Department of Politics and Geography
Graduation Application Checklist

1. Complete and sign a **Degree Certification form** for each semester in which you are taking classes that you need to graduate. For example, if you are applying for Spring 2015 graduation during the Fall 2014 semester, a separate Degree Certification form is needed for your Fall 2014 and your Spring 2015 classes.

2. Complete and sign a **Minor Certification Application form** for each semester in which you are taking classes that you need to graduate. For example, if you are applying for Spring 2015 graduation during the Fall 2014 semester, a separate Minor Certification Application form is needed for your Fall 2014 and your Spring 2015 classes.

3. Complete and sign an **Application for Degree form**.

4. Pay your graduation application fee at the Office of Student Accounts and include your original receipt indicating payment of diploma fee in your graduation application packet.

5. Include a current **academic evaluation** in your graduation application packet. Please see Department Administrative Specialist if you need help printing an academic evaluation.

6. Include copies of any necessary **General Petitions, Core Petitions, foreign language/math/writing accommodations for disability, AP/CLEP/IB test scores, Program Substitution Waivers, etc. that do not already appear on your academic evaluation**.

7. Once you have completed steps 1 through 6, you must take your graduation application packet to Karen Williams in BRTH 342 or Misti Williams in BRTH 351. Misti Williams will review your graduation application, sign it, and deliver it to the Department of Politics and Geography for review by and signature of the Department Chair.

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**Department of Politics and Geography**
Graduation Application Deadlines:

- **Spring (May) 2015 Graduation**
  - Friday, October 31, 2014

- **Summer (August) 2015 Graduation**
  - Friday, January 23, 2015

**Please note:** After the Chair of the Department of Politics and Geography signs your graduation application packet, it will be forwarded to the Dean’s Office for review and signature. After it is determined that everything is in order, your graduation application packet will be sent to the Registrar’s Office for processing. You will receive a letter of verification of receipt of your graduation application from the Registrar’s Office. You will also receive graduation instructions from the Registrar’s Office.