

**DECEMBER COMPLETION
(UNDERGRADUATE STUDENT)**

Last Name (Print) First Name(Print) Middle Initial Camel Number

CAMPUS P.O. BOX NUMBER CAMPUS
OR LOCAL MAILING ADDRESS EXTENSION: _____

INSTRUCTIONS: In order for an undergraduate student to be placed on a "completion" graduation list, he/she must complete this form. Any student completing his/her degree requirements during the summer or in December must submit this form to the Committee on Academic Standing.

I REQUEST PERMISSION TO BE PLACED ON THE GRADUATION LIST FOR MAY OF: _____

TOTAL NUMBER OF CREDITS CURRENTLY COMPLETED AND POSTED: _____
Students who matriculated in Fall 2001 and beyond must complete a minimum of 128 credits.

NUMBER OF CREDITS CURRENTLY REGISTERED FOR (indicate number of credits and semester): _____

ADDITIONAL CREDITS NEEDED TO COMPLETE THE MINIMUM DEGREE REQUIREMENTS (how many credits and when completing):

TOTAL NUMBER OF UPPER-LEVEL CREDITS CURRENTLY COMPLETED: _____
All students must complete a minimum of 64 upper-level credits.

NUMBER OF UPPER-LEVEL CREDITS CURRENTLY REGISTERED FOR (indicate semester): _____

ADDITIONAL UPPER-LEVEL CREDITS NEEDED (how many credits and when completing): _____

GENERAL EDUCATION REQUIREMENTS:

Have you completed all General Education Requirements? Yes _____ No _____

If all area requirements are not complete, please specify which requirements are in progress or if outstanding, when they will be completed.

AREA _____ is IN PROGRESS or will be completed in the following semester: _____

AREA _____ is IN PROGRESS or will be completed in the following semester: _____

AREA _____ is IN PROGRESS or will be completed in the following semester: _____

FOREIGN LANGUAGE is IN PROGRESS or will be completed in the following semester: _____

WE/WI is IN PROGRESS or will be completed in the following semester: _____

MAJOR IS/WILL BE COMPLETE: _____
(Please have the chairperson of your major department sign here, indicating a review of your academic major has been completed.)

SECOND MAJOR (if applicable), IS/WILL BE COMPLETE: _____
(Please have the chairperson of your major department sign here, indicating a review of your academic major has been completed.)

PLEASE NOTE ADDITIONAL DEGREE REQUIREMENTS FOR ALL STUDENTS:

At least 64 credits must be outside of any one department.
No more than four one-credit courses may be counted toward the degree.
The minimum cumulative grade point average for the degree is 2.0.

Student Signature Date

	Signature	Name	Date
Faculty Advisor	_____	_____	_____
Dean	_____	_____	_____

**This form will be submitted to the Committee on Academic Standing and
filed in the Office of the Registrar**