

**ELCA Senior Approval Process deadline checklist**  
**September 2012 Assignment**

1. Write [Approval Essay](#)
2. By **April 1, 2012** submit essay to
  - a. Faculty adviser
  - b. [Faculty team member](#)
  - c. Synod
3. Confirm that synod has received updated transcripts
4. By **April 27, 2012** contact faculty adviser and meet with faculty team for interview. Faculty makes approval recommendations on 5/16.
5. Contextual Learning
  - a. Send **internship reports** to Contextual Learning office and synod office by May 1. Faculty approval cannot be completed without proper internship documentation.
  - b. Send **CPE Reports** to Contextual Learning office and Synod office upon completion.
  - c. Meet for Senior Reflection Session as arranged with the Contextual Learning Office
6. Student Resource Center forwards faculty recommendation with internship statements (Form D) to synod and ELCA by June 1.
7. Meet with Synod Candidacy committee for approval interview .
8. [Forms A, B, RLP and R](#) submitted to [assignment@elca.org](mailto:assignment@elca.org) by **July 15, 2012**. (double check [elca.org/assignment](http://elca.org/assignment) to confirm due dates)
9. ELCA Churchwide Assignment Consultation held September 2012.