APPLICATION FOR GRADUATION
(UNDERGRADUATE)

INSTRUCTIONS: A candidate for a bachelor’s degree must complete the front of this form and submit to his/her department for verification of degree requirements. **Secondary Education, double major, and dual degree students must submit two applications.** The department/s will then review and approve/deny and submit the application to the Graduation Coordinator. If you have NOT met all requirements for graduation, your department will notify you.

**MAY GRADUATION:**
Deadline for student submission of this form is **FEBRUARY 15** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program and for recognition of honors at the ceremony. The department must submit this application to the Graduation Coordinator by **MARCH 8**.

**AUGUST GRADUATION:**
There is no August commencement ceremony. Instead, August degree candidates may elect to “walk” in the May ceremony or to “walk” in the December ceremony. Deadline for student submission of this form is **MARCH 1**. The department must submit this application to the Graduation Coordinator on or before **MARCH 15**.

**DECEMBER GRADUATION:**
Deadline for student submission of this form is **OCTOBER 1** in order to be eligible to participate in the commencement ceremony, for your name to be listed in the commencement program and for recognition of honors at the ceremony. The department must submit this application to the Graduation Coordinator on or before **NOVEMBER 1**.

**JANUARY GRADUATION:**
There is no January commencement ceremony. Instead, January degree candidates may elect to “walk” in the December ceremony. Deadline for student submission of this form is **OCTOBER 1**. The department must submit this application to the Graduation Coordinator on or before **NOVEMBER 1**.

*TO BE COMPLETED BY STUDENT*

- [ ] __________________________________________________________

Student ID Number ____________________________________________

PRINT your name as you want it to appear on your diploma and in the commencement program

PHONE: (___ ___) ___ ___ - ___ ___ ___ (Where you can be reached if there are questions about your graduation.)

E-MAIL ADDRESS: ____________________________________________

Which semester will you complete **all requirements** for your degree? (If this date changes, contact the Graduation Coord.)

☐ Spring Semester 20____ ☐ * Summer Semester 20____ ☐ Fall Semester 20____ ☐ Winter Semester 20____

**AREA OF STUDY:** Indicate your major, with concentration area if appropriate. (List only one major on this form. Complete another application if you are in secondary education, a double major or a dual degree student.)

Business: Major: ______________________________________________

Liberal Arts: Major: ____________________________________________

Education: Major: _____________________________________________

Science & Technology: Major: _________________________________

Double Major students who have less than 150 credits will only receive 1 diploma. Please indicate which major you would like to have granted for your diploma.

Double Major students, which ceremony do you plan to participate in?

UCOB _________ UCOED _________ UCOLA _________ UCOST _________

DO YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY?

(If neither box is checked, your name will be recorded as not participating.) ☐ YES ☐ NO

**AUGUST GRADUATES:** Which ceremony do you plan to attend: ☐ May ☐ December ☐ Not participating
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<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th>Cum. Credits Earned:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Will all curricular requirements for the MAJOR be completed by the time of graduation?</td>
<td>YES</td>
<td>NO, give explanation below</td>
<td></td>
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<tr>
<td>2.</td>
<td>Has student taken developmental studies courses numbered 001 – 099?</td>
<td>YES (Credits do not count toward graduation)</td>
<td>NO</td>
<td></td>
<td></td>
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<td>3.</td>
<td>Student has completed all general education requirements for the:</td>
<td></td>
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<tr>
<td></td>
<td>Old General Education Requirements</td>
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<tr>
<td></td>
<td>New General Education Requirements</td>
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<td>4.</td>
<td>Are there any outstanding grades of I and/or R that need to be completed?</td>
<td>NO</td>
<td>YES</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Are there any outstanding transfer credits that are required for the degree?</td>
<td>NO</td>
<td>YES, Prior Approval of Transfer Credit form completed</td>
<td></td>
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</table>

**IT IS THE RESPONSIBILITY OF THE ADVISOR OR DEPARTMENT CHAIRPERSON TO NOTIFY THIS DEGREE CANDIDATE OF ANY COURSE DEFICIENCIES OR IF GRADUATION APPROVAL IS DENIED.**

☐ I certify that this student is cleared for graduation, with the successful completion of the current semester (and/or the courses noted below).

**DEPARTMENT APPROVAL: ________________________ DATE: __________________**

**CHAIR OR DESIGNEE**

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**Explanation of course requirement/s to be completed before bachelor’s degree can be granted:**

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