



2010-2011 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 ensuring that my course selections fulfill all academic program requirements and comply with the policies and procedures of the University.

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.

Summer 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 summer graduation date. I understand that I must be enrolled in the remaining course(s) by May 1, in order to participate. If transferring credits, the Registrar must receive by May 1, from the visiting college confirmation of enrollment and confirmation that a transcript can be received by the respective deadline stated 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 stated below for receipt of official transcripts in order to meet graduation requirements.

Official Graduation Date	Dec 18, 2010	Jan 29, 2011	May 21, 2011	Jun 18, 2011	Jul 23, 2011	Aug 20, 2011
Transcripts due by:	Dec 17, 2010	Jan 28, 2011	May 20, 2011	Jun 17, 2011	Jul 22, 2011	Aug 19, 2011

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 Date	Dec 18, 2010	Jan 29, 2011	May 21, 2011	Jun 18, 2011	Jul 23, 2011	Aug 20, 2011
Taken and Passed by:	Apr 1, 2010	Apr 1, 2010	Nov 1, 2010	Nov 1, 2010	Nov 1, 2010	Nov 1, 2010
Pay fee for posting by:	Nov 13, 2010	Nov 13, 2010	Apr 15, 2011	Apr 15, 2011	Apr 15, 2011	Apr 15, 2011

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

Official Graduation Date	Dec 18, 2010	Jan 29, 2011	May 21, 2011	Jun 18, 2011**	Jul 23, 2011**	Aug 20, 2011**
Registered by:	Jun 1, 2010	Jul 1, 2010	Oct 1, 2010	Dec 1, 2010	Dec 1, 2010	Dec 1, 2010
Completed by:	Nov 13, 2010	Dec 26, 2010	Apr 15, 2011	May 15, 2011	Jun 15, 2011	Jul 15, 2011
Grade entered by:	Dec 16, 2010	Jan 27, 2011	May 19, 2011	Jun 16, 2011	Jul 21, 2011	Aug 18, 2011

**In order to participate in Commencement, confirmation must be received by April 15, that you have completed at least 50% of the course (transfer or TU Online).

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 stated below.

Official Graduation Date	Dec 18, 2010	Jan 29, 2011	May 21, 2011	Jun 18, 2011	Jul 23, 2011	Aug 20, 2011
Grades due by:	Dec 17, 2010	Jan 28, 2011	May 20, 2011	Jun 17, 2011	Jul 22, 2011	Aug 19, 2011

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

While Taylor University publishes program information and materials to assist me in planning my academic program, I am solely responsible for ensuring that my course selections fulfill all academic program requirements and comply with the policies and procedures of the University. I fully understand that although an evaluation of my academic record will be conducted by the Registrar's Office, that I will be notified of all outstanding requirements and/or deficiencies in my plan, and that the application for graduation requires the signatures of my advisors, I am solely responsible for ensuring that all degree requirements are met for graduation from Taylor University.

I also 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. 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 Commencement. It will be my responsibility to notify my family should my name be removed. If a new definitive plan is submitted addressing the deficiencies, my name may be reinstated as a candidate for graduation. I have read and agree to the graduation policies and deadlines as outlined in this document.

Print Name _____ Student ID # _____

Signature _____ Date _____

Student should retain this page.



Graduation Policies and Procedures

Application for Graduation and Graduation Agreement

Candidates for graduation must complete and submit an application for graduation and graduation agreement at least one year prior to the anticipated graduation date. The graduation application begins the degree audit process.

The Office of Registrar will conduct two degree audits on behalf of the student: the first evaluation will be completed in the term following the deadline for submission of the application; the second will be completed in the last semester of enrollment after the last day to add/drop classes. If deficiencies are discovered, the student will be removed as a candidate for completion and participation in Commencement; it is the student's responsibility to notify his or her family of the change. If a new definitive plan is submitted addressing and correcting the deficiencies, the student may be reinstated as a graduation candidate.

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. Students are solely responsible for ensuring that their academic programs comply with the policies of the University and meet all graduation requirements.

Commencement and Diplomas

Effective with December 2006 Graduates

A student may complete graduation requirements at the end of any of Taylor University instructional terms concluding in December, January, May, June, July or August. However, the Commencement ceremony is held only in May at the end of the spring term. Attendance at Commencement is expected; however if a graduate is unable to participate, written notification of *in absentia* should be submitted to the Office of the Registrar.

Summer graduation candidates may participate in Commencement if they have no more than 8 credit hours remaining and have submitted a plan to complete these hours by the respective official summer graduation date.

December and January graduates are eligible to participate in the ceremony following their official graduation.

Diplomas for December, January and May graduates will be mailed within three weeks of Commencement following submission of final grades and completion of the final degree audit by the Office of the Registrar. Diplomas for summer 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 Office of the Registrar. Graduates must fulfill all financial obligations to the University before he or she receives a diploma.

Academic Honors

Effective with December 2006 Graduates

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 to those students with a GPA of at least 3.50. *Magna cum laude* is awarded to those students with a minimum GPA of 3.70. *Summa cum laude* is awarded to 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 interterm.

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 major and minor programs will continue to have a 2.3 major/minor GPA requirement with the exception of social work which requires a 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.

Senior Comprehensive Examination/Paper/Project

A candidate for a baccalaureate degree must pass a comprehensive examination in the major field of study. This examination is given during the senior year. A student is allowed a maximum of three attempts to pass the comprehensive examination in any single major. If a student intends to graduate with more than one major, a comprehensive examination is required for each. The examinations are to be marked superior, pass or fail.