

F4 student responsibility format from admission to graduation

A student responsibility guide tracks your academic obligations from the moment you are admitted to the day you graduate. In higher education, colleges and universities hold you completely responsible for managing your own academic progress, adhering to university timelines, and meeting all graduation prerequisites.

Below is the standard, end-to-end framework of student responsibilities typically found on online university portals:

Phase 1: Post-Admission & Enrollment

- **Submit Official Records:** You must ensure the admissions office receives all final high school transcripts, external university credit transfers, and test scores.]
- **Complete Orientation:** You are responsible for attending mandatory online or on-site university orientations.
- **Acquire Materials & Setup Tech:** You must establish your official university email, check hardware/software compatibility, and buy textbooks or software.

Phase 2: Academic Progress (Every Semester)

- **Register and Plan Courses:** You must select and register for your own classes every term using the online student portal.
- **Consult with Academic Advisors:** You must schedule regular meetings with your advisor to verify that your course choices match your major requirements.
- **Track Your Degree Progress:** You are expected to actively monitor your degree audit tracking software (e.g., Degree Works) to ensure you are checking off general education and major requirements.
- **Maintain Minimum GPA:** You must stay above the university's minimum academic standing (typically a cumulative 2.0 GPA) to avoid academic probation.
- **Uphold Academic Honesty:** You are responsible for knowing and following the school's plagiarism and code of conduct policies.

Phase 3: The Graduation Pipeline

- **Apply for Graduation:** Graduation is not automatic. You must formally submit an online graduation application through your student account before the strict semester deadline.
- **Clear Financial Debts:** You must pay off all library fines, parking tickets, tuition balances, and graduation fees. The university will hold your diploma if you are in debt.
- **Resolve Incomplete Grades:** You must finish all coursework and clear any "Incomplete" (I) grades before the final day of your graduating term.
- **Register for Commencement:** If you plan to walk across the stage, you must separately RSVP or submit an "Intent to Participate" form.