## Graduate End of Semester Checklist

**Course** ________________  
**Instructor** ________________  
**Semester** ________________  
**Term** ________________

<table>
<thead>
<tr>
<th>√</th>
<th>Course Materials</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td></td>
<td>Final Grade Report (To enter in SONIS &amp; file)</td>
<td>Instructor</td>
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### For Evidence Books

- Master Course Syllabus | Instructor
- 3 Column Outline | Instructor
- Course Evaluation (Written by instructor) | Instructor
- Student Completed Course/Instructor Evaluation to GA Representative  
  Results of questions 1-37 & 46-49 | GA Representative

### To Be Filed in Paper File or Electronic Student Files

- All test | Instructor
- All papers | Instructor

### Other

- 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

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**Course Notes:** __________________________________________________________

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