

## Undergraduate Degrees Only

### Office of the Registrar

**A STUDENT MUST BE ABLE TO REASONABLY COMPLETE ALL DEGREE REQUIREMENTS BY THE REQUESTED GRADUATION DATE, IN ORDER FOR THE APPLICATION TO BE ACCEPTED AND TO PARTICIPATE IN THE GRADUATION CEREMONY.**

**NOTE: FOLLOW ALL OF THE FOLLOWING STEPS IN ORDER TO OFFICIALLY APPLY FOR GRADUATION. INCOMPLETE FORMS CANNOT BE PROCESSED. FAXED OR MAILED FORMS CANNOT BE ACCEPTED.**

1. Attach a current **Degree Program Evaluation** available from the **Office of the Registrar, Front Counter Area - Room 122 in McCastlain Hall. Office hours: 8:00 am - 4:00 pm (Photo I.D. is Required)**. Inspect the evaluation for correctness of data (major, minor, degree, etc.). The computer reflects the data that has been provided to the system. **Correct any errors at this time, and before proceeding further. Changes to major and/or minor must be done through Academic Advising in Harrin Hall prior to starting the application process.**
2. Prepare the **Degree Application** form completely. **Print or type all information clearly.**
3. Secure the following approval(s):
  - A. Major Department Advisor(s).
  - B. Minor Department Advisor (if applicable).
  - C. Major and/or minor program substitutions must be approved by the appropriate department chair.
  - D. Teacher Certification office (BSE degree candidates or other degree candidates requesting teacher certification) Mashburn Hall, Room 119.
  - E. College of Business students meet with the Dean's Office.
4. Submit **Undergraduate Degree Graduation Fee payment** to the Cashier's Window in McCastlain Hall Office hours are 8:00 am - 4:00 pm.
5. Turn in the completed and approved **Application for Degree form, Degree Program Evaluation, Graduation Approval form, and the Graduation Fee receipt** to the **Office of the Registrar - Room 122 in McCastlain Hall**. Application must be made by the published deadline date for the term you expect to complete **all requirements for your degree**.
6. The Office of the Registrar will stamp the Graduation Fee Receipt as proof that the degree application has been submitted. Retain the stamped receipt for your records. The requested degree will be awarded only when all institutional requirements are met.
7. Contact the Barnes and Noble Bookstore in the UCA Student Center to order the Academic Regalia (cap/gown).

# UNDERGRADUATE DEGREE APPROVAL

(\*REQUIRED) PLEASE PRINT ALL INFORMATION. INCOMPLETE FORMS CANNOT BE PROCESSED

THIS MATERIAL IS TO BE REVIEWED AND SIGNED BY ALL ACADEMIC ADVISORS OR DESIGNEES AS APPROPRIATE

Circle the degree student is being approved for: \* Catalog used for degree check: \_\_\_\_\_

\* ALL institutional requirements will be met: \_\_\_\_\_

Term/Year

\* Associate Degree: AA AAS

\*\* Bachelors Degree: BA BBA BFA BM BS BSE BSN

**\*A STUDENT MUST BE ABLE TO REASONABLY COMPLETE ALL DEGREE REQUIREMENTS BY THE REQUESTED GRADUATION DATE, IN ORDER FOR THE APPLICATION TO BE ACCEPTED.**

\*Minimum requirements for an Associate degree: **60 semester hours of unduplicated undergraduate degree credit with a 2.0 or better cumulative grade point average.** The program of study must be approved by an Academic Advisor.

\*\*Minimum requirements for a Baccalaureate degree: A program of study approved by the Academic Advisors in the major and minor fields, **120 semester hours of unduplicated undergraduate degree credit (40 hours must be upper-division), or more if the curriculum requires it. A grade point average of 2.0 or better is required in each of the major and minor fields and cumulatively.** For purposes of grade point calculation, all course work attempted in the major or minor fields will be included in determining the major or minor grade point average. A transfer student must satisfy all these grade-point requirements on work taken at this University.

**\*1ST MAJOR (list FULL title of 1st major, including concentration, if applicable):**

**1-REQUIRED: Conditions for Approval of 1<sup>st</sup> Major (Substitutions must be listed and approved by dept chair)**

**2-REQUIRED: List remaining courses required to complete the degree, major, etc. or state none:**

**3-REQUIRED: List outstanding course(s) to be completed by transfer/correspondence, when and where:**

Signature of 1st Major Advisor

Print Name

Date

**I HAVE READ AND UNDERSTAND THE GENERAL DEGREE REQUIREMENTS AND THE DEGREE APPLICATION PROCESS, AND UNDERSTAND THE TERMS AND CONDITIONS LISTED ON THIS FORM BY MY MAJOR AND MINOR ADVISORS.**

Students Signature

Date

Contact Telephone Number



(\*REQUIRED) PLEASE PRINT ALL INFORMATION. INCOMPLETE FORMS CANNOT BE PROCESSED

<b>*1st MINOR (list FULL title of minor):</b>
<b>1-REQUIRED: Conditions for Approval of 1<sup>st</sup> Minor (Substitutions must be listed and approved by dept chair)</b>
<b>2-REQUIRED: List remaining courses <b>required</b> to complete the degree, minor, etc. <b>or state none:</b></b>
<b>3-REQUIRED: List outstanding course(s) to be completed by transfer/correspondence, when and where:</b>

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<b>Signature of Minor Advisor</b> REQUIRED	<b>Print Name</b>	<b>Date</b>
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<b>*2nd MINOR (list FULL title of minor):</b>
<b>1-REQUIRED: Conditions for Approval of 2<sup>nd</sup> Minor (Substitutions must be listed and approved by dept chair)</b>
<b>2-REQUIRED: List remaining courses <b>required</b> to complete the degree, minor, etc. <b>or state none:</b></b>
<b>3-REQUIRED: List outstanding course(s) to be completed by transfer/correspondence, when and where:</b>

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<b>Signature of Minor Advisor</b> REQUIRED	<b>Print Name</b>	<b>Date</b>
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**FOR OFFICE USE ONLY:**

Application Date: \_\_\_\_\_ Degree: \_\_\_\_\_

Receipt #: \_\_\_\_\_ 2<sup>nd</sup> Degree: \_\_\_\_\_

Taken By: \_\_\_\_\_ 1<sup>st</sup> Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

Term: \_\_\_\_\_ 2<sup>nd</sup> Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

1<sup>st</sup> Minor: \_\_\_\_\_

2<sup>nd</sup> Minor: \_\_\_\_\_

SHADEGR: \_\_\_\_\_ Checked By: \_\_\_\_\_

SHADIPL: \_\_\_\_\_ Checked By: \_\_\_\_\_

SGASTDN: \_\_\_\_\_ Checked By: \_\_\_\_\_

Degree: \_\_\_\_\_ Awarded: \_\_\_\_\_ By: \_\_\_\_\_

IG: \_\_\_\_\_ By: \_\_\_\_\_

**COMMENTS:**

# Graduation

## Statement of Understanding

Name \_\_\_\_\_

Student ID \_\_\_\_\_ Graduation Term/Year \_\_\_\_\_

I have reviewed the below listed standards that are required for the awarding of my degree, as printed in the Undergraduate Bulletin and stipulated by my academic advisor(s). I signify my understanding of all aspects of these requirements by affixing my signature and initials to this form.

1. Completion of all aspects of the degree program, including general education courses, with no incomplete (X) grades. \_\_\_\_\_ **Initial**
2. Completion of at least 120 semester hours (60 hours for associate degree) of unduplicated credit (excluding UNIV credit), of which at least 60 semester hours must be credit from four-year baccalaureate degree granting institutions and at least 30 semester hours must be credit from the University of Central Arkansas. At least 15 semester hours of Major credit must be from UCA. At least 9 semester hour of Minor credit must be from UCA. Of the last 30 semester credit hours required for the degree, at least 24 semester hours must be UCA credit. \_\_\_\_\_ **Initial**
3. Completion of at least 40 semester hours of upper division credit (3000 and 4000 level), including at least 12 semester hours of upper division work in the major field and 3 hours of upper division work in the minor field (if applicable). \_\_\_\_\_ **Initial**
4. Completion of special degree requirements stipulated for my individual baccalaureate degree (BA, BBA, BS, etc). \_\_\_\_\_ **Initial**
5. Completion of a minimum 2.0 grade point average in the Major. \_\_\_\_\_ **Initial**
6. Completion of a minimum 2.0 grade point average in the Minor (if applicable), or completion of a minimum 2.0 grade point average in the BBA Foundation/Core (if applicable). \_\_\_\_\_ **Initial**
7. Completion of a minimum 2.0 grade point average cumulatively (all courses). \_\_\_\_\_ **Initial**
8. I understand that my diploma and academic record transcript may not be released if I have an outstanding or unpaid financial obligation to the University. \_\_\_\_\_ **Initial**
9. I understand that my diploma will be mailed to the address provided on my application for graduation according to the following schedule. \_\_\_\_\_ **Initial**
  - a. by March 1 for December graduates
  - b. by July 1 for May graduates
  - c. by Oct 1 for August graduates

**Note:** For purposes of grade point calculation, all course work attempted in the field (Major, Minor, BBA Foundation Core, and cumulatively), will be included in determining the grade point average. \_\_\_\_\_ **Initial**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# HONORS DECLARATION

Name: \_\_\_\_\_ ID#: B \_\_\_\_\_

## Undergraduate Scholar:

- I will be completing an Undergraduate Thesis  
 Department: \_\_\_\_\_ Thesis Director: \_\_\_\_\_
- I will not be completing an Undergraduate Thesis

## Honors College:

- I have a minor in Interdisciplinary Studies  
 Thesis Director: \_\_\_\_\_
- I do not have a minor in Interdisciplinary Studies

## Latin Honors:

A student earning a bachelor's degree may be recognized as an honor graduate in one of the following categories of praise--*summa cum laude*, *magna cum laude*, or *cum laude*. This recognition requires a minimum of **62 hours in residence courses through UCA**. Below are the grade point averages used to determine graduation with honors.

Honors	Overall GPA
summa cum laude	4.000 - 3.900
magna cum laude	3.899 - 3.800
cum laude	3.799 - 3.700

Courses currently in progress are not used to identify graduation honors in the commencement program.

I have read and understand the above stated requirements for honors recognition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Office of the President  
Contact: Venita Jenkins  
Associate Director for Media Relations  
Phone: 501-450-5114  
e-mail: [vjenkins@uca.edu](mailto:vjenkins@uca.edu)

For Immediate Release: UCA Graduation Information

**PRINT OR TYPE ALL INFORMATION CLEARLY**

NAME: \_\_\_\_\_

STUDENT ID #:  B \_\_\_\_\_

was awarded a \_\_\_\_\_ degree

by the University of Central Arkansas on \_\_\_\_\_

Home town and state: \_\_\_\_\_

Home town newspaper: \_\_\_\_\_

**Publication subject to home town media policy.**

I understand that if the date my degree is awarded changes, the new date will be reflected in the information released to the press.

Check one:

\_\_\_\_\_ I approve the release of this information

\_\_\_\_\_ I do not approve the release of this information

\_\_\_\_\_  
Signature Date