

GRADUATION CONTRACT – Baccalaureate Degree

After completing this form and obtaining the appropriate signatures, return it to the Records & Advisement Office

PERSONAL INFORMATION – Please print clearly				ACADEMIC INFORMATION – For Student and Adviser																														
Name _____ I.D. # _____ Local Phone # _____ Cell Phone _____ E-Mail Address _____ Major(s) 1. _____ 2. _____ Minor(s) 1. _____ 2. _____ Degree(s) _____ Catalog Year _____				Student: By checking these boxes, I acknowledge that I am responsible for meeting ALL graduation requirements as stated in the university catalog. Adviser: By checking these boxes, I confirm that the student has completed the following graduation requirements.																														
YOUR DIPLOMA NAME: Print your name exactly as you want it to appear on your diploma. Use upper and lower case letters and accent marks (if applicable). _____ First Middle Last Suffix I plan to graduate in (please check the box & indicate the year): ☐ December _____ ☐ May _____ August _____ I will be present at the graduation ceremony:* ☐ Yes ☐ No				<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Requirements</th> <th style="text-align: center; padding: 5px;">Student</th> <th style="text-align: center; padding: 5px;">Adviser</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">• 40 upper division hours</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• 124 hrs. minimum for one degree; 154 hrs. minimum for two degrees</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• Three writing courses</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• Three Service Level 1, Two Service Level 2 or 3 (not required for catalog years prior to 2011-2012)</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• Major upper division hours (BS: 18, BA: 14); Minor upper division hours: 6</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• Cumulative and Southern GPA of 2.0 (refer to school/dept. for major GPA)</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• ETS Proficiency Profile (Senior Exit Exam - required)</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> <tr> <td style="padding: 5px;">• Major field achievement test (if required)</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> <td style="text-align: center; padding: 5px;">☐ Yes</td> </tr> </tbody> </table>				Requirements	Student	Adviser	• 40 upper division hours	☐ Yes	☐ Yes	• 124 hrs. minimum for one degree; 154 hrs. minimum for two degrees	☐ Yes	☐ Yes	• Three writing courses	☐ Yes	☐ Yes	• Three Service Level 1, Two Service Level 2 or 3 (not required for catalog years prior to 2011-2012)	☐ Yes	☐ Yes	• Major upper division hours (BS: 18, BA: 14); Minor upper division hours: 6	☐ Yes	☐ Yes	• Cumulative and Southern GPA of 2.0 (refer to school/dept. for major GPA)	☐ Yes	☐ Yes	• ETS Proficiency Profile (Senior Exit Exam - required)	☐ Yes	☐ Yes	• Major field achievement test (if required)	☐ Yes	☐ Yes
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Certification (if applicable) – To be completed by Certification Officer ☐ SDA ☐ State Certification ☐ None (no signature required) Certification Officer's Signature _____ Date _____																																		
SENIOR CLASS SCHEDULE – Are you taking any classes off campus?* ☐ Yes ☐ No If yes, which semester(s)? ☐ Fall ☐ Winter ☐ Summer																																		
Course # & Title	Fall Sem./Year _____	Credits	Course # & Title	Winter Sem./Year _____	Credits	Course # & Title	Summer Session/Year _____	Credits																										
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By signing this contract, all parties confirm the information is correct to the best of their knowledge. Any changes must be approved by the Adviser AND the Asst. Director of Records & Advisement, and will require submission of a new contract.

Student: _____ Date: _____ Adviser: _____ Date: _____ Asst. Dir. of Records: _____ Date: _____