GRADUATION CHECKLIST

Students must meet the following requirements in order to receive a degree or certificate in the field of study requested:

_____ Complete all academic requirements of the selected degree/certificate program. For students graduating under the 2010 Catalog and forward, complete the General Education Competency

_____ 2.0 GPA (minimum)

_____ Apply for graduation by completing the Request for Graduation Evaluation, Follow-up Survey, and Alumni Form by the deadline listed in the spring Timetable of Classes. Required forms are available at any Walters State campus or on the Records web site (http://ws.edu/Admission/srecords/default.asp)

_____ Take the exit exam (not required for certificate programs). Schedule the exam by contacting the Counseling and Testing Center at 423-585-6800 or by visiting www.ws.edu/calendar/testing/default.asp

_____ All holds must be cleared from student account (financial, traffic citations, etc.) before graduation can occur

_____ See your academic advisor for inquiries regarding course substitutions (if applicable)

_____ Complete the Cap and Gown Order Form that is mailed to students who have applied for graduation. Return the completed form to the Records department before the deadline listed in the mailing only if you plan to participate in the commencement ceremony

_____ Attend the Commencement Ceremony on the date listed in the spring Timetable of Classes (optional)

If you are unable to complete all of these requirements by the end of the semester you will need to reapply for graduation for a subsequent semester.

Student Records Department (423) 585-2693