

GRADUATION APPLICATION

2-page application - read and sign both pages



It is very important that you read all the information on this sheet before submitting this application for graduation. Your graduation application will not be accepted without your signature below.

By signing below you accept responsibility for reading, understanding and completing all the requirements to receive the degree and major for which you are applying. If you do not understand any of the requirements listed below or are unsure if you have completed any requirement, it is strongly recommended that you talk with your advisor before signing this form and submitting your graduation application. You also understand that if you do not meet any of the requirements, you will not be allowed to graduate this term and will have to reapply for graduation during the term in which you will complete all graduation requirements.

READ BELOW BEFORE SIGNING

Student's Signature

Date

NOTICE - DO NOT SIGN ABOVE UNTIL YOU HAVE READ ALL THE INFORMATION BELOW AND ARE SURE YOU WILL COMPLETE THE GRADUATION REQUIREMENTS AT THE END OF THE TERM FOR WHICH YOU ARE APPLYING

THE FOLLOWING ARE UNIVERSITY, DEGREE AND MAJOR REQUIREMENTS THAT MUST ALL BE MET BEFORE YOU CAN BE CLEARED TO GRADUATE

1. **General Education Requirements** - Discuss with advisor and refer to the degree/major section of the catalog* for specific course requirements. All general education courses must be completed in addition to ... (see #2, & 3)
2. **Major Requirements** - Discuss with advisor and refer to the degree/major section of the catalog* for specific course requirements. All required courses for the major and any electives must be completed in addition to ... (see #1 & 3)
3. **General University Requirements** - You must meet all the requirements listed below as well:
 - * complete a minimum of 33 of the last 39 semester hours at Athens State
 - * complete 60 to 64 semester hours of 300-400 level courses
 - * complete a minimum of 15 semester hours of 300/400 level coursework in his or her major at ASU, not including courses taken by consortium arrangement. School or departmental regulations may require more than 15 semester hours of coursework in the major at ASU.
 - * complete all course requirements for the major(s) {same as #2 above}
 - * complete all course requirements for minor (if applicable)
 - * complete all of the general studies curriculum core for the degree (same as #1 above)
 - * attain an overall grade point average of 2.0, a 2.0 on all coursework attempted at ASU and at least a 2.0 in the major field. School or departmental regulations may require more than a 2.0 grade point average (see major requirements in each discipline).
 - * complete the total degree requirements at a minimum of 124 semester hours
 - * complete teacher certification requirements (if applicable)
 - * apply no more than sixty-four semester hours of non-graded college credit applicable toward the degree.
4. **Financial Obligations** - All financial obligations to the University must be cleared before the degree will be awarded.

**Catalog reference - Students should refer to the catalog under which they were admitted to Athens State University. For instance, students who were admitted for the Spring Semester 2002/2003 should refer to the 2002/2003 ASU catalog.*

Please complete all the information on the reverse side (or 2nd page) of this Graduation Application, sign this form, then submit with the \$50.00 Graduation Fee to the Records Office by mail (address below), fax (256-233-6565) or in person (1st floor, Student Center). The Graduation Reapplication fee for students who have previously applied to graduate, but were not cleared that term is \$13.00.

Athens State University
Records Office
300 North Beaty Street
Athens, Alabama 35611

ATHENS STATE UNIVERSITY
GRADUATION APPLICATION FORM (GAF)

PLEASE COMPLETE BOTH SIDES OF THIS FORM AND SUBMIT IT TO THE RECORDS OFFICE. In addition to submitting this form, you must pay the appropriate fee for the semester during which you will graduate. Graduation Application fee is \$50.00. Graduation Reapplication fee is \$13.00.

Name _____ Social Security Number _____
Date _____ Semester you expect to graduate: Fall _____ Spring _____ Summer _____ Year _____
Have you applied for graduation at Athens State University for a term other than this term? Yes _____ No _____

PRINT or TYPE your name below EXACTLY as you want it to appear on your diploma.

PLEASE PRINT or TYPE IMPORTANT TRANSCRIPT AND DIPLOMA INFORMATION BELOW.

Major: _____ B.A. _____ B.S. _____ B.S.Ed. _____ B.B.A. _____
2nd Major (if applicable): _____ Minor (if applicable): _____
Address: _____ Phone No. (H) _____ (W) _____
_____ Cell Phone No. _____
e-mail address or other contact information: _____

IT IS VERY IMPORTANT THAT YOUR CORRECT ADDRESS AND
PHONE NUMBER IS LISTED ON YOUR STUDENT RECORD.

Advisor's Name: _____ Student's Signature _____
Please print or type advisor's name You must also sign the reverse side

You may mail: Records Office
300 N. Beaty St.
Athens, AL 35611

Fax: (256) 233-6565

OR

Submit your form in person to the Records Office
in the Student Center.

First time applicants: Graduation Fee \$50.00

Graduation Re-application Fee*: \$13.00*

**Fee for students who previously applied to graduate, but were not cleared that term*

These fees do not include the cap and gown. The cap and gown can be purchased in the University Bookstore.

Remember to read all the information on the opposite carefully and sign your name in the appropriate place before submitting the completed graduation application form to the Records Office. Your signature must be on both sides of this application.

IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION FOR GRADUATION FORM OR GRADUATION PROCESS, PLEASE
CONTACT THE RECORDS OFFICE AT (256) 233-8165 OR 233-8167