

COLLEGE OF SCIENCES AND ENGINEERING

GUIDELINES FOR GRADUATION APPLICATIONS

1. The student must be officially enrolled at SUBR in order to obtain a degree.
2. Grades for courses that apply toward graduation must be recorded on the SUBR transcript at the time of submission of the application for graduation.
3. Requests for course substitutions must be submitted as part of the application for graduation.
4. Requests to test out of courses during the semester of graduation will not be recommended for approval by the Dean of the College.
5. The University guidelines for course overloads will be followed. Please refer to the statement in the University Catalog that stipulates the grade point average for the overload and maximum number of overload credits allowed.
6. The completed approved balance sheet for the catalog issue under which the student plans to graduate must be attached to the application for graduation.
7. Transfer credits must be evaluated by the College and/or Department prior to the submission of an application for graduation. The assigned course equivalent for transfer credits will apply except in cases where the Department and/or student request re-evaluation within thirty (30) calendar days of receipt of the initial evaluation. It is the student's responsibility to provide the Office of the Dean with course descriptions of transfer credits.
8. Late applications for graduation will not be accepted by the Dean of the College. Further, applications submitted after the deadline set by the Office of the Registrar will not be recommended for acceptance. A change in catalog issue constitutes a new application for graduation.

EXCEPTIONS TO THE ABOVE GUIDELINES WILL REQUIRE EXTRAORDINARY CIRCUMSTANCES AS DETERMINED BY THE DEAN OF THE COLLEGE.

Acknowledgement of Receipt:

Student's Name (Print)

Student's Signature

Date