

# MARY BALDWIN UNIVERSITY

## MBU ONLINE

### GRADUATION APPLICATION for SEPTEMBER 2019, JANUARY 2020 or MAY 2020

*NOTE: This application is ONLY to be used for the graduation dates above!*

Please contact your advisor prior to filling out your online application to make sure you will be on track to fulfill the necessary requirements for your requested graduation date.

Your application will trigger the graduation audit process.

Deadlines to Apply:

February 1 - if you plan to graduate at the end of summer term (Sept 2019)

June 1 - if you plan to graduate at the end of fall semester (Jan 2020)

October 15 - if you plan to graduate at the end of spring semester (May 2020)

#### **STEP ONE:**

Apply here:

[Graduation Application Sept. 2019 - May 2020](#)

or

<https://goo.gl/forms/5pZKVnvFubFTLxv53>

#### **STEP TWO:**

Complete the **GRADUATION READINESS CHECKSHEET** below, and **submit the completed form to your advisor.**

***NOTE:** You **MUST** send the **GRADUATION READINESS CHECKSHEET** to your advisor!*

#### **IMPORTANT:**

Select **MBU Online** as the "**Program**" choice on your application. Do NOT select any other program or your application will not be processed.

Do NOT change your "diploma name" after your initial submission.

If you need to change the name that you want to appear on your diploma at some point after you submit your application, please contact your advisor.

# GRADUATION READINESS CHECKSHEET

**Students: Review your transcript and degree plan. Then complete this page and submit to your advisor prior to the deadline.**

Name \_\_\_\_\_

MBU ID# \_\_\_\_\_

## General requirements:

- Total hours = 120 minimum (upon completion of courses in progress)
- Minimum of 36 MBU hours
- Minimum of 18 MBU hours in Major / 9 MBU hours in Minor
- GPA = 2.0 minimum
- GPA in Major / Minor = 2.0 minimum
- Major / Minor listed correctly on transcript
- ALL COURSES**, including transfer coursework, are listed on MBU transcript.
- Is Prior Learning Portfolio (PLP) and/or CLEP credit complete and on transcript?

## Course/curriculum requirements:

- **Review your approved degree plan.** You are responsible for making sure you have completed all requirements (including any MFAT if part of the major). Upon submission of this application an audit of your MBU transcript and degree plan will be done. **Please note any approved course substitutions below:**
  
- **Inform your instructors that you are a graduating senior in your final semester.** Graduating seniors have earlier course deadlines in the final semester. To aid the audit process, please list courses for which you are enrolled or plan to enroll to finish your degree (**include ET's, I's, AND coursework from other institutions by semester**):

## Meeting graduation requirements:

- Approval of this application does not constitute a guarantee of graduation. It is incumbent on the student to complete all requirements.
- **This form must be sent to your advisor.**

NOTE: If you plan to begin the PBTL program directly after graduation, please complete a PBTL application and speak with your advisor about requirements.

\_\_\_\_\_  
Signature\* of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature\* of Advisor

\_\_\_\_\_  
Date

\*Typed names constitute signatures.