

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 _____ 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). _____ <div style="display: flex; justify-content: space-between;"> First Middle Last Suffix </div> I plan to graduate in (please check the box & indicate the year): <input type="checkbox"/> December _____ <input type="checkbox"/> May _____ I will be present at the graduation ceremony: * <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>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.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;">Requirements</th> <th style="width:10%;">Student</th> <th style="width:20%;">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 hrs. minimum for one degree; 154 hrs. minimum for two degrees</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, 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>Certification (if applicable) – To be completed by Certification Officer <input type="checkbox"/> SDA <input type="checkbox"/> State Certification <input type="checkbox"/> None (no signature required) Certification Officer's Signature _____ Date _____</p>	Requirements	Student	Adviser	• 40 upper division hours	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• 124 hrs. minimum for one degree; 154 hrs. minimum for two degrees	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Three writing courses	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	• Three Service Level 1, 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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SENIOR CLASS SCHEDULE – Are you taking any classes off campus?* <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which semester(s)? <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer											
Course # & Title	Fall Sem./Year _____	Credits	Course # & Title	Winter Sem./Year _____	Credits	Course # & Title	Summer Session/Year _____	Credits			
									Total Hours _____		
						*Home Study/Off-Campus Course Title			College/University		
Total Hours _____			Total Hours _____			Total Hours _____					

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: _____