

# GRADUATION APPLICATION AND AGREEMENT

Must be submitted to the Records Office **BEFORE** the beginning of the **FINAL** three semesters.

Student Name: \_\_\_\_\_ Union-ID #: \_\_\_\_\_

Planned Graduation Date: Month \_\_\_\_\_ Year \_\_\_\_\_ Prof. Excellence: ☐ Yes ☐ No

Degree: ☐ BA ☐ BMu ☐ BS ☐ BSN ☐ BSW ☐ AS ☐ AA

Major(s): \_\_\_\_\_

Emphasis(es): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Bulletin: \_\_\_\_\_ (Must be the same for Major, Emphasis, Minor)

*Students who maintain continuous residence may meet the requirements in the bulletin current at the time of entry or any bulletin published during the time of residence.*

**\*\*If any of the above information is a change or new, please complete the Advisor and/or Major and/or Bulletin Change Form\*\***

**DIPLOMA ORDER:** Please CLEARLY PRINT your name below **EXACTLY** as you wish it to appear on your diploma; usually your **full legal name including maiden name** avoiding initials and abbreviations.

First Name

Middle Name

Last Name

## Signatures: Please complete all pages before signing.

I agree to complete all listed courses (on the next page) in time to allow grades to be in the Records Office by the Final Grade Deadline. I agree to report any changes in plans or program to the Records Office for approval.

Student Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Dir. Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Prof. Excel. Dir. Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If Applicable*

\*Dual Degree Adv. Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If Applicable*

*Note: Failure to submit this form on time will impact processing, which may delay your graduation. Graduation Applications and Agreements submitted incomplete, will not be processed, which may delay your graduation.*

Records Only:

Records Office | Dick Building 507 | Phone: (402) 486-2529 | [records@uau.edu](mailto:records@uau.edu)

V082024

Reg Checklist  
Upload to Records Drive  
V112024

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**COURSES TO BE COMPLETED PRIOR TO GRADUATION:**

**SEMESTER 1** Term \_\_\_\_\_ Year \_\_\_\_\_ (Union College Classes)

Prefix	Number	COURSE TITLE	Cr Hrs

**SEMESTER 2** Term \_\_\_\_\_ Year \_\_\_\_\_ (Union College Classes)

Prefix	Number	COURSE TITLE	Cr Hrs

**SEMESTER 3** Term \_\_\_\_\_ Year \_\_\_\_\_ (Union College Classes)

Prefix	Number	COURSE TITLE	Cr Hrs

**SUMMER TERMS, TRANSFER CLASSES\*\*, and/or INTERNSHIPS**

Prefix	Number	COURSE TITLE	Cr Hrs	Where Class is Taken	When Taken (Term   Yr)

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**\*\* The student must request official transcripts be sent directly to the Union College Records Office after completion of these courses.**

**GRADUATION APPLICATION CHECKLIST: (To be completed by Advisor and Student)**

**COMMENCEMENT:** Commencement exercises are held in December for prospective December graduates and in May for prospective May and August graduates who qualify. All prospective graduates will be listed in the Commencement program if they have signed and returned their graduation letter to the Records Office no later than deadline listed on the graduation letter.

**You are responsible for ordering your cap and gown and announcements from the Campus Store.**

**Please confirm that you have checked the following and that based on the classes listed on the 2<sup>nd</sup> page you are scheduled to meet each of these graduation requirements:**

- |  |   |
|--|---|
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Degree(s), Major(s), Emphasis(es), Minor(s), Bulletin, and Professional Excellence information is not new or different than what Records Office currently shows. <b>(If changes are needed, please use the Advisor and/or Major and/or Bulletin Change Form.)</b> |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Credit hours, prefixes, and numbers for each course as written on Graduation Application are correct ( <i>refer to course descriptions in bulletin</i> ).   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Each course on Graduation Application is scheduled for a semester that is offered ( <i>refer to course descriptions in bulletin</i> ). i.e. Spring, Fall, even years, etc.  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Supporting Area Form ( <b><u>ONLY</u></b> Biomedical Science, General Studies, or IRR Majors)   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | 56 hours taken at a 4-year institution  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | 2.00 GPA minimum  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Next term registered courses match Graduation Application   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Less than 50% online credit hours   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Less than 50% consortium credit hours   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | BS Degree: 36 Upper Division (UD) Credits <b>OR</b> AA/AS Degree: 0 Upper Division Credits  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | BS Degree: 124 Total Credits <b>OR</b> AA/AS Degree: 62 Total Credits   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | BS Degree: 30 out of the last 36 credits <b>OR</b> 100 total credits at Union College <b>OR</b> AA/AS Degree: 24 out of the last 30 credits <b>OR</b> 50 total credits at Union College   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Does the student have a previous degree?  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Is the Student a Transfer?  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | If yes, has the student taken the correct number of Religion Courses? ( <i>See General Education Requirements for transfer students in bulletin</i> )   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Completed ALL General Education requirements  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | If applicable, completed ALL Professional Excellence requirements   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | Completed all internships, certifications (IRR), etc.   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | ALL major courses completed (grades C or above)*  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | ALL emphasis courses completed (grades C or above)*   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | ALL minor courses completed (grades C or above)*  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA | BS Degree: 12 Upper Division Hours in the Major are taken at Union College <b>OR</b> AA/AS Degree: 3 Upper Division Hours in the Major are taken at Union College   |

**\*Unless department requires a higher GPA**

Union College Records Office | Dick Building 507 | 3800 S 48<sup>th</sup> Street, Lincoln, NE 68506  
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