## Applicant Information

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

<table>
<thead>
<tr>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>RU ID</th>
</tr>
</thead>
</table>

Your diploma will be sent to your permanent address on file with the University. Be sure to update your permanent address in the Personal Information portlet in the MyRU portal. Contact the Registrar’s Office if you need assistance.

**HOMETOWN (as you wish for it to appear in the Commencement Program):**

______________________________, _____________________________

City                                                   State

**Cell:** ( )                                               **E-mail:** @radford.edu

- [ ] Bachelor of Arts Degree
- [ ] Bachelor of Science Degree
- [ ] Bachelor of Arts Degree with certification to teach
- [ ] Bachelor of Science Degree with certification to teach

**Catalog Year** using to meet degree requirements:

- [ ] 2013-2014
- [ ] 2014-2015
- [ ] 2015-2016
- [ ] 2016-2017
- [ ] 2017-2018

**1st Major:**

** Minor:**

**Concentration or Certification:**

- [ ] Have you earned an Associate’s Degree from a Virginia Community College?  
  - [ ] Yes: Associate of Arts
  - [ ] Science
  - [ ] Arts & Science

- [ ] Have you been accepted to an RU accelerated graduate program?  
  - [ ] Yes
  - [ ] COMM
  - [ ] CRJU

**Advisor Signature:**

## Courses

### Current Term Schedule of Classes: Spring 2018

<table>
<thead>
<tr>
<th>Dept</th>
<th>#</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
</table>

### Remaining Courses and Term to be taken:

<table>
<thead>
<tr>
<th>Dept</th>
<th>#</th>
<th>Course Name</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
</table>

Have you repeated one or more courses while at Radford?  
- [ ] Yes
- [ ] No

If you have repeated one or more courses, list below:

**Signature:**

**Date:**
Graduation Check List

1. Minimum credit hours required for graduation are 120. **No exceptions to this policy.**

2. 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 plan 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. Core Curriculum courses must equal 43-45 credit hours and appropriate areas of Core Curriculum 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 Core Curriculum requirements) for your major. Requirements cannot be used to double-count for Core Curriculum or major requirements.

8. If you have a double major, make sure you meet major requirements for both majors and apply for graduation with both departments/Colleges.

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 at RU and earned 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 three course repeats (if applicable). Any repeats after three are considered retakes and the 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 five 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.