

## **APPLICATION FOR GRADUATION INSTRUCTIONS**

*December 2007 and January 2008 Graduates*

All students who anticipate completing degree requirements by December 2007 or January 2008 should complete, sign, and submit the attached application for graduation and graduation agreement one year prior to their completion date. The commencement ceremony for those completing on the above dates will be held on May 17, 2008.

Course substitutions validated by the advisor and/or department chair should also be submitted with the application.

The Registrar's Office will complete two evaluations. The first evaluation will be completed in the term following submission of the application (summer for most). This evaluation will be sent to your Taylor email address and also to your advisor(s). The second evaluation will be completed in the last semester of enrollment after the last day to add a class. If deficiencies are found in the second evaluation, your name will be removed as a candidate for completion and participation in May commencement. If a new definitive plan is submitted addressing the deficiencies, your name may be reinstated as a candidate. It will be your responsibility to notify your family should your name be removed.

## **GRADUATION AND HONORS POLICY**

*Effective with December 2006 Graduates*

### Graduation

A student may complete graduation requirements at the end of any of the university's instructional terms that conclude in December, January, May, or August. However, commencement ceremonies are held only in May at the end of the spring term. Diplomas for December and January graduates are awarded at commencement. Diplomas for May graduates will be mailed within three weeks of May commencement following submission of final grades and the completion of the final degree audit by the Registrar's Office.

Participation in commencement is open to those students who have an approved plan with no more than 8 hours remaining to be completed by the official graduation date. Diplomas for August graduates will be mailed to graduates within three weeks of the official graduation date following submission of final grades and completion of the final degree audit by the Registrar's Office.

Candidates for graduation must complete an application for graduation. Application forms should be submitted one year prior to a student's anticipated date. The application begins the degree audit process. Prior to the senior year, students should check the schedule of classes and registration procedures to determine the deadlines for submitting the application for graduation. The Registrar's Office will conduct degree audits on behalf of the university; students are responsible to ensure that all graduation requirements are met.

Attendance at commencement is required unless a written request to be absent is filed with and approved by the Registrar's Office.

A candidate for graduation must fulfill all financial obligations to the university before he or she receives a diploma.

### Honors at Graduation

In recognition of superior scholarship, the university awards three levels of honors at graduation: *cum laude*, *magna cum laude*, and *summa cum laude*. *Cum laude* is awarded those students with a GPA of at least 3.50. *Magna cum laude* is awarded those students with a minimum GPA of 3.70. *Summa cum laude* is awarded those with a minimum GPA of 3.90.

Final graduation honors placed on diplomas and transcripts are designated for those students who have fully completed all course work and requirements for their baccalaureate degrees. Graduation honors are computed on Taylor University credit hours only; fifty percent of the minimum degree hours must be completed at Taylor University. Associate degrees are not eligible to receive honors.

For commencement ceremony purposes only, honors will be announced and appropriate honors regalia worn using the GPA calculated after January.

## **MAJOR/MINOR GPA CALCULATION**

*Effective with December 2005 Graduates*

Only courses with a grade of C- or better will count in satisfying major/minor credit hour requirements. However, the institutional ("default") methodology for computing the major or minor GPA will be to include all courses that could be counted toward the major/minor, including courses in which a grade below C- is earned. This includes courses taken in cognates, tracks, supporting areas, etc.

All majors and minors will continue to have a 2.3 GPA requirement (elementary education and social work requires 2.5 major GPA). Individual programs may have circumstances unique to the discipline that would suggest that major or minor GPA requirements might be more appropriately computed in a specific manner.

## 2007-2008 GRADUATION AGREEMENT

*This agreement must be submitted with your Application for Graduation.*

While Taylor University publishes program information and materials and assigns advisors to assist me in planning my academic program, I am solely responsible for assuring that my course selections fulfill all academic program requirements and comply with the policies and procedures of the University as stated below.

I understand that only two degree evaluations will be completed on my behalf by the Registrar's Office. The first evaluation will be completed in the term following submission of the application (summer for most). The second evaluation will be completed in the last semester of enrollment after the last day to add a class. If deficiencies are found in the second evaluation, my name will be removed as a candidate for completion and participation in May commencement. If a new definitive plan is submitted addressing the deficiencies, my name may be reinstated as a candidate. It will be my responsibility to notify my family should my name be removed. I have read and agree to the graduation policies and deadlines as outlined in this document.

Print Name \_\_\_\_\_ ID \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Degree Requirements:** I am solely responsible for assuring that the following degree requirements are met:

- 128 minimum hours and 42 minimum upper-division hours (3XX/4XX course numbers).
- Fifty percent of the minimum hours must be completed at Taylor—64 hours.
- Fifty percent of the major/minor hours must be completed at Taylor.
- 22 of the last 30 hours earned must be completed at Taylor.
- Cumulative GPA of 2.0; major GPA of 2.3 (higher GPA may be required in certain curricula).
- All general education, major, and minor requirements must be completed.
- Two years of one foreign language is required for the BA degree.
- Candidates for 2 degrees must complete a minimum of 158 semester hours and meet all requirements for 2 different majors.

**August Completion:** I understand that participation in commencement is open to those students who have an approved plan with no more than 8 hours remaining to be completed by the official August graduation date. I understand that I must be enrolled in the remaining course(s) by May 1 in order to participate. If transferring credits, by May 1 the registrar must receive from the visiting college confirmation of enrollment and confirmation that a transcript can be received by the deadline below.

**Transfer Credit:** 22 of the last 30 hours must be taken at Taylor—only 8 hours of the last 30 hours in residence may be taken elsewhere. Courses must be approved prior to enrollment. I understand the deadlines as stated below for receipt of official transcripts in order to meet graduation requirements.

Official Graduation Dates	December 15, 2007	January 26, 2008	May 17, 2008	August 16, 2008
Transcripts due by:	December 13, 2007	January 25, 2008	May 9, 2008	August 11, 2008

**CLEP Credit:** If using CLEP credit to complete one of my last credits, I understand that the exam must be taken one semester (does not include summer or interterm) prior to my planned completion date and will abide by the deadlines stated below.

Official Graduation Dates	December 15, 2007	January 26, 2008	May 17, 2008	August 16, 2008
Taken and Passed by:	April 1, 2007	April 1, 2007	November 1, 2007	November 1, 2007
Pay fee for posting by:	November 15, 2007	November 15, 2007	April 15, 2008	April 15, 2008

**Correspondence Courses:** I understand (1) no more than **one** course may be taken by correspondence or online (including CLL) in the senior year; (2) transfer courses taken by correspondence or online (including CLL) must be approved prior to enrollment and comply with the deadlines below.

Official Graduation Dates	December 15, 2007	January 26, 2008	May 17, 2008	<b>**August 16, 2008**</b>
Registered by:	June 1, 2007	July 1, 2007	October 1, 2007	December 1, 2007
Completed by:	November 15, 2007	December 26, 2008	April 15, 2008	July 15, 2008
Grade entered by:	December 13, 2007	January 25, 2008	May 11, 2008	August 11, 2008

**\*\*In order to participate in May commencement, confirmation must be received by April 15 that at least 50% of the course (transfer or CLL) is completed.**

**Senior Comprehensive Exam Grades:** A student is allowed a maximum of 3 attempts to pass the comprehensive exam in any single major. If a student intends to graduate in more than one major, an exam is required for each. I understand that senior comprehensive grade is a degree requirement and should be scheduled so that the grades can be submitted by the deadlines below.

Official Graduation Dates	December 15, 2007	January 26, 2008	May 17, 2008	August 16, 2008
Grades due by:	December 17, 2007	January 30, 2008	May 1, 2008	August 11, 2008

**Incomplete Grades:** I understand that I cannot receive my degree or participate in commencement if there are incomplete grades on my academic record, including CLL grades.



# Application for Graduation

## Registrar's Office

**Diploma Name:** Married women may use maiden name as middle name. If the name you are requesting is different than your current legal name, you must provide a certified copy of a legal document authorizing the change.

\_\_\_\_\_ ID \_\_\_\_\_  
First Middle Last

**Diploma Address:** Address diploma should be sent after the commencement ceremony.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Hometown, State/Country:** (if different from Diploma Address)

\_\_\_\_\_

**Completion Date:**  Dec.  Jan.  May  Aug. 20\_\_\_\_ **Degree:**  AA  BA  BM  BS

**Major:** The major you list as first major will be the major you will walk with in the graduation commencement ceremony.

1<sup>st</sup> major \_\_\_\_\_ 2<sup>nd</sup> major \_\_\_\_\_ 1<sup>st</sup> minor \_\_\_\_\_  
 Concentration(s) \_\_\_\_\_ Concentration(s) \_\_\_\_\_ 2<sup>nd</sup> minor \_\_\_\_\_

**Plan for completion:** List all courses you will be registering for to complete your remaining degree requirements. The student is solely responsible for ensuring all graduation requirements have been met.

**Fall**

Prefix/Number	Title	Credit Hours

**Spring**

Prefix/Number	Title	Credit Hours

**Interterm**

Prefix/Number	Title	Credit Hours

**Summer**

Prefix/Number	Title	Credit Hours

**Repeats:** Are any of the courses listed above repeats? If so, please list the courses.

\_\_\_\_\_

**CLEP Credit:** List course(s) you plan to earn through CLEP credit.

\_\_\_\_\_

- If you plan to meet requirements by transferring a course into TU, by correspondence/online, or by substituting of a requirement by completing another course, you must submit the appropriate form. Forms are located at: <http://www.taylor.edu/academics/registrar/forms.shtml>.
- To assist you with completing this application for graduation, curriculum guides for general education, majors and minors are available at: <http://www.taylor.edu/academics/registrar/guides/index.shtml>.

I understand that an evaluation of my academic record will be conducted by the registrar's office and I will be notified of all unmet requirements. I also understand that although the application requires the signature of my advisor(s) and minor department chairs, I am solely responsible to ensure that all graduation requirements are met. **This application will be returned to the student if ALL signatures have not been secured.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

1<sup>st</sup> Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

1<sup>st</sup> Minor Dept. Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Minor Dept. Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_