**1ST & 2ND MAJOR ADVISOR INSTRUCTIONS:** During academic advising with student, you must verify with student that all foundational core curriculum and major requirements are being met. Alongside your advisee, you both review the student’s **My TU Degree** audit to view which foundational core curriculum and major courses are still outstanding. On the **My TU Degree** printout, you should assist the student in determining and indicating which term each outstanding requirement is planned to be completed. Every requirement must have a checkmark, show in-progress, or have a hand-written term date indicating when the requirement will be met. If any course has been met, but is not shown as met on the **My TU Degree** audit, the alternative course must be written on the guide and a course substitution form (approved by the major department chair) must be completed and submitted to the Office of the Registrar. Sign the application for graduation and check that you have verified that all major & degree requirements are being addressed.

**1ST & 2ND MINOR DEPARTMENT CHAIR INSTRUCTIONS:** During academic advising with student, you must verify with student that all minor requirements are being met. Alongside your advisee, you both review the student’s **My TU Degree** audit to view which minor courses are still outstanding. On the **My TU Degree** printout, you should assist the student in determining and indicating which term each outstanding requirement is planned to be completed. Every minor requirement must have a checkmark, show in-progress, or have a hand-written term date indicating when the requirement will be met. If any course has been met, but is not shown as met on the **My TU Degree** audit, the alternative course must be written on the guide and a course substitution form (approved by the minor department chair) must be completed and submitted to the Office of the Registrar. Sign the application for graduation and check that you have verified that all minor requirements are being addressed.

**STUDENT INSTRUCTIONS:** Print this Application for Graduation packet (4 pages) and your **My TU Degree**. Schedule an appointment to meet with your academic advisor(s) and department chair(s) of any minors during academic advising to complete the application. In conjunction with your advisor(s), you must review your **My TU Degree** audit to view which minor courses are still outstanding. On your **My TU Degree** printout, you should work with your advisor(s) in determining and indicating which term each outstanding requirement is planned to be completed. Every requirement must have a checkmark, show in-progress, or have a hand-written term date indicating when the requirement will be met. If any course has been met, but is not shown as met on the **My TU Degree** audit, the alternative course must be written on the guide and a course substitution form (approved by the major or minor department chair) must be completed and submitted to the Office of the Registrar. Sign the graduation agreement, application check list, application for graduation, and check that you have verified that all degree requirements are being addressed. All items must be completed and included for the Application for Graduation to be accepted and to release student’s PIN for registration.

**GRADUATION CHECK-LIST:** Please ensure that you have completed and are submitting all of the following (check each one attached):

- [ ] Application Check-List (All items must be checked and included.)
- [ ] Graduation Agreement (Must be signed.)
- [ ] Application for Graduation (Include semester-by-semester plan & signatures.)
- [ ] My TU Degree printout (Must indicate how every outstanding requirement is being met.)

I verify that all of the checked components above are included with this Application for Graduation packet and are complete and accurate. I have met with my advisor(s), and we have gone over all requirements to ensure that every graduation requirement has been addressed. I understand that it is my responsibility to review the Office of the Registrar’s evaluation of my Application for Graduation, which should be sent to me prior to the following semester, and that I am responsible to register for all requirements indicated in this packet and any additional requirements found during the evaluation of my plan. I agree that it is my responsibility to meet all requirements for graduation, regardless of this submitted plan or the evaluation results from the Office of the Registrar.

Print Name: _______________________________ Student ID: @

Signature: _______________________________ Date: ___________________________
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 foundational core curriculum, 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 credit 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.

|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|

**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.

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<td>Taken and Passed by:</td>
<td>May 1, 2015</td>
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<td>Pay fee for posting by:</td>
<td>Aug 1, 2015</td>
<td>Aug 1, 2015</td>
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**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 stated below.

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<td>Registered by:</td>
<td>Jun 1, 2015</td>
<td>Jul 1, 2015</td>
<td>Nov 1, 2015</td>
<td>Dec 1, 2015</td>
<td>Dec 1, 2015</td>
<td>Dec 1, 2015</td>
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**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.

|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|

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

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: ___________________________
Instructions: Complete the Application for Graduation, the Graduation Agreement, and update your My TU Degree audit and submit all forms to the Office of the Registrar. You must verify with your advisor(s) that all degree requirements have been completed. This application may be returned to you if any fields are not answered, ALL signatures have not been secured, the application is not accompanied by your graduation agreement, or your noted My TU Degree printout is not completed and attached.

Diploma Name: Please print your name exactly how you intend for it to be printed on your diploma. If the name you are requesting is different than your current legal name, you must present the legal documentation (e.g. court order or social security card) for copying to the Office of the Registrar authorizing the name change. If special text characters (e.g., é, ñ) are included in your name, check here: [ ] SPECIAL CHARACTER

First Middle Last

Hometown, State/Foreign Country:

Completion Date: [ ] Spring 2016 [ ] Summer 2016 Degree: [ ] AA [ ] BA [ ] BM [ ] BS

Curriculum Guide/Catalog Year: 20__

Major(s) and Minor(s): The major you list as your first major will be the major you will walk with in the May 21, 2016 Commencement ceremony.

Major 1*: ______________________ Concentration(s): ______________________ Minor 1*:

Major 2*: ______________________ Concentration(s): ______________________ Minor 2*:

Your My TU Degree printout, must be attached with outstanding requirements noted with anticipated term of completion. If the course you plan to use for a requirement is not listed as an option on My TU Degree, you must indicate which course meets the requirement and submit an approved course substitution form.

Plan for completion: List every future course that you plan to register for until graduation (including any transfer courses). Please list every course, including those that may not meet a specific requirement. Be certain to notify the Registrar’s Office of any alternate plans you make after submitting this application.

Prefix & Number Title Credit Hours

Summer 2015 [ ] Study Abroad/Domestic [OCP]

[ ] Part-Time Student [ ] Study Abroad/Domestic [OCP]

Total anticipated Spring 2016 credit hours: __________

Total anticipated Fall 2015 credit hours: __________

Interterm 2016 [ ] Study Abroad/Domestic [OCP]

Total anticipated Spring 2016 credit hours: __________

List your two SP courses:

List your one CC courses:

Total # of credit (128 required):

Total # of upper-division (300/400) credits (42):

Repeats: List any of the above courses that are repeats.

Substitutions: List all course substitutions for any major or minor requirement here and on curriculum guide. Attach approved forms.

Transfer and CLEP credit: List all courses you plan to transfer into TU, by online/distance learning, or by substituting a requirement by completing another course, you must submit the appropriate form. Forms are located at: http://www.taylor.edu/academics/registrar/forms.shtml.

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 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.

Student’s Signature: I, __________________________________________, have verified all requirements are being addressed on _____/____/_______.

1st Major Advisor’s Signature: I, ______________________________________, have verified all major & degree requirements are being addressed on _____/____/_______.

2nd Major Advisor’s Signature: I, ______________________________________, have verified all major & degree requirements are being addressed on _____/____/_______.

1st Minor Chair’s Signature: I, ______________________________________, have verified all minor requirements are being addressed on _____/____/_______.

2nd Minor Chair’s Signature: I, ______________________________________, have verified all minor requirements are being addressed on _____/____/_______.

Registrar’s Office, that I will be notified of 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.

Student’s Signature: I, __________________________________________, have verified all requirements are being addressed on _____/____/_______.

1st Major Advisor’s Signature: I, ______________________________________, have verified all major & degree requirements are being addressed on _____/____/_______.

2nd Major Advisor’s Signature: I, ______________________________________, have verified all major & degree requirements are being addressed on _____/____/_______.

1st Minor Chair’s Signature: I, ______________________________________, have verified all minor requirements are being addressed on _____/____/_______.

2nd Minor Chair’s Signature: I, ______________________________________, have verified all minor requirements are being addressed on _____/____/_______.

Please do not staple
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 degree audits on behalf of the student. 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.

Visit [http://www.taylor.edu/academics/registrar/graduation.shtml](http://www.taylor.edu/academics/registrar/graduation.shtml) for details regarding the application for graduation and graduation agreement.

Commencement and Diplomas

A student may complete graduation requirements at the end of any 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 will be mailed to graduates within three weeks of the conferral 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

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

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 2.30 major and minor GPA requirement with the exception of social work which requires a 2.50 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 successfully complete a comprehensive examination, project, or paper 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, project, or paper is required for each major. The examinations, projects, or papers are to be marked superior, pass, or fail.