



## Graduate End of Semester Checklist

Course \_\_\_\_\_

Instructor \_\_\_\_\_

Semester \_\_\_\_\_

Term \_\_\_\_\_

√	Course Materials	Responsible Party
	Final Grade Report (To enter in SONIS & file)	Instructor
<b><i>For Evidence Books</i></b>		
	Master Course Syllabus	Instructor
	3 Column Outline	Instructor
	Course Evaluation (Written by instructor)	Instructor
	Student Completed Course/Instructor Evaluation to Results of questions 1-37 & 46-49	GA Representative
<b><i>To Be Filed in Paper File or Electronic Student Files</i></b>		
	All test	Instructor
	All papers	Instructor
<b><i>Other</i></b>		
	Course/Instructor Evaluation to Dean – Results of all questions	GA Representative
	Course/Instructor Evaluation to Instructor – Results of all questions	GA Representative
	Course/Instructor Evaluation to GA Chair – Results of questions 1-37 & 46-49	GA Representative

**Course Notes:** \_\_\_\_\_

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