count. If your number is less than 128, add in elective credits (any course for which you haven't already taken or have transfer credit for.) Electives can be a course from any college/school at Gonzaga. Please note: A maximum of 8 activity electives (PE, music, etc.) can count toward your degree.
- In addition to meeting core, major, minor, and other requirements, College of Arts & Sciences students must have 104 credits from the College to receive their degrees.
- If you plan to double-count courses, review the “Multiple Usage of Courses” information in the Degree Requirements and Procedures portion of the catalogue, ask your advisor, or visit AAA.
- Some courses and programs have specific gpa or course grade requirements. Read your catalogue and/or check with your academic advisor to be certain you have met the criteria.
- Plan for an internship opportunity. Go to www.gonzaga.edu/careercenter and click on Internships.

When your plan is complete, keep it somewhere safe, as you'll want to refer to it often. Also, consider it a floating document - be flexible whenever possible, as course offerings and availability may differ from semester to semester. Adjust your plan accordingly. If you have questions about the academic planning process or would like to schedule a review of your plan, please contact AAA to schedule an appointment, or see your academic advisor.