



BACHELOR'S DEGREE WITH INDIVIDUAL CONCENTRATION

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GUIDELINES FOR BDIC GRADUATING SENIORS

During the last semester of your senior year, you are asked to prepare a summary analysis of your entire program called the **Senior Summary**. In the event that a future coordinator or director is asked to write a recommendation for you, this Summary will serve as a permanent record of your major in the BDIC files. It will also be a means of guiding future students who would like to pursue a concentration similar to your own. In addition, the Summary is your opportunity to reflect on the individualized major you created through BDIC. As such, the Summary should contain a description of the development of your program and should include an evaluation of each course taken, not just a summary of the course, internships, good points, pitfalls to be avoided, and any suggestions you have to offer students interested in a field similar to your own. This summation should be at least six pages long and typewritten (double-spaced).

We also ask that you prepare a one-page Abstract of your Summary using the template provided on the BDIC website. The Abstract is a good format in which to inform prospective employers and graduate schools, in a succinct manner, of the scope and content of your academic program. The abstract consists of a paragraph describing your program, followed by a list of courses taken for and related to your concentration. Be sure to limit the Abstract to one page. Given the competitive market, it is very important that your materials be clear, concise and readable. Don't forget to label the Abstract with your name, concentration title, and graduation date.

When you have completed your Senior Summary and Abstract, attach a cover sheet and give to your faculty sponsor for approval. You should then submit it to the BDIC office for your faculty supervisor's signature. Be sure to leave plenty of time for the signature process, particularly at the end of the semester. Sometime in the final semester, or earlier, you should schedule an "exit interview" with the Coordinator to be certain that you will have completed all necessary requirements to graduate on time. If all is in order, you will be cleared for graduation by memo to the Records Office.

Keep in mind that there are three graduation dates each year: February, May, and October. The deadline for Senior Summaries is **November 15** for February graduation and **April 1** for May and October. Should you miss the deadline, your graduation will be moved up to the next possible date. The Registrar will mail your diploma a few months after graduation. If you require earlier official proof of your graduation, you should request a final transcript, showing your date of graduation, from the Transcripts Office in Whitmore.