Graduation Application Instructions for IdLS

1. Get a graduation application form from the registrar’s office or 118 Maury. Read and follow attached instructions. Drs. Baedke or Linder should have your applications by the deadline listed below*. 

2. Print your unofficial transcript and attach it to your graduation application.

3. Print and attach copies of directives, emails, and special permissions for substitutions.

4. Take your application & unofficial transcript to your education advisor for review and signature.

5. Take form and all materials and go to your education department head for review and signature.

6. Take form and all materials and go to your IdLS advisor for review and signature.

   - On your application, write your concentration and track by the IdLS major. E.g., “IdLS, Hum/SS, Track 3.” Or, “IdLS, Math/Sci.”
   - Make sure the B.S. degree box is checked.
   - IdLS advisors must list on the “approved course substitution and waivers” line all courses not listed under the appropriate concentration and track on the IdLS Checklist. Even pre-approved substitutions should be listed on this line. E.g., “HIST 339 for track 3.” Or, “ISAT 495 for IdLS math/science.”
   - If you still need to take IdLS courses in the spring, please list specific courses only if you need specific courses. E.g., if you need IDLS 400, or GHIST 102, list them. If you need two Track 3 courses, write “two Track 3 courses.”
   - IdLS advisors will attach a completed graduation checklist, available from the IdLS website. Be sure to get this checklist from your advisor.

7. The last stop. If Humanities and Social Sciences is part of your concentration take form and information the IdLS office in Maury Hall 118. If Math/Science/Technology is your concentration, take your form and information to Dr. Steve Baedke in Memorial Hall 7305J. Dr. Baedke will send the forms to 118 Maury after he signs.

8. Mrs. Garber will let you know by email that your application has been processed and sent to the Registrar.

* Graduation Application Deadlines

<table>
<thead>
<tr>
<th>December Graduation</th>
<th>April 15</th>
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<tr>
<td>May Graduation</td>
<td>October 15</td>
</tr>
<tr>
<td>August Graduation</td>
<td>October 15</td>
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</tbody>
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Thank you
ARE YOU READY TO GRADUATE?

If your anticipated graduation date is

End of fall semester ................................................................. April 15 ................................................................. May 15
End of spring semester ............................................................... October 15 ................................................................. November 15
End of summer term ................................................................. October 15 ................................................................. November 15

To be considered for graduation, undergraduates must:

- earn at least 120 semester hours with a cumulative GPA of 2.0 or better.
- earn at least 50% of the required total semester hours from a four-year institution.
- earn at least 25% of the required total semester hours at JMU.
- satisfy general education requirements.
- satisfy course requirements for the specific degree (BBA, BBA, BFA, BIS, BM, BS, BSN, BSW).
- satisfy course requirements for the major program with a 2.0 GPA or better.

Graduation Checklist

1. Complete an Application for a Bachelor’s Degree. Be sure to include the anticipated date (month and year) you plan to complete requirements. List the courses/requirements you are currently completing as well as the courses/requirements you intend to complete during your final semester. (IMPORTANT: If you plan to participate in the May ceremony but will be registering for your final hours in the subsequent summer term, you must indicate August as your anticipated graduation date or you will not be able to register for summer classes.)

2. Attach a copy of your academic requirements report or an unofficial transcript printed from MyMadison to the application and present the application to your major advisor by the application deadline.

3. Watch your JMU email account for the Senior Evaluation from the Registrar’s Office. All questions and issues on the evaluation must be resolved before your degree can be conferred.

4. Contact the JMU Bookstore for information about ordering graduation announcements, caps, and gowns.

5. Satisfactorily complete all remaining required course work.

How do I know if I’m eligible for graduation honors?

To be considered for graduation honors, students who enter JMU for the first time in Fall 2015 and thereafter need at least four regular semesters (fall and spring) at JMU, a minimum of 50 attempted and earned credit hours at JMU, and a minimum grade point average of 3.50 at JMU (including any work completed as a Dual Enrollment student prior to undergraduate matriculation, and/or any work attempted and earned beyond four semesters or 60 credit hours). For students who entered JMU for the first time prior to Fall 2015, please consult the undergraduate catalog for information regarding graduation with honors for the year in which you first enrolled at JMU. Graduation honors noted in the commencement program will be based on the grade point average at the end of the semester preceding the semester in which final graduation requirements are met. For students who participate in the May ceremony but complete requirements in summer session, the honors noted in the commencement program will be based on the grade point average earned at the end of the preceding fall semester. Final graduation honors recorded on the diploma and transcript will be determined by the grade point average at the end of the semester in which all graduation requirements are met.

<table>
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<tr>
<th>Honors</th>
<th>Grade Point Average</th>
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<tr>
<td>Cum laude</td>
<td>3.5—3.699</td>
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<tr>
<td>Magna cum laude</td>
<td>3.7—3.899</td>
</tr>
<tr>
<td>Summa cum laude</td>
<td>3.9 and above</td>
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</tbody>
</table>

How can I find out the status of my degree application?

When the Registrar’s Office receives your application from your major department office, an email will be sent to your JMU email account to notify you of its receipt. After we have evaluated the application, you will receive a personalized Senior Evaluation from the Registrar’s Office in your JMU email account noting any deficiencies. All questions/issues on the evaluation must be resolved before your name will be placed in the commencement program. Approximately one month before your graduation day, you will receive an announcement letter in your JMU email account with information about the ceremony and various commencement activities.

Can I walk in the May or December graduation ceremony if I will complete requirements at a later date?

All graduation requirements must be met in the semester for which you have applied to graduate. Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor may students participate in the May commencement if their requirements will be met in the coming fall semester. Students are permitted to participate in the May ceremony if all requirements for graduation will be completed during the subsequent summer session, but the diploma will not be awarded until the end of the summer term and will be given an August confer date. If you apply for May graduation and subsequently need to change your anticipated graduation date from May to August, please send an email requesting the change from your JMU email account to graduation@jmu.edu.

2/3/2016
Instructions for Completing Application for a Bachelor’s Degree

It is the applicant’s responsibility to secure the necessary signatures and to submit this application to the Office of the Registrar by the deadline.

Legibly print or type all information requested on the reverse side of this application. The form must be submitted intact to your first major advisor before the date listed below. If you are completing requirements for a minor and/or second major, you will need to take this application to your minor advisor (if applicable), then to your second major advisor (if applicable), and then to your first major advisor. In order to meet the application deadline, you will need to allow additional time for the minor/second major advisor to review and evaluate the application before submitting it to your first major advisor.

Please check with your major and/or minor advisor(s) to determine if there are any application procedures that may be specific to that school or department, and whether any additional documents (unofficial transcript, academic requirements report, etc.) should be attached to your application prior to submission.

If your anticipated graduation date is
End of fall semester ........................................ April 15 ................................................. May 15
End of spring semester ...................................... October 15 ................................................ November 15
End of summer term ........................................ October 15 ................................................ November 15

Items 1-3  Legibly print or type your full legal name (including your middle name and suffix, if applicable) and your student ID number. Print your permanent address, telephone number, and email address. Update your permanent home address and other contact information in your MyMadison account if that information has changed. Your diploma will be sent to the permanent home address that appears in MyMadison.

Item 4-5  Indicate the degree for which you are a candidate (if you are completing two different degree programs, you will indicate your second degree type next to your second major in section 7). Indicate the month and year of your anticipated graduation date. If you plan to participate in the May ceremony but will be registering for your final hours in the subsequent summer term, you must indicate August as your anticipated graduation date or you will not be able to register for summer classes. Please note: all graduation requirements must be met in the semester for which you have applied to graduate. Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor may students participate in the May commencement if their requirements will be met in the coming fall semester.

Item 6  Write your total number of earned credit hours to date (not including credit hours for courses that you have not yet completed). A minimum of 120 earned credit hours is required to be eligible for a bachelor’s degree.

Item 7  Print your major, concentration, and minor programs. If you are completing two different degree programs, print the second degree type next to the second major. Check the first box to indicate if you are completing your final courses at another institution (Permission to Transfer Credit form with dean’s approval required). Check the second box to indicate if you are completing requirements for teacher licensure.

List the courses you are currently completing in your first and second major and/or minor programs. Do not list General Education, BA/BS requirements, and university elective courses. Courses may be listed in terms of course levels (e.g., PSOC 300 or 400 level) rather than specific course numbers (such as PSOC 302) if specific course numbers are not required. Please indicate the minimum grade required in the course to meet graduation requirements (e.g., all SOWK courses require a grade of “C” or better). If no minimum grade is indicated, any passing grade will be considered the minimum grade requirement. *Any minimum major/minor GPA of 2.0 is required for all programs regardless of the minimum grade required for specific courses.

List the courses you intend to complete in your first and second major and/or minor programs. List the date by which the courses will be completed.

Item 8  Check the box to indicate if a major program requires completion of an additional major or minor program (e.g., quantitative finance majors are required to complete minors in both math and economics). Write the major program and the additional program requirement(s) in the spaces provided.

Item 9  Advisors should indicate any approved major or minor course directives that have not yet been submitted to the Registrar’s Office in this space.

Items 10-11  The appropriate advisor(s) and academic unit head(s) must sign the application before it is submitted to the Office of the Registrar.

Major and/or minor program advisors are responsible for verifying declared major and/or minor requirements, as well as any bachelor’s degree requirements for degrees other than the BA and BS. The Registrar’s Office is responsible for verifying university requirements (120 credit hours, 2.0 cumulative GPA, etc.), degree requirements for BA/BS programs, and general education requirements. An electronic Senior Evaluation will be sent to your JMU email address indicating the status of your application after it is received in the Office of the Registrar. Any deficiencies will be marked in the ‘Unmet’ and ‘Notes’ columns of the evaluation. Contact the Office of the Registrar at graduation@jmu.edu if you believe any information on the evaluation is incorrect.

2/3/2016