



Academic Advising Worksheet

Use this form to report requirements for a single academic plan. Each plan offered by your department must be reported on a separate form.

Department: _____
Contact Person Name: _____
Contact Person Email: _____

Fill in **ONE** of the below lines. If your department offers multiple academic plans you will need to complete a separate worksheet for each plan.

Major in: _____ Plan code*: _____
Minor in: _____ Plan code*: _____
Certificate in: _____ Plan code*: _____

If this academic plan requires a minimum cumulative GPA for all courses used to complete the plan requirements, list it here: _____

List any specific courses that are *required* for this academic plan. List the catalog numbers (e.g., ENG 101) and not the course titles. Only report courses in this section if students must take the *exact* course listed. Courses that students may choose from a list of offerings (e.g., take two courses from this list of five options) will be reported in a subsequent section. You may not need to use all 12 spaces.

Course #1 _____ Course #5 _____ Course #9 _____
Course #2 _____ Course #6 _____ Course #10 _____
Course #3 _____ Course #7 _____ Course #11 _____
Course #4 _____ Course #8 _____ Course #12 _____

In addition to the above courses, does this academic plan *require* a comprehensive examination or similar capstone? If so, indicate the catalog number(s) used for enrollment below. (Undergraduate comps courses are all numbered 498 (e.g., ENG 498) and senior seminars/thesis courses are typically numbered 496 (e.g., ANTH 496).

Course #1 _____ Course #2 _____ Course #3 _____

*List the plan code from Cardinal Station. If you do not know the code, consult your dean's office.

Use the following sections to list any additional *course* requirements.

Students must take _____ courses selected from (select one):
#

the attached list of _____ courses.
i.e., Statistics courses, American Government courses, Clinical Psychology courses, etc.

all _____-level courses in subject code(s) _____
i.e., 300, 200-400, etc. i.e., ENG, HIST, MATH

Students must take _____ courses selected from (select one):
#

the attached list of _____ courses.
i.e., Statistics courses, American Government courses, Clinical Psychology courses, etc.

all _____-level courses in subject code(s) _____
i.e., 300, 200-400, etc. i.e., ENG, HIST, MATH

Students must take _____ courses selected from (select one):
#

the attached list of _____ courses.
i.e., Statistics courses, American Government courses, Clinical Psychology courses, etc.

all _____-level courses in subject code(s) _____
i.e., 300, 200-400, etc. i.e., ENG, HIST, MATH

Students must take _____ courses selected from (select one):
#

the attached list of _____ courses.
i.e., Statistics courses, American Government courses, Clinical Psychology courses, etc.

all _____-level courses in subject code(s) _____
i.e., 300, 200-400, etc. i.e., ENG, HIST, MATH

Students must take _____ courses selected from (select one):
#

the attached list of _____ courses.
i.e., Statistics courses, American Government courses, Clinical Psychology courses, etc.

all _____-level courses in subject code(s) _____
i.e., 300, 200-400, etc. i.e., ENG, HIST, MATH

Copy and complete this page as many times as needed to cover all course requirements.

Does this academic plan have any non-course requirements not listed above (i.e., minimum of one semester abroad, 260 hours on production crews, etc.)? If so, describe it/them in detail below.

If there are other details about this academic plan that should be reflected in the advising module, list them here.