1. IMPORTANT FORMS

- 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.

- PETITIONS FOR ACADEMIC VARIANCE: All academic petitions and other related documents should be in the Undergraduate Records Office before you apply for graduation.

- GRADUATION APPLICATION REVISION FORM: This must be filled out if you make any changes to the Graduation Application Form and/or your CAPP report. This form can be obtained at the Undergraduate Records Office, Room 202, in the Administration Building.

- DROP/ADD FORM (CHANGE IN REGISTRATION FORM): This must be filled out if you are making any changes in your class schedule. The Drop/Add Form and the Revision Form are two separate forms. The Drop/Add Form is only for changing your classes in the computer. This form can be obtained at the Academic Records Office Registration Counter.

- GRADUATION CANCELLATION FORM: If you decide not to graduate, then you must fill out the Graduation Cancellation Form.

We do not accept faxed copies of any official document. We must have the original documents.

2. 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/](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/](http://vault.andrews.edu/).

3. DEGREE INFORMATION

- ASSOCIATE DEGREE: A minimum of 62 total semester credits are required.

- BACCALAUREATE DEGREE: A minimum of 30 upper division semester credits and a minimum of 124 total semester credits are required. PLEASE count your credits! Pay attention to your CAPP Report.

4. DEADLINES

- GRADUATION APPLICATION AND AGREEMENT FORM DEADLINES: Wednesday, September 21, 2016 is the deadline to apply for December 2016 conferral of degree and May 2017 graduation. Tuesday, May 16, 2017 is the deadline to apply for August 2017 Graduation. If you submit your Graduation Application after the above deadlines, there is a late fee ($87.00).
• DEADLINES FOR (I), (DG), TRANSCRIPTS, etc.: All Incomplete(s) (I), Deferred Grade(s) (DG), official transcripts (transfer and correspondence), Credit by Examination Forms, and Grade Changes (GC) must be in the Records Office by Thursday, December 1, 2016 for December conferral, Thursday, April 20, 2017 for May graduation, and Thursday, July 20, 2017 for August graduation.

5. TRANSFER TRANSCRIPTS

• OFFICIAL TRANSCRIPTS FOR TRANSFER COURSE WORK: (1) We CANNOT accept grades by telephone. (2) We CANNOT call for your grades. (3) We CANNOT accept letters, memos, faxes, grade reports or any other correspondence in place of your official transcript(s). (4) We must have your OFFICIAL TRANSCRIPT(S). There are NO EXCEPTIONS to this graduation policy.

6. GRADUATION AND DEGREE CONFERRAL

• DECEMBER CONFERRAL: Degrees are conferred on December 31. Diplomas and official transcripts will be available by mid-January. If you do not finish your degree and graduation requirements in time for December Conferral, you must notify us when you plan to complete your degree requirements.

• MAY and AUGUST CONFERRAL: Official transcripts and diplomas will be available approximately two weeks after graduation for those seniors who have completed all degree and graduation requirements.
  ▪ If you do not graduate by the anticipated date you applied for, then you will need to reapply for a future graduation date by the published deadline (see Andrews University calendar).
  ▪ May Express is part of the Summer Semester. Official grades will not be available until Monday, August 14, 2017

7. NOTES ON GRADUATION APPLICATION INSTRUCTIONS

• 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.

• NAME/DEGREE: Your name and degree must match what is in the computer system. It is your responsibility to make sure they are correct and current. Check your iVue. Any changes to your name must be brought to the attention of the Undergraduate Records Office (rm. 202) four weeks prior to graduation.

8. MISCELLANEOUS INFORMATION:

• CURRENT ADDRESS: It is your responsibility to keep your current address information updated at the Academic Records Office Registration Counter or in Vault. When we mail information to you, we will use the address in the computer system or notify you by your Andrews e-mail address.

• GRADUATION ANNOUNCEMENTS AND REGALIA: Order your Graduation Announcements and Regalia (cap, hood and gown) through the AU Bookstore website. This is your responsibility.
• SENIOR PICTURES: Check with the Student Life Office in the Campus Center.

• FINANCIAL AID EXIT INTERVIEW: Check with Student Financial Services.

• Senior class membership and fees: See class officers/sponsor.

9. FINAL NOTES:

• Students are responsible for all stated requirements in their bulletin. The above information is a partial summary of some important points concerning graduation as found in the Bulletin and official supplements to the Bulletin. The above information is subject to change and is valid only for the 2016 December/2017 May and August Graduations.

• CLEP is not allowed in the last semester before graduation.

• Although advisors assist students, the responsibility for meeting degree requirements and knowing the rules which govern academic matters always rest with the individual student.

• Grade changes must be in accordance with official policy as found in the AU Working Policy.