

Radford University College of Arts and Sciences

APPLICATION FOR GRADUATION

EVERY line **MUST** be filled in correctly or N/A if not applicable

CIRCLE LAST TERM YOU WILL BE ENROLLED IN CLASSES:

FALL SPRING SUMMER Year: _____

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

(First) (Middle) (Last)

STUDENT ID#: _____

ADDRESS: Type or print permanent and school address. Be sure to check 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):

Permanent: Street or PO Box: _____
City: _____ State: _____ Zip: _____

School: Street or PO Box: _____
City: _____ State: _____ Zip: _____

PHONE NUMBER: _____ Email: _____
(Permanent) (School)

DEGREE: () B.A. () B.A. with certification to teach () Bachelor of General
() B.S. () B.S. with certification to teach Studies (BGS)

Catalog Year using to meet degree requirements:

2002-2003 () 2003-2004 () 2004-2005 () 2005-2006 () 2006-2007 ()

1st MAJOR: _____ **2ND MAJOR:** _____

OPTION: _____ **MINOR:** _____

AREAS OF CONCENTRATION OR CERTIFICATION: _____

ADVISOR signature: _____

Current Schedule:

Dept.	#	Course Name	Hours

Remaining Courses and Term to be taken:

Dept.	#	Course Name	Hours	Term

Have you **repeated** any courses while at Radford? Yes _____ No _____

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

(Signature)

(Date)

Graduation “Check-Out” Check List

1. Minimum credit hours required for graduation are 120. No exceptions to this policy and it cannot be petitioned.
2. Overall/cumulative GPA must be at least 2.0. No exceptions to this policy and it cannot be petitioned.
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 or planning on taking. Consult your undergraduate catalog to confirm you are meeting requirements.
5. 50% of classes in your major must be earned at RU.
6. 50% of classes in your minor must be earned at RU.
7. You must earn a minimum of 45 hours at RU.
8. General Education courses must equal 50 credit hours and appropriate areas of General Education must be complete. Check your undergraduate catalog to confirm.
9. 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.
10. If you have a double major, make sure you meet major requirements for both majors.
11. 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.
12. 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.
13. 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.
14. 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.
15. Make sure you have not used more than 5 individual course withdrawals. Anything after that turns to an “F”. No exceptions to this policy.
16. 30 of your last 39 hours must be taken at RU.
17. Any course substitutions **must** be approved by academic petition. Hand-written changes to attached curriculum check sheets or other documentation is not sufficient for course substitutions. Blank petitions are available in the advising center in Young 103.
18. Turn this form in to your department to begin the review process. Your advisor and department chair (or designated faculty member) will review and sign before it is sent to the advising center for additional review.

If you have specific questions regarding this checklist or graduation application, contact Melissa Chase, Advising Coordinator for the College of Arts and Sciences: phone: 831-6366 or email: mchase@radford.edu