

Purpose of this form: This form is used when a student is graduating to ensure that all academic and other administrative requirements have been fully completed. This form will be included with the STUDENT STATUS CHANGE form.

Student Name: _____ SID: _____

Program of Study: _____

Last Day of Attendance: _____ Graduation Date and Conferral Date: _____

Status: U.S. citizen or permanent resident F-1 other _____

Method of Payment: Private Pay FA VA other _____

DEGREE REQUIREMENTS: The following minimum requirements must be met in order to qualify for a degree:

	<i>Graduate Degree</i>	<i>Undergraduate Degree</i>	<i>Graduate Certificate</i>	<i>Undergraduate Certificate</i>
<i>Minimum Passing Grade Per Course</i>	C	D-	C	D-
<i>CGPA</i>	3.00	2.00	3.00	2.00
<i>Total Required Credit Hours</i>	36	120	18	24

STUDENT'S STATUS

	Graduate Degree	STUDENT'S STATUS
Minimum Passing Grade Per Course	"C"	MET/ NOT MET
CGPA	3.00	MET/ NOT MET
Total Required Credit Hours	36	MET/ NOT MET

ACADEMIC HONORS *(For undergraduate students only)*

Undergraduate Degree Program	Degree cGPA	STUDENT'S STATUS
Summa Cum Laude	3.900 or higher	SUMMA CUM LAUDE/ N/A
Magna Cum Laude	3.700 – 3.899	MAGNA CUM LAUDE/ N/A
Cum Laude	3.500-3.699	CUM LAUDE/ N/A

Comments, if any: _____

INFORM: Accounting ISS Office (if F-1) Library Dean/Chair Financial Aid (if FA) Veteran's Affairs (if VA)
 Career Services and IT

UPDATE ANTHOLOGY/Academic Records/Student Status History/Change Status/Alumni ANTHOLOGY/Academic Records/Degrees Honros Badges/Add Degrees, Honors, Badges, if applicable Notes, if applicable

DOCUMENTS (Upload via Contact Manager/Documents/New Document): Conduct Degree Audit Final Semester Attendance Produce Official Transcript

Registrar's Office Signature: _____ Date: _____