WWU School of Business

INSTRUCTIONS FOR SENIOR OUTLINE
(formal name is “Application for Degree”)

WHEN IS THE SENIOR OUTLINE DUE?

The Senior Outline is due three quarters before graduation (excluding summer). See Academic Calendar for exact dates. For example, the due date is Oct. 7, 2019 for those graduating in June of 2020. However, it works best to complete it early, ideally during the spring quarter of the junior year. [NOTE: An exception exists for fall quarter graduates, in which case the due date is the previous spring quarter after following year’s schedule is finalized].

WHY SHOULD STUDENTS COMPLETE THE SENIOR OUTLINE ON TIME?

Completing the Senior Outline before the senior year ensures appropriate planning and minimizes the chances of unhappy surprises. To encourage seniors to be punctual, a fee will be assessed if the Senior Outline is not submitted prior to the final quarter before graduation. In addition, seniors cannot run for senior class office positions until the Senior Outline is submitted.

WHAT ARE THE STEPS IN COMPLETING THE SENIOR OUTLINE?

1. Consult with your academic advisor and pre-register for all remaining classes. (Any transfer courses not recorded by WWU should be handwritten in the designated space. Make sure that all transfer course transcripts are sent to WWU as soon as possible. Note that the residency requirement specifies that only 5 of the last 45 credits can be taken off-campus).  
2. When registered for all remaining classes, have the senior outline printed by one of the following: (1) by Lana Van Dorn, Office Manager; (2) Dr. Taruwinga, Dean; (3) Dr. Toews, Assoc. Dean; or (4) by the Academic Records Office.  
3. Review the Senior Outline, indicate preferred name on diploma (top left corner), check that the box to give permission for you name to be printed on the graduation program, and sign/date front side. On the backside, print your name and sign/date.  
4. If you have a non-business minor or second major, first get the signature of the non-business chair/dean. For the convenience of the non-business chair/dean, please give them a printed copy of your Degree Audit (showing completion of non-business minor or major). The Degree Audit is available on the myWWU site.  
5. Bring the Senior Outline to your business academic adviser, who will review it and obtain the Business Dean/Chair’s signature. [Note to advisors: Print out a Degree Audit in PDF format that shows that all requirements are met. For any deficiency, write a note on the Degree Audit in colored ink explaining how it will be addressed. Give the Senior Outline to the Business Dean together with the marked-up degree audit.]  
6. After the Business Dean reviews and signs the Senior Outline, it will be submitted on your behalf to the Academic Records Office, which will review and sign it, and send an approved copy to you.  
7. You are on track to graduate as long as you successfully complete all courses listed on the approved Senior Outline. If you need to make changes, complete the Change on Application for Degree Form available at https://www.wallawalla.edu/resources/forms/student-forms/ or from the School of Business or Academic Records Office. Have a great senior year!

(Updated 8/20/19) Saved at I:\AOOffice\ADVISING RESOURCES