

## ARE YOU READY TO GRADUATE?

If you're completing requirements in:

**December**

**May**

**August**

Applications are due in departmental offices:

**April 15**

**October 15**

**February 15**

### To be considered for graduation, undergraduates must:

- earn at least 120 semester hours with a cumulative GPA of 2.0 or better.
- earn at least 60 of the required 120 semester hours from a four-year institution.
- earn at least 30 of the required 120 semester hours at JMU.
- satisfy general education requirements.
- satisfy course requirements for the specific degree (BA, BBA, BFA, BIS, BM, BS, BSN, BSW).
- satisfy course requirements for the major program with a 2.0 GPA or better.

### Graduation Checklist

1. Complete an Application for a Bachelor's Degree. Be sure to include the **anticipated date (month and year)** you plan to complete requirements. List the courses/requirements you are currently completing as well as the courses/requirements you intend to complete during your final semester. (**IMPORTANT:** If you plan to participate in the May ceremony but will be registering for your final hours in the subsequent summer term, you must indicate August as your anticipated graduation date or you will not be able to register for summer classes.)
2. Attach a copy of your academic requirements report or an unofficial transcript printed from MyMadison to the application and present the application to your major advisor by the application deadline.
3. Watch your JMU email account for the Senior Evaluation from the registrar's office. All questions and issues on the evaluation must be resolved before you will be able to graduate.
4. Check with the Campus Bookstore about ordering graduation announcements, caps, and gowns.
5. Satisfactorily complete all remaining required course work.

### **How do I know if I'm eligible for graduation honors?**

To be considered for graduation honors, you need at least four regular semesters at JMU, 60 earned credit hours at JMU, and a minimum grade point average of 3.50 at JMU. If you meet these criteria, then grades from **all college work** (including work taken at other institutions) will be combined with your JMU course work to determine the graduation grade point average and honors category. Graduation honors will be noted in the commencement program and will be based on the grade point average at the end of the semester *preceding* the semester in which final graduation requirements are met. For students who participate in the May ceremony but complete requirements in summer session, the honors noted in the commencement program will be based on the grade point average earned at the end of the preceding fall semester. Final graduation honors recorded on the diploma and transcript will be determined by the grade point average at the end of the semester in which all graduation requirements are met. (See *Graduation with Honors*, Undergraduate Catalog).

Honors	Grade Point Average
Cum laude	3.5—3.699
Magna cum laude	3.7—3.899
Summa cum laude	3.9 and above

### **How can I find out about the status of my degree application?**

When the Office of the Registrar receives your application from your major department office your name will be posted at the following website: <http://www.jmu.edu/registrar/ForStudents.shtml> (click on the appropriate month beneath "List of Undergraduate graduation applications received"). After we have evaluated the application, you will receive a personalized Senior Evaluation from the registrar's office in your JMU email account noting any deficiencies. All questions/issues on the evaluation must be resolved before your name will be placed in the commencement program. Approximately one month before your graduation day, you will receive an announcement letter in your JMU email account with information about the ceremony and various commencement activities.

### **Can I walk in the May or December graduation ceremony if I will complete requirements at a later date?**

All graduation requirements must be met in the semester for which you have applied to graduate. Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor may students participate in the May commencement if their requirements will be met in the coming fall semester. Students are permitted to participate in the May ceremony if all requirements for graduation will be completed during the subsequent summer session, but the diploma will not be awarded until the end of the summer term and will be given an August confer date.

## Instructions for Completing Application for a Bachelor's Degree

**It is the applicant's responsibility to secure the necessary signatures and to submit this application to the Office of the Registrar by the deadline.**

Legibly print or type all information requested on the reverse side of this application. The form must be submitted intact to your first major advisor before the date listed below. If you are completing requirements for a minor and/or second major, you will need to take this application to your minor advisor (if applicable), then to your second major advisor (if applicable), and then to your first major advisor. In order to meet the application deadline, you will need to allow additional time for the minor/second major advisor to review and evaluate the application before submitting it to your first major advisor.

Please check with your major and/or minor advisor(s) to determine if there are any application procedures that may be specific to that school or department, and whether any additional documents (unofficial transcript, academic requirements report, etc.) should be attached to your application prior to submission.

If your anticipated graduation date is	The application is due to your <b>first major advisor</b> no later than	to <b>Office of the Registrar</b> by
End of fall semester .....	April 15 .....	May 15
End of spring semester .....	October 15 .....	November 15
End of summer term .....	February 15 .....	March 1

Items 1-3      Legibly print or type your full legal name (including your middle name and suffix, if applicable) and your student ID number. Print your permanent address, telephone number, and email address. Update your permanent home address and other contact information in your MyMadison account if that information has changed. Your diploma will be sent to the permanent home address that appears in MyMadison.

Item 4-5      Indicate the degree for which you are a candidate (if you are completing two different degree programs, you will indicate your second degree type next to your second major in section 7). Indicate the month and year of your anticipated graduation date. If you plan to participate in the May ceremony but will be registering for your final hours in the subsequent summer term, you must indicate August as your anticipated graduation date or you will not be able to register for summer classes. Please note: **all graduation requirements must be met in the semester for which you have applied to graduate. Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor may students participate in the May commencement if their requirements will be met in the coming fall semester.**

Item 6      Write your total number of earned credit hours to date (not including credit hours for courses that you have not yet completed). A minimum of 120 earned credit hours is required to be eligible for a bachelor's degree.

Item 7      Print your major, concentration, and minor programs. If you are completing two different degree programs, print the second degree type next to the second major. Check the box to indicate if you are completing your final courses at another institution (Permission to Transfer Credit form with dean's approval required).

List the courses you are **currently** completing in your first and second major and/or minor programs. Do not list General Education, BA/BS requirements, and university elective courses. Courses may be listed in terms of course levels (e.g., POSC 300 or 400 level) rather than specific course numbers (such as POSC 302) if specific course numbers are not required. Please indicate the minimum grade required in the course to meet graduation requirements (e.g., all SOWK courses require a grade of "C" or better). *\*A minimum major/minor GPA of 2.0 is required for all programs regardless of the minimum grade required for specific courses.*

List the courses you **intend to complete** in your first and second major and/or minor programs. List the date by which the courses will be completed.

Item 8      Check the box to indicate if a major program requires completion of an additional major or minor program (e.g., quantitative finance majors are required to complete minors in both math and economics). Write the major program and the additional program requirement in the spaces provided.

Item 9      Advisors should indicate any approved major or minor course directives that have not yet been submitted to the Registrar's Office in this space.

Items 10-11      The appropriate advisor(s) and academic unit head(s) must sign the application before it is submitted to the Office of the Registrar.

Major and/or minor program advisors are responsible for verifying declared major and/or minor requirements, as well as any bachelor's degree requirements for degrees other than the BA and BS. The Registrar's Office is responsible for verifying university requirements (120 credit hours, 2.0 cumulative GPA, etc.), degree requirements for BA/BS programs, and general education requirements. An electronic Senior Evaluation will be sent to your JMU email address indicating the status of your application after it is received in the Office of the Registrar. Any deficiencies will be marked in the 'Unmet' and 'Notes' columns of the evaluation. Contact the Office of the Registrar if you believe any information on the evaluation is incorrect.

**1. Full legal name and student ID number**

\_\_\_\_\_  
 Last First Middle Suffix Student ID Number

**2. Permanent Home Address**

\_\_\_\_\_  
 Street City State Zip Telephone

**3. JMU Email Address**

\_\_\_\_\_

**4. Degree (check one)**

B.A.	<input type="checkbox"/>	B.M.	<input type="checkbox"/>
B.B.A.	<input type="checkbox"/>	B.S.	<input type="checkbox"/>
B.F.A.	<input type="checkbox"/>	B.S.N.	<input type="checkbox"/>
B.I.S.	<input type="checkbox"/>	B.S.W.	<input type="checkbox"/>

**5. Anticipated Date of Graduation**

May   
 Aug   
 Dec   
 Year: \_\_\_\_\_

**6. Earned Credit Hour Total**

\_\_\_\_\_  
 120 minimum required  
 for degree eligibility.

**7. Major, Minor, and Pre-Professional Programs**

Second Major: \_\_\_\_\_  
 Concentration \_\_\_\_\_ Degree (if two degrees) \_\_\_\_\_

Minor(s): \_\_\_\_\_

Pre-Professional Program: \_\_\_\_\_

**Do not list Gen Ed, BA/BS, or university elective courses.**

**Required Minor and/or second Major courses you are currently completing:**

Course	*Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Required Minor and/ or second Major courses you intend to complete:**

Course	*Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

When will you complete these courses? \_\_\_\_\_

First Major: \_\_\_\_\_  
 Concentration \_\_\_\_\_

Check here if you have received permission to complete your final courses at another institution.

**Do not list Gen Ed, BA/BS, or university elective courses.**

**Required first Major courses you are currently completing:**

Course	*Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Required first Major courses you intend to complete:**

Course	*Grade Required
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

When will you complete these courses? \_\_\_\_\_

**8.  Check here if a major program listed above requires completion of an additional major or minor program in order to fulfill major requirements.**

Indicate major: \_\_\_\_\_ Indicate additional required program: \_\_\_\_\_

*\*A minimum major/minor GPA of 2.0 is required for all programs regardless of the minimum grade required for specific courses.*

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

**9. Approved Major/Minor Course Directives and Waivers** \_\_\_\_\_

**10. Advisor Signature(s)**

\_\_\_\_\_  
 Minor Date Minor Date Second Major Date First Major Date

**12. Academic Unit Head Signature(s)**

\_\_\_\_\_  
 Minor Date Minor Date Second Major Date First Major Date