

Senior Instructions

How to Submit the Major Certification Form for final certification:

All seniors in their final semester at Wesleyan are required to submit their Major Certification Form electronically via WesPortal. All majors are now certified using this electronic form. This is a very important step in clearing you for graduation. Below are detailed instructions regarding the steps you can anticipate in this process.

- A **FINAL SUBMIT** button will appear to the right of your Major Certification Form link beginning 7 days after the end of Drop/Add.
- For students completing their studies in the fall term, the button will appear beginning September 24th.
- For students completing their studies in the spring term, the button will appear beginning February 9th.
- Students must review their Major Certification Form for accuracy and click the **FINAL SUBMIT** button by March 4th before they leave campus for spring break.

Once your Major Certification Form is submitted to your department chair or faculty advisor, the faculty member will have 30 days to certify you in the major. Once they have taken a certifying action, the status will update on your form and indicate whether you have successfully completed the major, whether there are in-progress courses that must be completed, or whether you will not complete the major.

You must submit the electronic Major Certification Form for each of your active majors.

Important Changes to the Major Certification Form:

We have implemented some enhancements to the form that you need to be aware of. First, students in their final term only can now mark courses that are in-progress that are necessary to complete the major. Once you select an “in-progress” course and submit the form for final certification, those courses will appear in green so that the faculty certifier is aware that your certification is contingent upon your successful completion of those courses.

I am a senior in my final semester at Wesleyan but I don't see the FINAL SUBMIT button next to my form. What should I do?

If you do not see the Final Submit button next to your major(s), that means one of the following:

- You have not marked any courses on the form for that major.
- You have not offered something in satisfaction of each requirement within your major. You must either mark a course, submit an override request, or enter planning text to demonstrate how you have met each requirement.
- You have marked a single course to fulfill more than one requirement in a major that considers courses to be mutually exclusive. You must correct the duplication before the Final Submit button will appear.
- You have a pending override request. You will not see the Final Submit button until your faculty advisor/chair takes an action on that request.

Seniors are now required to indicate whether they have completed a Capstone Experience in their major(s). You must choose a capstone option before the Final Submit button will appear.