



# Seattle Pacific University

Student Academic Services  
3307 Third Avenue West Suite 113  
Seattle, WA 98119-1922  
(206) 281-2031 FAX (206) 281-2669

## Graduation Application Undergraduate Degree

*(Important information: please retain this page for your records.)*

You are expected to apply for graduation during **Spring Quarter** of your junior year (or as soon as you have been admitted to your major and earned 105 total credits.) You must apply to the school/department of your intended major and be formally accepted into the major before you apply to graduate. If you plan to complete a minor, you must also be formally accepted into your minor and identify a faculty advisor for your minor before you apply to graduate.

### Application Deadlines:

<u>Intending to Graduate</u>	<u>Deadline</u>
Spring/Summer	May 1
Autumn	March 1
Winter	June 1

Students who meet the graduation application deadlines will receive information on their academic progress prior to their anticipated quarter of graduation. Students who do not meet the application deadline may not receive academic progress reports or have their name appear in the commencement brochure.

### Graduation Honors

Baccalaureate degrees will be conferred with honors for undergraduate students based on the following criteria:

1. The student must have completed 75 quarter hours in residence with junior and senior standing at SPU.
2. Honors are based on the SPU cumulative GPA only.
3. All classes with course numbers between 1000 and 4999 completed at SPU are included in the GPA for honors.
4. Honors for post-baccalaureate students require the minimum GPA in the entire work necessary for the degree, including the 45 credits required at SPU.
5. Students must meet the graduation application deadlines to have honors appear in the commencement program. Graduation honors are computed for the commencement program on the basis of work completed through winter quarter for spring quarter graduates. **Students who complete degrees during summer quarter are not eligible for honors recognition until completion of all degree requirements. Honors will not appear in the commencement program for summer quarter graduates, and these students are not eligible to wear honor cords.**

<u>Honor</u>	<u>Grade Point Average</u>
cum laude	3.50-3.74
magna cum laude	3.75-3.89
summa cum laude	3.90-4.00

### What to Expect:

Within eight to ten weeks of application, you will receive a graduation progress evaluation ("grad check") from your counselor in Student Academic Services. The form will indicate how you are doing toward meeting your degree requirements, according to records in Student Academic Services. Additionally, your faculty advisor(s) will complete an evaluation of your progress toward completion of your major and (where applicable) minor.

*It is your responsibility to meet degree requirements listed in the University Undergraduate Catalog. Graduation evaluations are provided as a courtesy to help you confirm that your records of your progress and our records are in agreement. It is your responsibility to ensure that all University degree requirements are met.*

You must notify your undergraduate academic counselor in Student Academic Services if your graduation plans change, so that we can update your records. Counselors are assigned to students based on the first letter of the student's last name. To find your counselor and his/her contact information, please visit [www.spu.edu/uac](http://www.spu.edu/uac).



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### STUDENT INFORMATION (please print)

Name \_\_\_\_\_ SSN/ID \_\_\_\_\_  
Last First Middle Maiden

MAILSTOP \_\_\_\_\_ Campus Phone \_\_\_\_\_ Local Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street City/State ZIP

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
(include area code)

Name as you would have it appear on your diploma \_\_\_\_\_

### DEGREE INFORMATION (please print)

Intending to graduate: Autumn 200\_\_ Winter 200\_\_ Spring 200\_\_ Summer 200\_\_

#### Check all that apply to this degree:

- Bachelor of Art     Teaching Certificate     General Studies Contract     University Scholars
- Bachelor of Science     Second Bachelor's     Student-Designed Major

1st Major \_\_\_\_\_ Advisor \_\_\_\_\_

Concentration or area of specialization \_\_\_\_\_

2nd Major \_\_\_\_\_ Advisor \_\_\_\_\_

Concentration or area of specialization \_\_\_\_\_

Minor \_\_\_\_\_ Advisor \_\_\_\_\_

### ACADEMIC INFORMATION (please print)

List all other sources from which you are receiving transfer credits toward your degree, including AP/NLN/CLEP/IB  
\_\_ AA Degree through the Washington, Oregon or California Community College Transfer Agreement

I have read the expectations listed above and I understand that I am responsible for my progress toward graduation and the completion of my degree.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY:

Admission Term \_\_\_\_\_ Graduation GPA \_\_\_\_\_

Major Codes \_\_\_\_\_ Degree Award Date \_\_\_\_\_

Minor Codes \_\_\_\_\_ Honors \_\_\_\_\_

Entered By: \_\_\_\_\_ Entered By: \_\_\_\_\_