

# INSTRUCTIONS FOR COMPLETING YOUR WKU UNDERGRADUATE GRADUATION APPLICATION

Please note the following items in completing the graduation application.

## Degree Graduation Application

Special Note: Please print (*in ink*) your name (in English) on the Graduation Application as it should appear on your diploma. (Names on the diploma should match the names in the University file. See Diploma Name Information in this document). After completing the upper portion, list courses in progress for **current semester** and projected courses for **final semester**.

1. If you do not have it yet, obtain your Major Curriculum Guide sheet from your faculty advisor. You may also print your Degree Audit from KeanWISE. A copy of your academic transcript can be obtained through your KeanWise account. All students are encouraged to review their academic progress using Program Evaluation and see their advisor for any questions.
  - A. Write in course titles for courses completed at Kean/WKU. Place a grade in grade column.
  - B. Indicate courses currently in progress and projected courses with the following semester codes:

SEMESTER	CODE
Fall '15	15/FAWZ (current semester)
Winter Break '16	16/WBWZ
Spring '16	16/SPWZ
Summer term '16	16/S1WZ
  - C. Attach any waivers and substitution forms and submit with the application. These need to be the originals and in writing. All waivers and substitution forms must be signed and approved by the appropriate administrator.
  - D. Account for all courses needed to complete graduation requirements and the total number of required semester hours.
2. Review your application and the major curriculum guide sheet with your Faculty Advisor at WKU. The signature of the Department Chairperson or designee is required to indicate approval on each guide sheet. **The chairperson's signature is preliminary approval for graduation. Final review and approval of the graduation application is completed by the Kean Union Office of the Registrar.** Approval of the application is based upon the requirements contained in the appropriate year of the Kean University Undergraduate catalog. It is your responsibility to review the applicable provisions in the catalog to ensure that you meet all of the requirements for graduation.
3. Check carefully now to make sure you have fulfilled all your requirements to prevent any delays. You will be notified as soon as possible if there are any problems to be resolved. **Notify the Registrar's Office of any changes that would alter your graduation date.**

**IMPORTANT:**

**MAY AND AUGUST CANDIDATES ONLY PLEASE NOTE:**

To participate in the Commencement Ceremony with **honors** and be eligible to receive a gold tassel, honors requirements must be met by the **end the first semester of Senior year** (usually Fall Semester or end of winter break semester following Fall semester.) Students will achieve honors designation (as explained in the Undergraduate Catalog) upon completion of a minimum of 45 semester hours at Kean, excluding credits earned on a Pass/Fail basis or Satisfactory/Unsatisfactory basis. Also, any candidate with a grade of "Incomplete" cannot be considered eligible for honors until that grade has been changed.

**DIPLOMA NAME INFORMATION**

**PLEASE PRINT YOUR NAME (IN ENGLISH) ON THE ENCLOSED GRADUATION APPLICATION AS IT SHOULD APPEAR ON YOUR DIPLOMA.**

**NAMES ON DIPLOMA SHOULD MATCH THE NAMES IN THE UNIVERSITY FILE.**

**EXAMPLES:**

- 1. UNIVERSITY RECORD- MARIA S. SMITH  
DIPLOMA – MARIA SARA SMITH**
- 2. UNIVERSITY RECORD- MARIA S. SMITH  
(MAIDEN, WALKER)  
DIPLOMA- MARIA S. WALKER OR  
MARIA SARA WALKER SMITH**

**ATTENTION: If your maiden name is not included in the university's records, you must provide official documentation for proof of name, usually marriage license or birth certificate.**

**APPLYING FOR REPEAT GRADE RECALCULATION**

**REPEATING COURSES**

Undergraduate courses taken by undergraduate matriculated students are eligible under this policy effective with the Fall 1987 semester. Students who receive a grade of "A-", "B+", "B", "B-", "C+", "C", "D", "F", or "AF" in a course may repeat that course. The course number must be the same in the initial and repeated terms. This policy permits four repeated courses or 12 credits, whichever is greater, to be excluded from the Grade Point Average (GPA). A course may be repeated only for a higher grade and may not be recalculated more than once. **Courses taken after graduation are not eligible under the repeat policy. A recalculation will not be permitted after the baccalaureate degree has been posted to the student's record.**

The grade in the repeated course, if higher, will be included in the GPA and the former grade will be designated as an "R" grade and excluded from the GPA. If the grade in the repeated course is the same or lower, both grades will remain in the GPA and the course will be counted only once in meeting degree requirements. All courses submitted for consideration under this policy must be Kean University courses.

The student must initiate a request for recalculation of a repeated grade by completing the Petition for Repeat Grade Recalculation at the Office of the Registrar. Once elected, this option may not be changed. More information can be found on the Registrar Office's website.