INFO FOR SPRING 2015 CLAS GRADS

PLEASE read thoroughly for important information on finishing your degree. If one or more of these requirements are not met, your degree may not be granted. Please check your academic notices for alerts regarding important steps or missing paperwork: http://clas.ku.edu/undergrad/tools/notices

Graduation Steps

1. Complete paperwork for your MAJOR and/or MINOR
   Make an appointment with your major/minor advisor. For all majors and minors (except BA and BGS Economics and Psychology), have a Major Certification Sheet (MCS) and/or a Minor Certification Sheet (MIN) completed and signed by your major/minor faculty advisor.
   *You should have your final graduation advising appointment before the first day of spring classes.

2. Submit your Major and Minor Certification Sheets to College Student Academic Services, 109 Strong Hall.

   **Applying for Graduation on Enroll & Pay by November 21, 2014 to receive a priority degree audit.**
   The **final** deadline to apply for graduation for Spring 2015 is **March 1, 2015**. If your academic plans change after you file your MCS and Apply for Graduation on Enroll & Pay, please notify College Student Academic Services, 109 Strong Hall.

   Instructions to apply for graduation available here: http://www.registrar.ku.edu/current/graduation.shtml#apply

   *Please apply for graduation for the term you plan to FINISH your degree requirements.

| Do one of the following apply to you? You are responsible for meeting the following deadlines: |
|----------------------------------------|--------------------------------------------------|--------------------------------------------------|
| **Study Abroad**                      | **Incomplete Grades**                            | **Transfer Credit**                              |
| -Paperwork                            | If you are finishing an incomplete to fulfill graduation requirements, your instructor must submit your grade to the Office of the University Registrar. *Any remaining Incompletes on your academic record will be calculated as an "F". As of Fall '09, Incomplete grades will be converted to an "F" one year after the Incomplete is assigned or upon graduation. If either causes your KU GPA or Major Junior/Senior GPA to drop below a 2.0, your degree will not be granted. | If you are taking courses at another institution to complete graduation requirements, your official transcript must be received by the Office of Admissions & Scholarships, 1502 Iowa Street, Lawrence, KS 66045 * If you have concerns about transfer work, please contact your graduation advisor. **It is YOUR responsibility to provide official transcripts. Transcripts received after the deadline will delay your degree completion term. |
| -Petitions                            | If you have completed a study abroad program, it is beneficial for you to complete the necessary paperwork so your coursework posts before your last semester. You should not wait to petition a general education requirement in your last semester. Waiting to take action with either of these may delay your graduation |                                                   |
|                                       |                                                   |                                                   |

| **Honors Intent**                     |                                                   |                                                   |
| Forms                                 | If you are pursuing departmental honors, complete an Honors Intent Form. Have this form signed by your honors advisor. Submit the form to College Student Academic Services, 109 Strong Hall (if you do not meet the deadline, you will not be listed in the spring commencement program) |                                                   |

Graduation Hold: Once you reach 75 hours you will receive a hold in order to assess your progress towards a degree.

Commencement: The spring commencement ceremony is May 17, 2015. You may walk down the hill even if you plan on finishing your degree in the summer, but should officially apply for summer 2015 graduation instead of spring to ensure your degree is awarded.

Diploma: Make a Diploma Delivery Request on Enroll & Pay after you apply for Graduation. You may request to pick up your diploma or you may request to have your diploma mailed to you. For more detailed information: http://www.registrar.ku.edu/diplomas

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**Do You Have Information for Us?** If so, clip this form, and turn it in with your MCS.

**You must complete this form if you are not enrolled at KU in all of your remaining degree requirements.**

KUID ______________ Name ______________ SP15 Candidate

I will be completing an incomplete grade in ________________________________.

I will be transferring ________________________________ from ________________________________.

Other: ________________________________.