

UNDERGRADUATE GRADUATION INFORMATION SHEET

For December 2019, May & August 2020

Graduation	Graduation Application Deadline	Missing Requirements Petitions/DG/I	Diploma & Transcript Availability
December 31, 2019	September 19, 2019	December 5, 2019	Mid-January
May 3, 2020	September 19, 2019	April 16, 2020	2 weeks after graduation
August 2, 2020	May 21, 2020	July 16, 2020	2 weeks after graduation

1. KNOW THE DEADLINES

- **GRADUATION APPLICATION:** There is no fee if you submit your graduation application by the deadline listed above. After the graduation application deadline, there is a late fee (\$95.00).
- **GRADUATION REQUIREMENTS:** Petitions, all Incomplete(s) (I), Deferred Grade(s) (DG), Official Transcripts, Credit by Examination Forms, and Grade Changes (GC) must be in the Office of Academic Records by the deadlines outlined above.

2. SUBMIT A GRADUATION APPLICATION

- **SUBMISSION:** This form is available in Room 202 in the Office of Academic Records and online.
- **DEGREE REQUIREMENTS:** Students are responsible for all stated requirements in their bulletin. To ensure you have met all degree requirements:
 - Review your CAPP report by logging into iVue (<https://vault.andrews.edu/vault/goto/home>)
 - Click “View Degree Progress (CAPP)” next to your profile picture
- **GRADUATION DISTINCTION:**
<http://www.andrews.edu/services/registrar/assets/downloads/graduation-distinctions.pdf>
- **TO GRADUATE IN ABSENTIA:** Check the **NO** box on your GRADUATION APPLICATION under Participation in Ceremony.
- **NOTE:** If you do not graduate by the anticipated date you applied for, then you will need to submit a Graduation Application Revision form for a future graduation date by the published deadline. **May Express** is part of the Summer Semester and participating students will not qualify for May degree conferral.

3. IMPORTANT FORMS (if applicable)

- **ACADEMIC PETITION:** All academic petitions and other related documents should be in the Undergraduate Records Office before you apply for graduation.
- **TRANSIENT STUDENT REQUEST FORM:** Any courses that are taken off-campus must receive written permission before you begin the course(s). This includes courses taken through the School of Distance Education through Washington Adventist University or Oakwood University.
- **MARCHING WITHOUT COMPLETION FORM:** Complete this form if you wish to participate in a graduation ceremony prior to completing all of your degree requirements. Please refer to the Participation without Completion policy ([here](#)) to see if you qualify. This form can be obtained at the Office of Academic Records, Room 202, in the Administration Building, or by email request at ugrecords@andrews.edu.

- **DROP/ADD FORM (CHANGE IN REGISTRATION FORM):** Complete this form if you are making any changes in your **class registration**. This form can be obtained at the Office of Academic Records registration counter.

4. REQUIRED EXAMINATIONS

- **SENIOR EXIT TEST:** For all Baccalaureate degrees you must register online for the **Senior Exit Test**. Registration and completion of the test is a requirement for graduation. It is your responsibility to meet your test date. <http://vault.andrews.edu/> Select Senior Testing on the left.
- **MAJOR FIELD EXAMINATION:** In addition to the Senior Exit Test, your department may require a major field examination. Ask your department about this exam. You can register online for this test via <http://vault.andrews.edu/>.
- **NOTE:** CLEP may not be used to satisfy degree requirements in the last 12 credits before graduation.

5. TRANSFER TRANSCRIPTS

- **OFFICIAL TRANSCRIPTS FOR TRANSFER COURSE WORK:** In order to transfer courses, the Articulation Coordinator in the Office of Academic Records must receive an official transcript directly from the issuing institution either by email at articulation@andrews.edu or by physical mail at the following address:

Andrews University
Academic Records Room 204
4150 Administration Drive
Berrien Springs, MI 49104-0800

- **PLEASE NOTE:** Other forms of transcript transmission (i.e. fax, telephone, email attachments, grade reports, etc.) are not considered official and are not acceptable for receiving transfer credit.

6. REGALIA

- **GRADUATION ANNOUNCEMENTS AND REGALIA:** Order your Graduation Announcements and Regalia (cap, hood and gown) through the AU Bookstore website. Regalia is required to participate in the ceremony: www.andrews.edu/bookstore.

7. ANDREWS UNIVERSITY DIPLOMA AND TRANSCRIPT INFORMATION

- **NAME/DEGREE:** Your diploma name and degree will reflect your name and degree in iVue. Check them for accuracy at <https://vault.andrews.edu/vault/goto/home>. Any changes to your name must be brought to the attention of the Office of Academic Records at least **four weeks prior** to graduation. Any changes to your degree must be made through the Office of Student Success.
- **CURRENT ADDRESS:** Check your home address in iVue for diploma mailing accuracy: <https://vault.andrews.edu/vault/goto/home>
- **FINANCIAL CLEARANCE:** Check with Student Financial Services to ensure that you are financially cleared: sfs@andrews.edu or 269-471-3334, or downstairs in the Administration building. Financial clearance is required to obtain your diploma or order a transcript.