

INFO FOR SPRING 2017 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.

Submit your MCS and MIN to College Student Academic Services, 109 Strong Hall.

You should have your final graduation advising appointment before the first day of spring classes.

2. Apply for Graduation on Enroll & Pay by November 18, 2016 to receive a priority degree audit, The *final* deadline to apply for spring 2017 graduation is **March 1, 2017.**

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 any of the following apply to you? You are responsible for meeting the following deadlines:

-Study Abroad Paperwork -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.	Oct. 1, 2016
Incomplete Grades	If you are finishing an incomplete to fulfill graduation requirements, your instructor must submit your grade to the Office of the University Registrar. <i>*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.</i>	May 19, 2017
Transfer Credit	If you are taking courses at another institution to complete graduation requirements, your <u>official transcript</u> must be received by the Office of Admissions & Scholarships, 1502 Iowa Street, Lawrence, KS 66045 A minimum grade of C must be earned for a course to transfer to KU. <i>* 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 can delay your degree completion term.</i>	June 8, 2017
Honors Intent Forms	If you are pursuing departmental honors, complete an Honors Intent Form which must be 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)	March 1, 2017

Commencement: The spring commencement ceremony is May 14, 2017. You may walk down the hill even if you plan on finishing your degree in the summer, but should officially apply for summer 2017 graduation instead of spring to ensure your degree is awarded.

Diploma: If you've applied for graduation, the Office of the University Registrar automatically places an order for your original (first) diploma for you to pick up in person at the KU Visitor Center (bring a picture ID). You may request your diploma be mailed to you instead by placing a diploma delivery request in Enroll & Pay. For more detailed information: <http://registrar.ku.edu/diplomas>

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 _____ **Spring 2017 Candidate**

I will be completing an incomplete grade in _____ .

I will be transferring _____ from _____ .

Other: _____ .