

**MEMORANDUM**

TO: LaGrange College Potential Evening College Graduates

FROM: David Garrison, Ph.D., Provost

You are nearing the end of your work for a baccalaureate degree at LaGrange College. It is important, therefore, that you understand and meet all requirements for graduation. Your major advisor will discuss with you special requirements that must be completed for your major.

To be recognized as a candidate for a baccalaureate degree:

1. You must have filed a graduation petition in the office of the Provost. This must have been done the quarter immediately preceding the quarter that you expect to complete requirements.
2. You must have earned the last 60 quarter hours of credit in residence at LaGrange College or 75 of your last 90 quarter hours.
3. You must have earned an accumulative grade point average of at least 2.0.
4. You must have earned at least 180 quarter hours of credit.
5. You must have completed the general education requirements in effect for your term of entry.
6. You must have formally declared and completed a major.
7. You must have made arrangements for assessment in your major (see your department chair).
8. You must have paid your \$100.00 graduation fee.

It is **your** responsibility to have your grade marks on all correspondence and/or transient work at another institution in the Registrar’s office **before** the end of final examinations for your last quarter.

You must indicate your name, with correct and legible spelling, exactly as you wish it to appear on your diploma.

LaGrange College confers degrees and awards diplomas only at the end of the spring term each year. The Commencement exercises are very important. All graduates are expected to take part in this ceremony.

This is to certify that I have read and understand the above stated requirements.

\_\_\_\_\_

SignatureDate

Please have my name appear as follows on my diploma: *(please print)*

\_\_\_\_\_

My address is \_\_\_\_\_

Requirements completed, I will be graduated with the Bachelor of Arts degree at the end of the

\_\_\_\_\_ term, 20\_\_\_\_\_, with a major in

- Business Administration
- Minor in Human Resource Management
- Human Development
- Minor in Sociology

# LAGRANGE COLLEGE GRADUATION CHECKLIST

## Evening College

Name \_\_\_\_\_  
(last) (first) (middle)

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(Student ID Number)

Degree sought:    Bachelor of Arts in Business Administration       Bachelor of Arts in Human Development  
 Minor in Sociology       Minor in Human Resource Management

Bulletin year major declared \_\_\_\_\_ Term student will graduate: \_\_\_\_\_

Date/year first matriculated at LaGrange College \_\_\_\_\_

1. Total hours earned toward graduation as listed on **Degree Audit** ..... = \_\_\_\_\_
2. Current hours taking this term \_\_\_\_\_ minus Current REPEAT hours \_\_\_\_\_ ..... = \_\_\_\_\_
3. Pre-registered hours for future terms \_\_\_\_\_ minus Pre-registered REPEAT hours \_\_\_\_\_ ...= \_\_\_\_\_
4. Total hours to be earned by graduation term: (**Minimum 180 Hours required**).....= \_\_\_\_\_

**NOTE: Repeated courses are those that are being re-taken for which a grade of C- , D+ or D has been earned previously and are not eligible to be repeated for credit according to the LC Bulletin.**

### General Education

5. Have the General Education requirements been completed?  Yes  No **If no**, list needed courses below.

6. Courses needed to complete General Education Requirements:

\_\_\_\_\_

7. Has the Fall Enrichment requirement been completed?  Yes  No (**If no**, explain on reverse side of sheet.)

### Major Requirements

9. Have the major courses been completed?  Yes  No **If no**, list needed courses below.

\_\_\_\_\_

10. Any D grades in the major?  Yes  No (If yes, explain on reverse of this sheet.)

11. Major assessment completed? (date) \_\_\_\_\_

**Please attach current Degree Audit Report to the Graduation Petition and note on the Report any exceptions to or substitutions for major requirements.**

### Miscellaneous

12. Residency requirement met (last 60 quarter hours at LaGrange or 75 of the last 90)?  Yes  No (**If no**, explain on reverse side of this sheet.)

13. Work in progress at another institution (correspondence, transient)?  Yes  No (**If yes**, give details below.)

\_\_\_\_\_

Certification of recommendation for graduation upon completion of work in progress

\_\_\_\_\_ Date \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

**Note: The completion of requirements is the responsibility of the student. This checklist represents the chair's/adviser's approval of the student's work to date.**