

Graduation Application Undergraduate

- _____ All requirements met, pending successful completion of current classes
- _____ Lacks Exit Exam. Scheduled to take _____.*
- _____ Lacks Major Field Exam. Scheduled _____.*
- _____ Special request pending. Date submitted _____. Attach special request & CAPP.

*If test isn't scheduled, attach all documentation & contact dates to get it scheduled.

_____ **Any Discrepancies in CAPP or Flight Plan have been noted on checklist and/or documentation attached.**

Name: _____
Print Last First Middle

ID #: 960-_____ Phone: _____ UTM Email Address: _____

1st Major: _____ Concentration: _____ Minor _____

2nd Major: _____ Concentration: _____

Graduation Term: Spring (May) Summer (August) Fall (December)
 Year _____

Completed form must be submitted online or to the Academic Records Office by the deadline date listed on the Registrar's Website

To be completed by the Office of Academic Records and the Academic Department/College:

Degree (Circle):

BA BS BSCJ BSEd BSHHP BSN BSSW BIS **Graduation Catalog Year:** _____

2.0 UTM & Overall GPA	Minimum grade of C in major courses	Minimum total hours completed	General Education requirements met
Maximum 9 hrs UD transfer	60 hours from 4-yr Institution	25% of hours completed at UTM	Gen Ed and Major Field Tests complete

College Dean Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

2nd Major (if applicable) _____ Concentration: _____

Minimum grade of C in major courses	30 hours above 1 st degree completed
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College Dean Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Graduation Checklist – Undergraduate Degrees

Records Office	Academic Department	✓ when complete	
Catalog			
	Catalog year:	<ul style="list-style-type: none"> • Check SHATERM to verify student was enrolled at UTM or another public institution in the catalog year selected. 	
Testing			
	ETS Proficiency Profile	<ul style="list-style-type: none"> • Check “Post-Comp Test” – needs to be taken at 100 earned hours. Check in CAPP (shows as 3) 	
	Major Field Test	<ul style="list-style-type: none"> • Check in Banner or CAPP (shows as a 3) 	
High School Deficiencies			
	Deficiencies:	<ul style="list-style-type: none"> • All deficiencies removed 	
	High School Foreign Language		
	American History	<ul style="list-style-type: none"> • State law requires all students to take American History either in high school or college 	
Hours			
	Total hours for degree	<ul style="list-style-type: none"> • Hours in parenthesis have already been counted – may not count again toward the 120 hours total • Ps count in overall total hours 	
	25% from UT Martin		
	60 hours from 4-year institution		
	Residency		
	Last 30 hours must be taken at UTM	<ul style="list-style-type: none"> • 2000-2008 Catalogs – check for transfer credit in last 30 hours • Ps count in last 30 hours for residency purpose 	
	75% upper division hours in major taken at UTM	<ul style="list-style-type: none"> • 2009-2011 Catalogs 	
	No more than 9 hours of upper division transfer work	<ul style="list-style-type: none"> • 2012-2015 Catalogs 	
	No portfolio credit in last 30 hours	<ul style="list-style-type: none"> • 2000-2008 Catalogs 	
	No CLEP or Proficiency credit in last 30 hours	<ul style="list-style-type: none"> • 2000-2008 Catalogs 	
	Upper Division Credit		
	BA – Minimum 36 upper division hours		
	BS – Minimum 42 upper division hours		
	Hours in single discipline		
	Maximum of 8 hours PACT credit applied toward any degree		

Records Office	Academic Department	
		✓ when complete
		BA: No more than 50 hrs in one discipline
		BS: No more than 50 hrs in one discipline
General Education		
		General Education Requirements
		English 111-112
		Foreign Language
		BA – completed 222 or equivalent
		<ul style="list-style-type: none"> International students or resident aliens for whom English is a second language may complete the 222 foreign language course or complete a 200-level or higher English course with a C or higher
		BS – completed 122
		<ul style="list-style-type: none"> If same language is taken as one used to fulfill a high school deficiency, must take 122-222 sequence in that language to meet requirement. International students or resident aliens for whom English is a second language may complete the 222 foreign language course or complete a 200-level or higher English course with a C or higher
GPA		
		2.0 GPA
		<ul style="list-style-type: none"> Ps do not count in GPA Incompletes become permanent Fs after 1 year
		Overall hours
		UTM hours
		Last 30 hours
		<ul style="list-style-type: none"> 2000-2008 Catalogs
Courses		
		All degree requirements met
		Equivalent courses
		<ul style="list-style-type: none"> Check for equivalent courses
		Repeated courses
		<ul style="list-style-type: none"> Check for repeated courses
Degree Adjustments		
		Special requests
		<ul style="list-style-type: none"> Need BS/BA approval? Need UGC approval?
		Blanket substitutions
		<ul style="list-style-type: none"> Check the blanket substitutions book
Minor/Second Major		
		BA – minor or second major requirements
		BS – minor or second major requirements
Second Degree		
		All requirements met

