ARE YOU READY TO GRADUATE?

If your anticipated graduation is **May or August 2020**: this application is due to your first major adviser no later than 10/15/2019 and is due to the Office of the Registrar by 11/15/2019.	If your anticipated graduation date is **December 2020 or later**: **DO NOT COMPLETE THIS FORM**. You will apply for graduation online via MyMadison beginning 05/01/2020.

To be considered for graduation, undergraduates must:

- earn at least 120 semester hours with a cumulative GPA of 2.0 or better.
- earn at least 50% of the required 120 semester hours from a four-year institution.
- earn at least 25% of the required 120 semester hours at JMU.
- satisfy general education requirements.
- satisfy course requirements for the specific degree (BA, BBA, BFA, BIS, BM, BS, BSN, BSW).
- satisfy course requirements for the major program with a 2.0 GPA or better.

Graduation Checklist
** MAY/AUGUST 2020 GRADUATES ONLY **

1. If you intend to graduate in May 2020 or August 2020, complete a paper [Application for a Bachelor's Degree](). Be sure to include the anticipated date (month and year) you plan to complete requirements. List the courses/requirements you are currently completing as well as the courses/requirements you intend to complete during your final semester. (**IMPORTANT**: If you plan to participate in the May ceremony but will be registering for your final hours in the subsequent summer term, you must indicate August as your anticipated graduation date or you will not be able to register for summer classes.).
December 2020 graduates will apply for graduation online via MyMadison beginning May 1, 2020.
2. Present your application, along with any additional documents (academic requirements report, unofficial transcript, etc.) required by the department, to your major advisor by the application deadline.
3. Login to [MyMadison]() and click on the My Graduation tab to notify us if you will be attending the commencement ceremony. If you have questions, please refer to the [My Graduation tutorial]().
4. Watch your JMU email account for the Senior Evaluation from the Registrar's Office. All questions and issues on the evaluation must be resolved before your degree can be conferred.
5. Contact the JMU Bookstore for information about ordering graduation announcements, caps and gowns.
6. Satisfactorily complete all remaining required course work.

How do I know if I'm eligible for graduation honors?

To be considered for graduation honors, students who enter JMU for the first time in Fall 2015 and thereafter need at least four regular semesters (fall and spring) at JMU, a minimum of 60 attempted and earned credit hours at JMU, and a minimum grade point average of 3.50 at JMU (including any work completed as a Dual Enrollment student prior to undergraduate matriculation, and/or any work attempted and earned beyond four semesters or 60 credit hours). For students who entered JMU for the first time prior to Fall 2015, please consult the undergraduate catalog for information regarding graduation with honors for the year in which

Honors	Grade Point Average
Cum laude	3.5—3.699
Magna cum laude	3.7—3.899
Summa cum laude	3.9 and above

you first enrolled at JMU. Graduation honors noted in the commencement program will be based on the grade point average at the end of the semester preceding the semester in which final graduation requirements are met. For students who participate in the May ceremony but complete requirements in summer session, the honors noted in the commencement program will be based on the grade point average earned at the end of the preceding fall semester. Final graduation honors recorded on the diploma and transcript will be determined by the grade point average at the end of the semester in which all graduation requirements are met.

How can I find out about the status of my degree application? **(MAY/AUGUST 2020 GRADUATES ONLY)**

When the Registrar's Office receives your application from your major department office, an email will be sent to your JMU email account to notify you of its receipt. After we have evaluated the application, you will receive a personalized Senior Evaluation from the Registrar's Office in your JMU email account noting any deficiencies. All questions/issues on the evaluation must be resolved before your name will be placed in the commencement program. Approximately one month before your graduation day, you will receive an announcement letter in your JMU email account with information about the ceremony and various commencement activities.

Can I walk in the May or December graduation ceremony if I will complete requirements at a later date?

All graduation requirements must be met in the semester for which you have applied to graduate. Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor may students participate in the May commencement if their requirements will be met in the coming fall semester. Students are permitted to participate in the May ceremony if all requirements for graduation will be completed during the subsequent summer session, but the diploma will not be awarded until the end of the summer term and will be given an August conferral date. If you apply for May graduation and subsequently need to change your anticipated graduation date from May to August, please send an email requesting the change from your JMU email account to [graduation@jmu.edu]().

Instructions for Completing Application for a Bachelor's Degree

> **It is the applicant's responsibility to secure the necessary signatures and to submit this application to the Office of the Registrar by the published deadline.**

Legibly print or type all information requested on this application. The form must be submitted intact to your first major adviser by the deadline listed below. If you are completing requirements for a minor and/or second major, you will need to take this application to your minor adviser (if applicable), then to your second major adviser (if applicable), and then to your first major adviser. In order to meet the application deadline, you will need to allow additional time for the minor/second major adviser to review and evaluate the application before submitting it to your first major adviser.

Please check with your major and/or minor adviser(s) to determine if there are any application procedures that may be specific to that school or department, and whether any additional documents (unofficial transcript, academic requirements report, etc.) should be attached to your application prior to submission.

If your anticipated graduation is **May or August 2020**, then this application is due to your first major adviser no later than 10/15/2019 and is due to the Office of the Registrar by 11/15/2019.	If your anticipated graduation date is **December 2020 or later**: **DO NOT COMPLETE THIS FORM**. You will apply for graduation online via MyMadison beginning 05/01/2020.

Items 1-3	Legibly print or type your full legal name (including your middle name and suffix, if applicable) and your student ID number. Print your permanent address, your JMU email address and a non-JMU email address for alumni relations. Update your permanent home address and other contact information in your MyMadison account if that information has changed. Your diploma will be sent to the permanent home address that appears in MyMadison.
Item 4-5	Indicate the degree for which you are a candidate (if you are completing two different degree programs, you will indicate your second degree type next to your second major in section 7). Indicate the month and year of your anticipated graduation date. If you plan to participate in the May ceremony but will be registering for your final hours in the subsequent summer term, you must indicate August as your anticipated graduation date or you will not be able to register for summer classes. Please note: all graduation requirements must be met in the semester for which you have applied to graduate. **Students may not participate in the December commencement if their requirements will be met in the coming spring semester, nor may students participate in the May commencement if their requirements will be met in the coming fall semester.**
Item 6	Write your total number of earned credit hours to date (not including credit hours for courses that you have not yet completed). A minimum of 120 earned credit hours is required to be eligible for a bachelor's degree.
Item 7	Print your major, concentration, and minor programs. If you are completing two different degree programs, print the second degree type next to the second major. Check the first box to indicate if you are completing your final courses at another institution (Permission to Transfer Credit form with dean's approval required). Check the second box to indicate if you are completing requirements for teacher licensure.
	List the courses you are **currently** completing in your first and second major and/or minor programs. Do not list General Education, BA/BS requirements, and university elective courses. Courses may be listed in terms of course levels (e.g., POSC 300 or 400 level) rather than specific course numbers (such as POSC 302) if specific course numbers are not required. Please indicate the minimum grade required in the course to meet graduation requirements (e.g., all SOWK courses require a grade of "C" or better). **If no minimum grade is indicated, any passing grade will be considered the minimum grade requirement.** *A minimum major/minor GPA of 2.0 is required for all programs regardless of the minimum grade required for specific courses.*
	List the courses you **intend to complete** in your first and second major and/or minor programs. List the date by which the courses will be completed.
Item 8	Check the box to indicate if a major program requires completion of an additional major or minor program (e.g., quantitative finance majors are required to complete minors in both math and economics). Write the major program and the additional program requirement(s) in the spaces provided.
Items 9-10	The appropriate adviser(s) and academic unit head(s) must sign the application before it is submitted to the Office of the Registrar.

Major and/or minor program advisers are responsible for verifying declared major and/or minor requirements, as well as any bachelor's degree requirements for degrees other than the BA and BS. The Registrar's Office is responsible for verifying university requirements (120 credit hours, 2.0 cumulative GPA, etc.), degree requirements for BA/BS programs, and general education requirements. An electronic Senior Evaluation will be sent to your JMU email address indicating the status of your application after it is received in the Office of the Registrar. Any deficiencies will be marked in the 'Deficient' and 'Notes' columns of the evaluation. Contact the Office of the Registrar at graduation@jmu.edu if you believe any information on the evaluation is incorrect.

James Madison University

APPLICATION FOR A BACHELOR'S DEGREE

(See instructions)

1. Full Legal Name and Student ID Number

Last	First	Middle	Suffix	Student ID Number

2. Permanent Home Address and JMU Email

_____@dukes.jmu.edu

Street	City	State	Zip	JMU Email

3. Alumni Email

4. Degree (CHECK ONLY ONE)

5. Anticipated Date of Graduation

6. Earned Credit Hour Total

_____

Your time as a student may be ending, but your relationship with your alma mater is just beginning. Stay connected by providing a non-JMU email.

B.A.	[ ]	B.M.	[ ]
B.B.A.	[ ]	B.S.	[ ]
B.F.A.	[ ]	B.S.N.	[ ]
B.I.S.	[ ]	B.S.W.	[ ]

May 2020 [ ]

Aug 2020 [ ]

120 minimum required for degree eligibility.

7. Majors and Minors

Second Major: _____

Concentration   Degree (if two degrees)

Minor(s): _____

_____

Do not list Gen Ed, BA/BS, or university elective courses.

Required minor and/or second major courses you are currently completing:

Course   *Grade Required

Required minor and/or second major courses you intend to complete:

Course   *Grade Required

When will you complete these courses? _____

First Major: _____

Concentration

[ ] Check here if you have received permission to complete your final courses at another institution.

[ ] Check here if you're completing requirements for teacher licensure.

Do not list Gen Ed, BA/BS, or university elective courses.

Required first major courses you are currently completing:

Course   *Grade Required

Required first major courses you intend to complete:

Course   *Grade Required

When will you complete these courses? _____

8. [ ] **Check here if a major program listed above requires completion of an additional major or minor program in order to fulfill major requirements.**

Indicate major: _____   Indicate additional required program: _____

If no minimum grade is indicated, any passing grade will be considered the minimum grade requirement.
A minimum major/minor GPA of 2.0 is required for all programs regardless of the minimum grade required for specific courses.

Course directives and waivers are no longer accepted on the graduation application.
All course directives and waivers must be submitted by the department to the Registrar's Office via the online course directive/waiver workflow.

I have checked the record of this applicant for graduation against the required courses. The applicant will fulfill requirements in the major and minor fields upon (1) successfully completing the courses listed above and (2) achieving a cumulative grade point average of 2.0 or better in all major and minor program(s).

9. Adviser Signature(s)

Minor	Date	Minor	Date	Second Major	Date	First Major	Date

10. Academic Unit Head Signature(s)

Minor	Date	Minor	Date	Second Major	Date	First Major	Date

1/16/2020