

UNDERGRADUATE PROGRAM STUDENT GRADUATION APPLICATION (Part I)

INSTRUCTIONS: Complete the following information. Meet with your academic advisor and major department chairperson to review degree requirements and obtain signatures on Part II. Submit completed form (with all required signatures) to the Registrar's Office.

APPLY FOR THE SESSION IN WHICH YOU WILL FINISH ALL COURSE REQUIREMENTS.

Application Deadlines --- December – September 21; May and August: February 10

WILL COMPLETE DEGREE REQUIREMENTS December (year) _____ May (year) _____ August (year) _____

Academic records will be reviewed to determine eligibility for degree completion during the session indicated.

LHU STUDENT ID#

NAME FOR DIPLOMA (must be consistent with name recorded on university records as listed in myHaven)

First Name Middle Name Last Name Suffix

If your name is difficult to pronounce, please spell as sounds: _____

Permanent (Home) Address

Street: _____

City: _____ State: _____ Zip: _____

Country, if not US: _____

Phone (home): _____ Phone (cell): _____

Permanent Email Address: _____

****Note: Provide the email address you will use after graduation. Your LHU email expires 120 days after your last date of attendance.****

Dual Degrees/Dual Majors/Dual Concentrations: Complete a separate Graduation Application for each degree, major, concentration. You must be officially declared in all degrees, majors, and concentrations. Only your primary major will provide a degree audit. Please contact the Registrar's Office to obtain a degree audit on your other major(s). Refer to the [Registrar's Office web page](#) for the definition of and qualification for a dual major or dual degree.

Bachelor's Degree Bachelor of Fine Arts Bachelor of Arts Bachelor of Science in Education
 Bachelor of Science Bachelor of Applied Science Bachelor of Science in Nursing

❖ Major/Concentration for the degree indicated: _____

Associate's Degree Associate Applied Science Associate Arts Associate Science Associate Science Nursing

❖ Major/Concentration for the degree indicated: _____

If you are completing requirements for a declared minor, complete the [Verification of Minor form](#), and submit the verification form with the graduation application. If you have not officially declared the minor or if the Verification of Minor form is not received, the minor will not be awarded. Indicate Minor here: _____

Student's Signature _____ Date _____

****Commencement ceremony information will be sent in March to your email (LHU email if enrolled during the spring semester; permanent email provided above if not enrolled during the spring semester).****

UNDERGRADUATE PROGRAM STUDENT GRADUATION APPLICATION (Part II)

APPLICANT NAME _____ ID _____

- I. List all courses yet to be completed, including currently registered, expected to be registered (i.e. winter intersession, summer courses, etc), and those with an incomplete grade. Attached additional sheet if needed to provide all courses.

Mandatory – Is the course a requirement for general education or for the major? If yes, make the appropriate selection. If the course is being taken to meet the minimum hours for the degree (normally an elective), do not indicate as being mandatory.

Minimum Grade Required – Is a minimum grade needed to meet degree requirements such that if the student does not meet the minimum grade, the student does not meet degree requirements?

Session/ Year	Course Number	Course Title	Mandatory? <i>(If yes, indicate with a check mark below.)</i>		Minimum Grade Required <i>(Indicate the minimum required grade.)</i>
			Gen Ed: __ This course only OR __ Any approved course	Major: __ This course only OR __ Any approved course	

- II. List any “non-course” requirements that have not yet been completed. Examples may include recitals or exhibits.
- _____

III. How many total hours does the student’s program require (for programs with hours other than 120.0 sh)? _____

IV. What is the required cumulative grade point average for the student’s program (if other than 2.000)? _____

- V. Will the student be transferring coursework from another institution to complete requirements? Yes No
If yes, identify the institution and course(s) below. **Do not list any courses that have already transferred to LHU.**

College/University	Course Number and Title	When Taken

- VI. Advisor Verification or Denial

Based on current information, I verify this student will meet all program requirements in the major listed above and may be considered a graduate of the session indicated if the student: (1) passes the above mandatory courses with the minimum grades indicated; (2) completes incomplete courses (if any); (3) transfers courses listed with “C” grade or better; (4) meets the minimum credit hours and GPA of major/program and overall minimum hours and GPA.

This student will NOT satisfy the requirements for this major because:

ADVISOR’S SIGNATURE _____ DATE _____

Advisor’s Name Printed _____

DEPARTMENT CHAIR’S SIGNATURE _____ DATE _____

Department Chair’s Name Printed _____