

## INSTRUCTIONS FOR COMPLETING YOUR UNDERGRADUATE GRADUATION APPLICATION

Please draw your attention to the following items while completing the graduation application.

### Degree Graduation Application

Special Note: Please print your name (*in ink*) 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. Obtain your Major Curriculum Guidesheet from your Major Department. A copy of your academic transcript (including transfer credits) can be obtained through your Kean Wise account. All students are encouraged to review your academic progress using the Program Evaluation feature and see your advisor with any questions.
  - A. Write in course titles for courses completed at Kean. Place a grade in the grade column.
  - B. Write in course titles for transferred courses. Place an X in grade column.
  - C. Indicate courses in progress and projected courses with the following semester codes:

SEMESTER	CODE
Fall 2018	18/FA
Winter Break 2019	19/WB
Spring 2019	19/SP
Summer I 2019	19/S1
Summer II 2018	19/S2
  - D. Attach any waivers and substitution forms to application.
  - E. Account for all courses needed to complete graduation requirements and the total number of required semester hours.
2. If you want to declare a Second Major/Collateral/Minor, please obtain the proper forms from your Major, Minor or Collateral Department Chairperson.
3. Review your application and the major curriculum guide sheet with your Faculty Advisor in your Major/Collateral/Minor departments (academic content areas are for Education students only). 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 Office of the Registrar.** Approval of the application is based upon the requirements contained in 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.**
4. Pay your graduation fee at the Student Accounting Office. (**Administration building 3<sup>rd</sup> Floor**). **RECEIPT FOR \$100.00 GRADUATION FEE, VALIDATED BY THE STUDENT ACCOUNTING OFFICE, MUST BE ATTACHED TO YOUR APPLICATION. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A RECEIPT.**
5. **Second Baccalaureate degree candidates only.** A minimum of 32 degree credits, including at least one-half the major requirements, must be earned at Kean University AFTER admission to a second baccalaureate degree program. Candidates may take no more than six credits toward the second degree as non-matriculated students. All coursework must be completed at Kean University.
6. Check carefully 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 this 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 of the first semester of your Senior year** (usually fall Semester or end of winter break semester following fall semester). Students will achieve honors designation upon completion of a minimum of 45 semester hours at Kean, excluding credits earned on a Pass/Fail or Satisfactory/Unsatisfactory basis and have achieved a minimum 3.45 GPA. Any candidate with a grade of "Incomplete" cannot be considered eligible for honors until that grade has been changed. **Honors designation for diplomas and transcripts is determined after degree is conferred.**

**DIPLOMA NAME INFORMATION**

**PLEASE PRINT YOUR NAME 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 middle or 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 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 in the Office of the Registrar Once initiated, this may not be changed.**