



# 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																																				
<p>Name _____ I.D. # _____</p> <p>Local Phone # _____ Cell Phone _____</p> <p>E-Mail Address _____</p> <p>Major(s) 1. _____ 2. _____</p> <p>Minor(s) 1. _____ 2. _____</p> <p>Degree(s) _____ Catalog Year _____</p> <p><b>YOUR DIPLOMA NAME:</b> Print your name exactly as you want it to appear on your diploma. Use upper and lower case letters and accent marks (if applicable).</p> <p>_____</p> <p style="text-align: center;">First                      Middle                      Last                      Suffix</p> <p>I plan to graduate in (please check the box &amp; indicate the year):</p> <p><input type="checkbox"/> December _____ <input type="checkbox"/> May _____</p> <p>I will be present at the graduation ceremony:* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>*If you will be present at the ceremony, you must order regalia at <a href="http://www.cbgrad.com">www.cbgrad.com</a></i></p>	<p><b>Student:</b> By checking these boxes, I acknowledge that I am responsible for meeting ALL graduation requirements as stated in the university catalog.</p> <p><b>Adviser:</b> By checking these boxes, I confirm that the student has completed the following graduation requirements.</p> <table style="width:100%; border: none;"> <thead> <tr> <th style="text-align: left;">Requirements</th> <th style="text-align: center;">Student</th> <th style="text-align: center;">Adviser</th> </tr> </thead> <tbody> <tr> <td>• 40 upper division hours</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• 124 hours total (or more, depending on major)</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• Three writing courses</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• Three Service Level 1 &amp; 2, Two Service Level 2 or 3 (not required for catalog years prior to 2011-2012)</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• Major upper division hours (BS: 18, BA: 14); Minor upper division hours: 6</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• Cumulative and Southern GPA of 2.0 (refer to school/dept. for major GPA)</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• ETS Proficiency Profile (Senior Exit Exam - required)</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> <tr> <td>• Major field achievement test (if required)</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> </tr> </tbody> </table> <p><b>Certification (if applicable)</b> – To be completed by Certification Officer</p> <p><input type="checkbox"/> SDA    <input type="checkbox"/> State Certification    <input type="checkbox"/> None (no signature required)</p> <p>Certification Officer's Signature _____ Date _____</p>	Requirements	Student	Adviser	• 40 upper division hours	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• 124 hours total (or more, depending on major)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Three writing courses	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Three Service Level 1 & 2, Two Service Level 2 or 3 (not required for catalog years prior to 2011-2012)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Major upper division hours (BS: 18, BA: 14); Minor upper division hours: 6	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Cumulative and Southern GPA of 2.0 (refer to school/dept. for major GPA)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• ETS Proficiency Profile (Senior Exit Exam - required)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Major field achievement test (if required)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes									
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<p><b>SENIOR CLASS SCHEDULE – Are you taking any classes off campus?*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No    <b>If yes, which semester(s)?</b> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">Course # &amp; Title    Fall Sem./Year _____    Credits</th> <th style="width:33%;">Course # &amp; Title    Winter Sem./Year _____    Credits</th> <th style="width:33%;">Course # &amp; Title    Summer Session/Year _____    Credits</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td style="text-align: right;"><b>Total Hours</b> _____</td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td style="text-align: center;"><b>Total Hours</b> _____</td> <td style="text-align: center;"><b>Total Hours</b> _____</td> <td style="text-align: center;"><b>Total Hours</b> _____</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">*Home Study/Off-Campus Course Title    College/University</p>		Course # & Title    Fall Sem./Year _____    Credits	Course # & Title    Winter Sem./Year _____    Credits	Course # & Title    Summer Session/Year _____    Credits												<b>Total Hours</b> _____																			<b>Total Hours</b> _____	<b>Total Hours</b> _____	<b>Total Hours</b> _____
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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: \_\_\_\_\_