

COLLEGE OF LIBERAL ARTS AND SCIENCES
GRADUATION APPLICATION

- DECEMBER** *(completing credits in fall semester)*
 - MAY** *(completing credits in spring semester)*
 - AUGUST** *(completing credits in summer semester)*
- Year: _____

<p>Application DEADLINES</p> <p>December completion: March 1 May and August completion: October 1</p> <p><i>Commencement for December, May, and August graduates is held in May each year.</i></p>

Application Update: June, 2016

Student ID: _____ **Date of Application:** _____

1. PLEASE **CLEARLY PRINT** YOUR NAME AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA

NAME: _____
 First **Middle** **Last**

PRIOR NAME(S): _____

CONTACT INFORMATION:

(NOTE: Correspondence from the CLAS Student Services office will go to the address listed unless you change it with our office; this does not change your information in One.IU)

_____	_____
Street	University E-mail (Primary: office correspondence)
_____	_____
City State Zip	Other E-mail (Secondary)
_____	_____
Primary Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Secondary Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell

2. FILL IN APPROPRIATE DEGREE(S)

Bachelor of Arts Degree (B.A.), Major: _____

English Majors: Literature Concentration Writing Concentration

Bachelor of Science Degree (B.S.), Major: _____

Bachelor of General Studies Degree (B.G.S.), Concentration: _____

List all **Minor(s)**: _____

List all **Certificate(s)**: _____

⇒ 3. **ATTACH ALL** that apply (*your application must be complete, including attachments, before submission*):

- Major** department academic record(s), signed and dated by faculty advisor.
- Minor** department academic record(s), signed and dated by faculty advisor.
- Certificate** academic record(s), signed and dated by faculty advisor.
- Grade Replacement Application** for repeated courses (maximum of 3 courses totaling no more than 10 credits)

4. **DEFICIENCIES IN IU SOUTH BEND GENERAL EDUCATION OR COLLEGE (CLAS) REQUIREMENTS:**

In consultation with your academic advisor, note known deficiencies in general education and additional college requirements, and any outstanding exception appeals.

<p>CLAS BACHELOR DEGREE REQUIREMENTS <u>ALWAYS</u> INCLUDE:</p> <ul style="list-style-type: none"> - A minimum of 120 total credit hours - A minimum of 30 credit hours in 300-400 level courses - A minimum of C- in all major & minor courses (BIOL requires C) - A minimum cumulative gpa of 2.0 in program, major, and minor 	<p>CLAS COLLEGE REQUIREMENTS <u>MAY</u> INCLUDE:</p> <ul style="list-style-type: none"> - World Language Study - Junior/Senior-Level Writing - Additional 5cr Science/Lab - Culture course requirement(s)
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5. **FINAL SEMESTER(S) PLAN*:**

Indicate plan for completing remaining degree requirements in your final spring, fall, and/or summer semester(s).

Semester: _____ Course Credits	Semester: _____ Course Credits	Semester: _____ Course Credits	Other (transfer, exam, etc.) _____ Course Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: This does not constitute a contract.
Graduation is subject to verification & completion of *all* degree requirements. All grades and credits, including transfer credits, must be posted to your transcript *no later* than the date semester grades are official.

6. PLEASE READ AND INITIAL EACH:

- _____ I am submitting ***all required documentation*** with my application.
- _____ I understand that ***I am responsible*** for the information provided here.
- _____ I ***will update my Graduation Application*** with ***any changes*** in personal information or degree completion plans. [*Come to CLAS Student Services (DW3300B) to make changes.*]
- _____ I will ***monitor my university e-mail*** for information regarding graduation and commencement.

Signature of Student

Date

Return application to:
 IU South Bend College of Liberal Arts and Sciences
 Office of Student Services, DW 3300B
 South Bend, IN 46634-7111
Fax: 574-520-4538

Student will receive a degree summary of requirement completions and deficiencies following receipt of this application.