



Office of Academic Advising

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Degree Audit Checklist:

Writing Seminars Minor

(Class of 2008-2010 only)

Expected graduation date: __ *May* __ *January* *Year:* _____

Name: _____ **Hopkins ID:** _____
Last Name *First Name* *MI*

Email address: _____ **Phone#:** _____

Additional major or minor: _____

Instructions: This form indicates which departmental and university requirements you have completed and which you must complete before graduation. If you have any questions, speak to your faculty advisor about department requirements, or to an academic advisor about other requirements.

Special Notes for Juniors:

This form is used to determine your eligibility for graduation and must be completed and filed with the Office of Academic Advising in the spring of your junior year.

1. Complete this form and have it approved and signed by your minor advisor in the spring of your junior year. After this, make an appointment in the Office of Academic Advising and bring this form and a copy of your transcript to the advisor clearing for your major.
2. This form must be filled out **completely** and **neatly**, including course title and number as listed on transcript.
3. When noting that a course has been completed, please write in the grade you earned in that course under the column "Completed."
4. If you have completed the checklist with an advisor in the Office of Academic Advising and you make a change in a required course you intended to take you must notify the advisor of that change.

Course No. and Title	Completed	In Progress	To be Done
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Students should discuss their intention to minor in writing seminars with the department's undergraduate advising coordinator and inform the Office of Academic Advising of their intention to complete a minor.

Seven semesters of courses in the department, including two of Introduction to Fiction and Poetry Writing

220.105 Introduction to Fiction and Poetry Writing	_____	_____	_____
220.106 Introduction to Fiction and Poetry Writing	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

One semester of English Literature (or other literature with advisor's approval)

_____	_____	_____	_____
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Course No. and Title	Completed	In Progress	To be Done
One semester of philosophy			
150. _____	_____	_____	_____
One semester of history (100.101-105 is encouraged)			
100. _____	_____	_____	_____
Two semesters of a foreign language at the intermediate level (or demonstrated competence). Any language requirement waived by exam must be documented on transcript or in our office before checklist will be accepted.			
_____	_____	_____	_____
_____	_____	_____	_____

Restrictions:

A grade of "C-" or better must be earned in required courses, which may not be taken S/U.
 Minor requirements can be used to meet the University distribution requirements.

Please initial here to indicate you have read and understand these requirements: _____

FOR JUNIORS ONLY:

Student's Statement:

I have reviewed my progress toward meeting the graduation requirements for my minor. I understand which requirements have been completed and which remain to be completed, including those that are in progress, if any. **I agree to notify the Office of Academic Advising if I make any changes to my plan of study.**

Student's Signature

Date

Advisor's Statement:

I have reviewed progress toward meeting the graduation requirements for the minor with the student. We have marked which requirements have been completed and which remain to be completed, including those that are in progress, if any. **I have indicated by initialing or submitting a supporting memo any exceptions to departmental requirements that have been approved for this particular student.**

Minor Advisor's Name

Signature

Date

Academic Advisor's Name

Signature

Date