

INFO FOR SUMMER 2012 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://www.collegesas.ku.edu/CheckingAcademicNotices.shtml>

Graduation Steps

1. Complete paperwork for your MAJOR and/or MINOR
2. 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.
3. Submit your Major and Minor Certification Sheets to College Student Academic Services, 109 Strong Hall.

Apply for Graduation on Enroll & Pay by April 13, 2012 to receive a priority degree

audit. The *final* deadline to apply for graduation for Summer 2012 is **July 16, 2012**. 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
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>
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 <i>*Be aware that the last 30 hours of your degree must be completed at KU. If you need to request an exception to this policy or 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.</i>
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: Every semester once you reach 90 hours you will receive a hold in order to assess your progress towards a degree.

Commencement: The CLAS Fall 2012 graduation ceremony is tentatively planned for **December 9, 2012** at the Lied Center. You will receive an invitation in October.

Diploma: Make a **Diploma Delivery Request** on Enroll & Pay after you Apply for Graduation. You may request to pick up your diploma at the Student Records Center, 151 Strong Hall (bring a picture ID) or you may request to have your diploma mailed to you. For more detailed

information: <http://www.registrar.ku.edu/current/graduation.shtml#apply>

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 _____ **SU12 Candidate**

I am currently enrolled in _____ at KU Continuing Ed.

I will be completing an incomplete grade in _____ .

I will be transferring _____ from _____ .

Other: _____ .