

## **Application for Graduation**

Students should apply for graduation at least two full semesters in advance of the anticipated graduation date. Students should pick up an application for graduation form from the Registrar. As part of the application for graduation packet, advisors must list all remaining courses students have for graduation (including any courses currently in progress).

### **HINTS:**

- Be sure to check the year in which the student entered the University, and use the requirements listed in that catalogue. Students who changed their major or interrupted their college work for more than a year become subject to the requirements of the catalogue in effect at the time of the change or re-enrollment to fulfill degree requirements.
- In listing remaining courses, it is wise to be as generic as possible. If, for example, a student may take one of several electives, list them all. If students take any course other than that listed on the application to graduate, the advisor must fill out a course substitution form.
- Advisors should keep certain requirements in mind:
  - \* students must have completed at least 120 semester hours of academic work (somewhat more in selected majors);
  - \* the academic work must include at least 39 hours of upper division work (courses numbered 3000 and above) with at least 21 semester hours in the major field;
  - \* students must have a minimum institutional GPA of 2.0;
  - \* students must have a "C" or better in all major area courses and in the courses for a minor;
  - \* thirty of the last forty hours must be completed in residence at VSU;
  - \* no more than ninety semester hours from a four-year institution may be applied toward the degree;
  - \* no more than thirty semester hours may be earned through any combination of CLEP, credit by examination, correspondence courses, extension work, and advanced placement.
  
- Advisors must also give students a copy of the rubric used by the department to show the courses completed in the specific program. This rubric helps the Registrar and the students if this form is completed clearly and carefully, listing the semester in which each course was taken, the number of hours, and the final grade.
  
- After students have submitted the Application for Graduation to the Registrar, that office will evaluate the materials. Within a few weeks, the advisors and the students should receive a copy of the completed form, listing any other courses that the Registrar believes that the students still need to complete. If there are any questions or problems, advisors should call the Registrar. However, if the form has been submitted early enough, advisors and students still have enough time to make any needed adjustments to the students' schedule.

## **Elective Literature Courses**

On the graduation application, elective literature courses should be listed as 3XXX or 4XXX literature elective. This is to prevent the course from being locked if for some reason the student chooses to take a different course. If the course is named, and then the student decides to take a different course under the electives, the advisor would need to append the application and send a new checklist later. Naming the course as 3XXX or 4XXX literature elective is the best alternative. (Information obtained from the registrar.) If you are completing an application for graduation and are not sure about something, please contact them and they will help make the process smoother.

**Students Applying for Graduation who Need Substitution Waivers for Courses Being Taken Abroad, if Student Applies for Graduation Prior to Going Abroad.**

On the graduation application note that a substitution for a specific needed course is pending. That way the registrar can process the graduation application with the knowledge that this substitution is coming and it will not hold up the processing of the students application for graduation.