

APPLICATIONS FOR GRADUATION

(Information for completing your application)

1. Graduation applications are due the **semester prior** to your anticipated graduation. If you are graduating in the Spring/Summer term, your application is due the end of September prior to the Spring term. If you are graduating Fall, your application is due in January prior to the Fall term.
2. After you pick up an application from the Advising Center in Whitt 114, schedule an appointment with your faculty advisor.
 1. Your faculty advisor will help you do a preliminary check on your graduation requirements and also help you **decide which catalog you are using to meet degree requirements**.
 2. Your faculty advisor can also help you with any academic petitions you may need if you are planning to substitute a course for a required course in your major. All academic petitions must be filed and approved prior to leaving Radford University.
3. You must indicate on your application which **CATALOG** you are using to meet graduation requirements. You may use any catalog from the time you entered RU until the time you graduate (as long as the catalog is no more than 5 years old). The catalog you choose must be followed exactly. Any deviations in major courses must be approved through an academic petition, which you should discuss with your faculty advisor prior to turning in your application.
4. Make sure that you correctly list your **phone #, current address, and e-mail** address so I can contact you if I need additional information from you.
5. Under the **DEGREE** section: the degree will be a **BBA** (unless you are an ECON major). ECON majors should turn in their application to the ECON department in DAVIS HALL - room 135.
6. If you completed an **ASSOCIATES DEGREE** prior to entering RU, please indicate this on your application.
7. After you complete your application
 1. Turn in the completed application to Whitt 114.
 2. I will do a degree audit for you and mail you a letter, which will inform you of what you need to meet graduation requirements.
 3. I will try to get letters mailed to you before registration for your final term at RU.

IF YOU PLAN TO GRADUATE SUMMER but WANT TO PARTICIPATE/WALK IN THE MAY GRADUATION CEREMONY:

1. Complete your graduation application using the above guidelines.
2. You should indicate on the application that you will complete your degree requirements in Summer I or Summer II.
3. You must also complete a **Petition to Walk** form if you plan to participate in the May graduation ceremony. Your application is due at the same time as those students who are graduating in May.
4. Turn in your application to Whitt 114 after you have completed it.
5. Your application will be processed and a letter will be mailed to you indicating your remaining requirements or any problems/deficiencies.

Judy Suddarth
Advising Coordinator
Whitt 114