

**Clayton State University**  
**College of Professional Studies**  
**Graduation Application**

CERTIFICATE

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Congratulations! You are fast approaching the completion of your certificate/degree. In order to be sure that you have completed all of the necessary requirements, please complete the attached worksheets. Applications are reviewed in the order they are received. Please be advised the processing time can be several months. Graduation evaluations are sent to your CSU e-mail account.

**Please make sure you keep a copy of your worksheets.**

Return your completed application to the Registrar's Office located in STC 216.

**Applications must be received by the published deadline in order to guarantee your certificate/degree will be awarded at the end of the term for which you have applied.**

Return your completed application to the Registrar's Office located in the Student Center, Room 216.

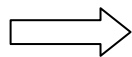
**DO NOT LEAVE YOUR APPLICATION WITH YOUR ADVISOR.**

Application deadlines are as follows:

**Fall Semester – June 1**

**Spring Semester – September 15**

**Summer Semester – January 30**



Instructions can be found on the next page.

## INSTRUCTIONS FOR COMPLETING YOUR WORKSHEETS

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1. Obtain a current copy of your student transcript from the Registrar's Office. If you are currently enrolled, you may also access this information off of the CSU web page via the DUCK – <http://duck.clayton.edu> Click on Student Academic Summary.
2. Complete all the worksheets attached to your packet.
3. Write the courses you will be using to satisfy your degree requirements in the column labeled COURSES. Please list ONLY those courses used to satisfy your requirements.
4. Write the grade you received in the GRADE column. Please note, transfer credits are denoted by the letter "T". It may appear as "TR" or, it may be a "T" and the grade you received in the course – example "TA". Please put whichever is appropriate in the GRADE column.
5. Write the number of credit hours earned in the HOUR column.
6. Area IV / A-F (semesters) refer to your freshman and sophomore level major courses if applicable. Please consult your college catalog for specific requirements for your major and degree.
7. All baccalaureate candidates must complete a worksheet covering the core curriculum and Area IV, or A – F under semesters.
8. If you have not yet taken the course, please indicate this information in the FUTURE/COMMENTS column. For example, if you will be taking ACCT 2201 during the Spring Semester '07, put ACCT 2201 in the COURSE column and SP '07 in the FUTURE/COMMENTS column. The purpose of this is to make sure that you are taking the correct course and if there is a problem, we can correct the problem before it occurs. You do not need to notify the Registrar's Office if the semester in which you plan to take the course changes.
9. Make a **copy** of your worksheet **before** you turn it in to the Registrar's Office. The Registrar's Office will not be able to provide you with a copy, and the summary you receive back will not make sense unless you have your worksheet that you can refer to.
10. You must have an approved course substitution form on file in the Registrar's Office if you will be using any course other than what is listed in the catalog for your major. Please consult with your advisor regarding course substitutions.
11. What do I do if I have already received a graduation evaluation but I did not graduate in the semester that I initially applied? If you kept a copy of your worksheets, all you need to do is make another copy and update that to reflect your current status. Submit the new copy to the Registrar's Office. If you did not keep a copy of your worksheets, it will be necessary for you to complete a new set.

**Please return the attached graduation application and worksheets to the Registrar's Office (located in the Student Center, Room 216) by the application deadline.**

## TIPS

- **Legislative Requirements:** The State of Georgia requires any person receiving a degree from a state supported college, must demonstrate knowledge of the history and constitution of the United States and Georgia. Successful completion of HIST 2111 or 2112 and POLS 1101 taken from a school within the University System of Georgia will satisfy this requirement. If you have transferred credit for HIST 2111 or 2112 and/or POLS 1101 from an out of system school, please contact the Testing Center 678-466-4495 regarding the legislative exam. **Please check the DUCK to determine whether or not you have satisfied this requirement.**
- **Lab Science Sequence:** You must have a lab science in Area D for a bachelor's degree. Certificate and Associate of Applied degree programs may be exempt. Please consult your catalog for specific requirements pertaining to your major.
- **College Preparatory Curriculum (CPC):** Courses used to satisfy a CPC deficiency may not be applied towards your degree. You may view your CPC status on the DUCK. Certificate, Associate of Applied Science and Bachelor of Applied Science degree programs are exempt from CPC requirements.
- **Residency Requirement:** The residency requirement refers to the number of credit hours that must be taken at CSU in order to graduate. For the Associate degree, a minimum of 21 semester hours taken in residence is required. At least 12 of the 21 hours must be in Area F or their field of study. For the Baccalaureate degree, a minimum of 30 semester hours in residence is required. At least 21 of the 30 hours must be upper division hours counted toward program requirements other than free electives. **Individual schools within Clayton State may specify additional requirements. Please consult your catalog for details.**
- **Graduation Ceremony:** Information regarding participating in the graduation ceremony for associate and bachelor programs will be mailed to you approximately 6 weeks before the ceremony date. Summer and Fall graduates are eligible to walk in the December ceremony, while Spring graduates will walk in the May ceremony. If you need information regarding the purchase of your cap and gown, invitations, etc., please contact the Campus Store. Ceremony for certificate graduates is held in May or June each year.
- **Diplomas:** Diplomas are ordered at the end of each semester. **Processing time is generally 8 weeks. You will be notified by mail when your diploma is ready.**
- **Name Changes:** If your name changes **AFTER** you have already submitted your graduation application to the Registrar's Office, you must submit a written request to change the name on your diploma. **In addition, you must submit a second request to the Registrar's Office to change your name on your permanent records.** It will be necessary for you to provide legal documentation in order to change your name on your permanent records. **Your name change request must be received before the end of the term in which you have applied to graduate.**
- **Address Changes:** Please check your address via the DUCK. We must have your correct address on file. You may change your address by calling 678-466-4145.

# GRADUATION APPLICATION

Name		
Laker I.D.#		
Address		
Phone	Day	Night
E-Mail		

Check the appropriate boxes below. Indicate the semester and year you will complete your degree requirements.			
<b>Fall</b> (December) Application Deadline: <b>June 1</b> <input type="checkbox"/>	<b>Spring</b> (May) Application Deadline: <b>September 15</b> <input type="checkbox"/>	<b>Summer</b> (August) Application Deadline: <b>January 30</b> <input type="checkbox"/>	<b>Year</b>  20____

*Please Note:* **Graduation applications are reviewed in the order they are received. An application that is late will not be reviewed for the semester submitted but will be reviewed for the next semester. For example, if student submits an application on September 16, the application will be reviewed for Summer (August) graduation not Spring (May) graduation.**

Degree Information – Please indicate the following below:		
1. Degree	2. Major	3. Catalog Year
Bachelors <input type="checkbox"/>		
Associate <input type="checkbox"/>		
Certificate <input type="checkbox"/>		

Please **PRINT LEGIBLY** in the box below, exactly how you would like your name to appear on your diploma.

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

**Please return your graduation packet to the Registrar’s Office (STC 216)  
by the published application deadline.**

**DO NOT LEAVE YOUR APPLICATION WITH YOUR ADVISOR.**

