

APPLICATION FOR GRADUATION

EVERY line MUST be filled in correctly or N/A if not applicable
 SELECT THE LAST TERM YOU WILL BE ENROLLED IN CLASSES:

FALL

SPRING

SUMMER

YEAR _____

APPLICANT INFORMATION

Name: Type or print name as it is to appear on your diploma.

Full Name:				Student ID:	
	<i>First</i>	<i>Middle</i>	<i>Last</i>		

Address: Type or print permanent and school address. Be sure to check with the Registrar's Office for correct addresses on the system. Check box below for the address for which your letter of review is to be mailed (permanent or school):

<input type="checkbox"/> Permanent:					
	<i>Street Address or PO Box</i>				
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>		

<input type="checkbox"/> School:					
	<i>Street Address or PO Box</i>				
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>		

Permanent Ph: ()	School Ph: ()	E-mail:			
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Degree:	<input type="checkbox"/> B.A.	<input type="checkbox"/> B.A. with certification to teach
	<input type="checkbox"/> B.S.	<input type="checkbox"/> B.S. with certification to teach

Catalog Year using to meet degree requirements:	2005-2006 <input type="checkbox"/>	2006-2007 <input type="checkbox"/>	2007-2008 <input type="checkbox"/>	2008-2009 <input type="checkbox"/>	2009-2010 <input type="checkbox"/>
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1st Major:		2nd Major:	
Minor:		Concentration or Certification:	
Have you earned an Associate's Degree from a Virginia Community College?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, which degree?	<input type="checkbox"/> AA	<input type="checkbox"/> AS	<input type="checkbox"/> AA&S
Have you been accepted to an RU accelerated graduate program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If so, which program?	<input type="checkbox"/> COMM	<input type="checkbox"/> CRJU	

Advisor Signature:	
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COURSES

Current Schedule:					Remaining Courses and Term to be taken:				
Dept	#	Course Name	Hours		Dept	#	Course Name	Hours	Term

Have you repeated one or more courses while at Radford? If you have repeated one or more courses, list below:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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SIGNATURE

Signature:		Date:	
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Graduation “Check-Out” Check List

1. Minimum credit hours required for graduation are 120. No exceptions to this policy.
2. Overall/cumulative GPA must be at least 2.0. No exceptions to this policy.
3. Most major GPA’s require a minimum of 2.0. Other major GPA’s are higher than 2.0. All minors must be 2.0 or higher. Check with your department or undergraduate catalog to confirm.
4. Make sure all the courses for the major and minor (if applicable) are fulfilled and you have listed them and planning on taking the ones you have listed. Consult your undergraduate catalog to confirm you are meeting requirements.
5. You must earn a minimum of 45 hours at RU.
6. General Education courses must equal 50 credit hours and appropriate areas of General Education must be complete. Check your undergraduate catalog to confirm.
7. Make sure B.S. or B.A. requirements are fulfilled (these are in addition to the General Education requirements) for your major. B.S. requirements cannot be used to double-count for general education nor major requirements.
8. If you have a double major, make sure you meet major requirements for both majors.
9. If you are working on certification to teach, check with the College of Education and Human Development Advising Center (831-5424) to confirm you are meeting education requirements.
10. If you are repeating (or have repeated) a class or classes RU: Original grades of “F” receive additional credit hours for repeats. If you made a “D” or better, you will NOT receive additional credit hours. This could make you short in credit hours.
11. Make sure you have only used 3 course repeats (if applicable). Any repeats after three are considered retakes and old grade(s) are averaged with the new grade(s). No additional credit hours are earned for retakes.
12. Be sure you have not duplicated a class that has been transferred in from another institution. This would cause you to lose transfer hours and, therefore, could make you short in hours needed for graduation.
13. Make sure you have not used more than 5 individual course withdrawals. Anything after that turns to an “F”. No exceptions to this policy.
14. 30 of your last 39 hours must be taken at RU.
15. Any course substitutions **must** be approved by academic petition. Hand-written changes to attached curriculum check sheets or other documentation are not sufficient for course substitutions.
16. Turn this form in to your department to begin the review process. Your advisor and department chair will review and sign before it is sent to the Advising Center for additional review.