

Instructions for Undergraduate Graduation Application:

1. Generate and print a DARS report to review with your advisors.
2. Complete the Application for Undergraduate Degree.
3. Obtain approval from your major advisor. Review the courses you need to satisfy departmental requirements for the major. Ensure you are declared as a full major. Have your major advisor sign the "Major Advisor" section under "Advisor Endorsement(s)."
4. Obtain approval from your minor advisor(s), if applicable. Review the courses you need to satisfy requirements for the minor. Have each minor advisor sign the "Minor Advisor" section under "Advisor Endorsement(s)." *Please note: a minor can only be awarded along with a major.* Students seeking dual minors should submit a second application with the advisor approval for the second minor.
5. Contact University College (581-8146 or 450 Student Services Building) for questions regarding deficiencies with your Bachelor's degree and General Education requirements.
6. Receive approval from the Honors advisor if you plan to complete the Honors Program with a thesis OR from both the Honors advisor and the Departmental Honors advisor if you are completing the Departmental Honors program.
7. Verify that all transfer work including test credits and study abroad courses have been posted to your academic record prior to the last day of the term in which you have applied to graduate.
8. Review your DARS for any I or T grades that have not been completed. If your work is complete, please contact the instructor of the course to ensure a grade change is made to your record.
9. Submit this application to the Registrar's Office, Graduation Division, Window 15. Picture ID is required to hand in your completed application.
10. Review your DARS report once you receive notification that your General Education and Bachelor's degree requirements have been evaluated.
11. Log into the Campus Information System (CIS) at gate.acs.utah.edu to verify your personal graduation information. Your diploma will be sent to the mailing address on record in the CIS. It is your responsibility to keep this information up-to-date.
12. Check your Umail account for updates and information regarding progress toward your degree as all official communication from the University is sent via Umail.

TERM	DEADLINE TO APPLY
Fall Semester (December)	June 1
Spring Semester (May)	November 1
Summer Semester (August)	February 1

*Applications will not be accepted more than one year in advance.

Diplomas will be mailed directly to graduates within 90 days after graduation, provided that ALL GRADUATION REQUIREMENTS HAVE BEEN MET. It is your responsibility to ensure that you have met all of the graduation requirements.

If you have any questions concerning your graduation, please contact the Graduation Division at graduation@sa.utah.edu.

You can be charged with a violation of the Student Code if you forge signatures, alter, or misuse University documents.



Application for Undergraduate Degree

The University of Utah • Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT • 84112

CANDIDATE INFORMATION

Student Name:* _____ Student ID #: _____

*The name on your diploma will match your name on university records. Changes may be made through the Registrar's Office, Registration Division.

Expected Graduation Date: Spring (May) 20____ Summer (August) 20____ Fall (December) 20____

Degree Type: BA BS BUS BSW BFA BMUS HBA HBS Other _____

Check which program(s) will be completed for an Honors Degree:** University Honors Departmental Honors Both

Major: _____ Minor : _____

Emphasis: (required for DARS) _____ Catalog Year: (required) _____
(e.g. 2008 - 2009)

Engineering & mathematics students: Are you completing the BS/MS(ME) program? Yes No

I understand that it is my responsibility to be familiar with and meet the departmental, Bachelor's degree, and General Education requirements for graduation; the Advisor's review is preliminary; and final certification requires an audit by the Graduation Division of the Registrar's Office after grades are posted in my final semester.

Student Signature: _____ Date: _____

****Honors degree candidates:** If you plan to complete the honors program with a thesis, you must have this application signed by an honors program advisor in addition to your major advisor. *Specific courses are required for an honors degree and should not be confused with graduating with honors.*

ADVISOR ENDORSEMENT(S)

I have met with the above mentioned student and reviewed his/her academic progress toward a degree. I have discussed the remaining courses needed with the student and have documented and entered into DARS any exceptions to requirements for graduation. These requirements do not include the Bachelor's degree and General Education requirements that are required for graduation. I understand the Registrar's Office will certify completion of Bachelor's degree and General Education requirements.

Major Advisor Signature: _____ Phone #: _____ Date: _____

Minor Advisor Signature: _____ Phone #: _____ Date: _____

Honors Program Advisor Signature: _____ Phone #: _____ Date: _____

Dept. Honors Advisor Signature: _____ Phone #: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Evaluated: _____ Audited: _____ Posted: _____

GRADUATION
DIVISION
USE ONLY!

Certificate

Last

First

Middle

ID #

Honors

Dbl Major

Term

College

Major

Degree

Minor(s)