

Undergraduate Graduation Fee Process

Students graduating in May 2016 and August 2016 must submit the graduation fee payment during the term the degree will be completed.

Graduation fee payments can be submitted through your myUCA account or at the Student Accounts Office.

Graduation Application Deadline

October 9th, 2015

(December 2015, May 2016 and August 2016)

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 STEPS BELOW IN ORDER TO OFFICIALLY APPLY FOR GRADUATION. INCOMPLETE FORMS CANNOT BE PROCESSED. FAXED OR MAILED FORMS CANNOT BE ACCEPTED.

1. Prepare the **Degree Application** form completely. **Print or type all information clearly.**
2. 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.
3. Submit the \$30 **Graduation Fee** online through your myUCA account the semester you are graduating.
4. Turn in the completed and approved **Graduation Packet**, to the **Office of the Registrar – Harrin Hall Suite 224**. Application must be made by the published deadline date for the term you expect to complete **all requirements for your degree.**
5. Contact the UCA Bookstore in the Student Center to order the Academic Regalia (cap/gown).

It is the sole responsibility of the student to be familiar with and comply with major, minor and graduation requirements of the university listed in the applicable academic bulletin. Students must be familiar with and carefully monitor their academic progress toward the desired degree. To facilitate this, students are encouraged to use DegreeWorks which is available in myUCA Self-Service.

The requested degree will be awarded only when all institutional requirements are met and approved by the Registrar Office.

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

** Bachelor Degree: BA BBA BFA BM BPS 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 1st 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

The 2nd Major must be approved for the same degree as the 1st Major:

*2nd MAJOR (list FULL title of 2nd major including concentration, if applicable):

1- REQUIRED: Conditions for Approval of 2nd 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 2nd Major Advisor

Print Name

Date

Approval for 1st & 2nd minor on page 4

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

***1st MINOR (list FULL title of minor):**

1-REQUIRED: Conditions for Approval of 1st Minor (**Substitutions must be listed and approved by dept. chair**)

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

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

Signature of Minor Advisor REQUIRED

Print Name

Date

***2nd MINOR (list FULL title of minor):**

1-REQUIRED: Conditions for Approval of 2nd Minor (**Substitutions must be listed and approved by dept. chair**)

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

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

Signature of Minor Advisor REQUIRED

PrintName

Date

APPLICATION FOR UNDERGRADUATE DEGREE

PRINT USING BLACK OR BLUE INK ONLY

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

Name: Last First MI ID #: B

Current Contact Information: UCA E-mail: @cub.uca.edu
Street, RR#, P.O. Box
Contact Phone Number: ()
City State Zip

Name to be printed on diploma (USE UPPER AND LOWER CASE)

Grid for name on diploma

Name to be printed in commencement program (USE UPPER AND LOWER CASE)

Grid for name in commencement program

Home Town - City and State

Grid for home town

Home Country if other than USA

Grid for home country

Diploma mailing address: E-mail: @
Street, RR#, P.O. Box
Home Phone Number: ()
City State Zip

Circle the degree you expect to receive: BA BBA BFA BM BPS BS BSE BSN AA
1st Major: Concentration:
2nd Major: Concentration:
1st Minor: 2nd Minor:
Circle Term Degree to be completed: Spring Summer Fall Year:
*Circle Date Degree to be awarded: May August December Year:
*The award date cannot be earlier than the Completed Term

Signature Date

NOTE: I understand that this is an application for degree candidacy ONLY, and that the stated degree will be awarded ONLY when all institutional requirements are met.

FOR OFFICE USE ONLY:

Banner ID#: B _____

Application Date: _____ Degree: _____

Receipt #: _____ 2nd Degree: _____

Taken By: _____ 1st Major: _____ Concentration: _____

Term: _____ 2nd Major: _____ Concentration: _____

1 st Minor: _____

2nd 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 **60 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 or ceremony.

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

Signature Date

GRADUATION PRESS RELEASE ACKNOWLEDGEMENT AND AUTHORIZATION

For Immediate Release: UCA Graduation Information

PRINT OR TYPE ALL INFORMATION CLEARLY

NAME:

STUDENT ID #:

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 _____

ALUMNI RECORD

The following information is used for alumni services, career services and academic assessment.

Student ID _____ Birthdate (mm/dd/yyyy) _____

Title (please circle one) Miss Mrs. Ms. Mr. Dr. | Suffix (please circle one) Jr. Sr. Other _____

First Name _____ Middle Name _____ Last Name _____

Current Address _____ This is also my parent(s)' address.

City _____ State _____ Zip _____ Country _____

Cell Phone _____ Home Phone _____ This is also my parent(s)' home phone #.

Email _____ (not UCA student email)

Maiden/Former Name(s) _____ Spouse's Name (First & Last) _____

Expected Graduation Date: Month _____ Year _____ Degree _____

Major _____ Department _____ College _____

Did you earn a Teacher/Educator License? Yes No

Have you been accepted into graduate school full time? Yes No

Employment (after graduation)

Employer _____ Position/Title _____

City/State _____ Work Phone _____

Do you need help locating employment? No YES, I NEED HELP

Student Organization Participation

Fraternity/Sorority _____ Student Athlete/Sports Played _____

Additional student and campus organizations _____

Alumni Family Members

Please list family members (spouse, parents, siblings, grandparents, etc.) who also graduated from UCA.

Name _____ Maiden Name _____ Relation _____

Name _____ Maiden Name _____ Relation _____

Name _____ Maiden Name _____ Relation _____

Previous UCA Degrees

Please list the dates and years of your previous UCA degrees(s) if applicable.

Degree _____ Major _____ Month/Year Graduated _____

Degree _____ Major _____ Month/Year Graduated _____

Signature _____

Date Completed _____

UCA Graduate Employment Survey

Name _____ Gender: M__ F__

Non-UCA email _____ Phone _____

Graduation Date: Month__ Year____ Degree Awarded _____

1. Are you currently employed? Yes__ No_ (if you answered no, please skip to question 3).

Employer _____ City _____ State _____

Position _____ Full time _____ Part time _____

2. Starting Salary (This information will be kept confidential):

Less than \$25,000	_____	\$25,000-35,000	_____	\$35,001-45,000	_____	\$45,001-55,000	_____
\$55,001-65,000	_____	\$65,001-75,000	_____	More than \$75,000	_____		

3. What was your major at UCA? _____

4. Are you attending, or do you plan to attend, graduate school? Yes__ No__ Plan to__

For what degree and area of study? _____

5. Please indicate any of these services you utilized while attending UCA:

_____ Jump Start Presentation	_____ Discover Program
_____ Career Counseling	_____ Resume Workshop (presented in-class)
_____ Resume/Cover Letter Review	_____ Exploring your Career Day
_____ Career Fair	_____ Cooperative Education Internship
_____ Mock Interview	_____ Dress for Success
_____ On Campus Interviews	_____ On Campus Work Study Program
_____ Partnership Program	_____ MyInterfase
_____ Career Connections	_____ None of the above
_____ Student Support Staff	

6. Do you need help locating employment? No__ YES, I NEED HELP!!!__

Current Mailing Address: _____
