

APPLICATION FOR GRADUATION CLEARANCE

The responsibility for initiating the graduation process **lies with you!** To ensure that you meet the preliminary criteria for your upcoming graduation, please review the information on the reverse side of this form and complete this side by the deadline specified below which is at least a semester before you graduate. This is to ensure that you will graduate on time and that you will not have any outstanding requirements when that time comes. If this form is not submitted by this deadline, you will not be processed for degree clearance, your graduation term will be moved to the next semester, and you will not be permitted to participate in the CANR Convocation ceremony. We are excited for your upcoming graduation. Follow these instructions and get ready to celebrate!

Please submit by:

**June 1st for Fall or Winter Graduates
December 1st for Spring or Summer Graduates**

Student Information *(Verify that this information is correct in UDSIS if you want to receive graduation information)*

Last Name: _____ First Name: _____ Middle Initial: _____

UDID Number: _____ Graduation Term: _____ (17S, 17F, 18W, etc.)

Local Phone Number: _____ E-mail: _____@udel.edu

Graduation Check List (Please review, check, and complete each line below prior to submitting your paperwork)

_____ My graduation term is correctly listed in UDSIS as _____

_____ My major(s) is correctly listed in UDSIS as _____

_____ My minor(s) is correctly listed in UDSIS as _____

_____ My online degree audit correctly reflects the courses I have completed and the courses I plan to complete.

Academic Advisor Signature: _____ Date: _____

Academic Advisor Signature (2nd major if applicable): _____ Date: _____

Department Undergraduate Coordinator Signature: _____ Date: _____

I understand that this application begins the graduation clearance process. Final clearance is dependent on my successful completion of all academic requirements as outlined in the Undergraduate Catalog, including course and grade requirements.

Student Signature: _____ Date: _____



COUNTDOWN TO GRADUATION

1. Make an appointment to meet with your academic advisor and use this meeting to review your online Degree Audit for your major(s) and minor(s) and to verify your final semester.

During this appointment:

- ✓ Verify that your graduation term is correct in UDSIS.
 - ✓ Confirm that you will satisfy ALL degree requirements with the completion of the courses you plan to take during your graduation term semester.
 - ✓ Make sure you fulfill your requirements by taking courses approved for breadth and major requirements based upon the **catalog year you entered the university** not the year you plan to graduate. (i.e. Do not use the Fall 2016 catalog if you entered in 2013.)
 - ✓ Confirm you have the minimum number of credits for graduation. Don't forget to include currently enrolled courses.
 - ✓ Confirm that you will satisfy your FYE and DLE requirements.
 - ✓ Finalize the degree checkout process by having your advisor **sign a copy of this "Application for Graduation Clearance" form.**
 - ✓ Any course substitutions/waivers must be submitted online by your advisor or department chairperson. **Only** the department chairperson or their designee can approve substitutions/waivers for major or minor requirements; **Only** Dean Yackoski can approve substitutions/waivers for university/college requirements.
 - ✓ (Honors degree students only) Confirm your progress towards your honors degree requirements with the Honors Program as they will clear you for your honors degree, not the CANR.
2. Verify that your major(s), concentration(s) and minor(s) are listed correctly in UDSIS. Use the online *Change of Program/Plan form* to delete or add any academic program.
 3. Make sure you complete course work for any Incomplete (I) or Sustaining (S) grades.
 4. Review the following list of common errors that prevent students from graduating and don't let it happen to you!
 - ✓ You cannot count ENGL 166 for ENGL 110. It is not permitted.
 - ✓ You cannot double count credits. If you took a course more than once, you can only count the credits ONE time, even if you got a better grade. Also, if you used a course to fulfill two requirements, you can only count the credits one time.
 - ✓ Courses must be approved to fulfill University and College Breadth requirements. Refer to your catalog for a list of approved courses. Remember that you must complete all University Breadth requirements with a grade of C- or higher, and four different subject areas must be represented.
 - ✓ Don't forget that Math 010 or ENGL 011 are non-credit courses and counting them for credit is not permitted.
 - ✓ Don't forget the C- and/or GPA rules in some departments' major requirements. Be sure to check your catalog.
 - ✓ You must have at least a 2.0 or higher cumulative GPA to graduate.
 - ✓ Make sure you check the minimum number of credits required for your major as each major varies.
 5. Watch your email for information on Commencement and Convocation ceremonies and cap & gown information. See <http://www.udel.edu/commencement> for up-to-date information.
 6. If you have additional questions, stop by the Undergraduate Student Services Office in 104 Townsend Hall; call (302) 831-2508; or email anr-academics@udel.edu.