



## Clayton State University Graduation Application

Congratulations! You are fast approaching the completion of your degree. In order to be sure you have completed all the necessary requirements, please complete the attached application.

Return your completed application with the \$35 graduation application fee to the Registrar's Office located in STC 239. **Applications must be received by the published deadline.**

There are several key points you should be aware of:

- The application fee of \$35 must be paid when the application is turned in.
- Applications are reviewed in the order they are received.
- Processing time of applications can be several weeks. You are urged not to wait until the deadline.
- Please make sure you keep a copy of your application.
- Graduation Evaluations are sent to your Clayton State University e-mail account



**Do not leave your application with your advisor. It is your responsibility to see that it is submitted to the Registrar's Office by the published deadline. The Registrar's Office will not accept late applications**


### **Application Deadlines:**

<b>Fall Semester</b>	<b>June 1</b>
<b>Spring Semester</b>	<b>September 15</b>
<b>Summer Semester</b>	<b>January 30</b>

## INSTRUCTIONS FOR COMPLETING YOUR WORKSHEETS

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1. Go to <http://duck.clayton.edu/> to obtain a copy of your academic record.
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 credit is 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. **DO NOT WRITE IN THE GRADE COLUMN IF YOU HAVE NOT COMPLETED THE COURSE.**
5. Write the number of credit hours earned in the HOUR column. If you completed a course under the quarter system, cross out the semester hours, and write in the quarter equivalent.
7. All baccalaureate candidates must complete a worksheet covering Areas A – F.
8. If you have not yet taken the course, please indicate this information in the future column. For example, if you will be taking POLS 1101 during the Spring Semester 2011, put POLS 1101 in the course column and SP11 in the future 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.
8. **Make a copy of your worksheet before you turn it into 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.
-  9. **Submit your graduation application along with the \$35.00 graduation application fee to the Registrar's Office (located in the Student Center, suite 239) by the application deadline.** Graduation applications are reviewed in the order they are received. **Late applications will not be accepted.**
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?** You will need to contact the Registrar's Office to move your graduation date.

## TIPS

- **Time Requirement:** This application will take a *minimum* of 30 minutes to complete. Please do not wait to the last minute to complete your application. It is highly recommended to meet with your advisor prior to completing your application.
- **Legislative Requirement:** The State of Georgia requires any person receiving a degree from a state supported college, to demonstrate knowledge of the history and Constitution of the United States and Georgia. Successful completion of HIST 2110 or HIST 2111 or HIST 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 2110/HIST 2111/HIST 2112 or POLS 1101 from an out of system school, please contact the Assessment Center regarding the legislative exams. **Please check the DUCK to determine whether or not you have satisfied this requirement.**
- **Lab Science Sequence:** You must have a lab science sequence in Area D. (Certificate and Associate of Applied degree programs are exempt.) Please consult your catalog for specific requirements pertaining to your major.
- **Grade/GPA Requirements:** You must meet the all grade/GPA requirements for your degree. 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.
- **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. 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 of the University may specify additional requirements. Please consult your catalog for details.**
- **Graduation Ceremony:** Information regarding participating in the graduation ceremony 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 would like to participate in the graduation ceremony, you must attend the ceremony associated with your graduation date. You will not be given the opportunity to participate in a later graduation ceremony.** If you need information regarding the purchase of your cap and gown, announcements, etc. please contact the Campus Store.
- **Diplomas:** Diplomas are ordered at the end of each semester. **Processing time is generally 8-10 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 and on your permanent records to the Registrar's Office. 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 on file by submitting a written request to the Registrar's Office.



Clayton State University  
Graduation Application

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Laker ID: \_\_\_\_\_ CSU Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_  
Do you have an Associate Degree? (Please select one) YES NO  
If yes, what is the name of the degree granting Institution? \_\_\_\_\_

Indicate the Semester and Year you are applying to graduate:  
 Fall       Spring       Summer      20\_\_\_\_\_  
 Certificate       Associate       Bachelor  
Major: \_\_\_\_\_ Administrative Management \_\_\_\_\_  
Minor/Concentration: \_\_\_\_\_ Administrative Services \_\_\_\_\_

**This application is for students using the 2008-2009 Academic Catalog**

Please print legibly in the box below, EXACTLY how you would like your name to appear on your diploma. If this information changes between now and the time you graduate, you must notify the Office of the Registrar in WRITING to change the name on your diploma.

\_\_\_\_\_

**Please be aware that it is highly recommended to meet with your advisor to complete the graduation application. Not doing so, may result in a delay in the awarding of your degree or the need to take additional classes. Please meet with your advisor prior to turning your graduation application in! Do not leave your application with your advisor.  
IT IS YOUR RESPONSIBILITY TO TURN YOUR APPLICATION IN TO THE REGISTRAR'S OFFICE**

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

<b>Name:</b>	<b>Graduation Date:</b>
<b>Laker I.D. #:</b>	<b>Catalog Year:</b> 2008-2009
<b>Major:</b> Bachelor of Applied Science - Administrative Management Administrative Services Supervision Concentration	<b>Revised Date:</b>

**Legislative & Regents' Test Requirements: Please indicate the status of each with a √ :**

Requirement	Satisfied	Not Satisfied
U.S. History		
Georgia History		
U.S. Constitution		
Georgia Constitution		
Regents' Test- Writing		
Regents' Test- Reading		
BAS Writing Assessment		

Required Course	Grade	Credit	Comments
<b>Area A- Essential Skills (9 hours)</b>			
A1	ENGL 1101	3	
A1	ENGL 1102	3	
A2	<b>Select one:</b> MATH 1101, MATH 1111, MATH 1113, MATH 1501	3	
<b>Area B- Critical Thinking &amp; Communications (4 or 5 hours)</b>			
B1	CRIT 1101	3	
B2	<b>Complete 1-3 hrs.:</b> COMM 1001 (1), COMM 1002 (1), COMM 1110 (3), FREN 1002 (3), SPAN 1002 (3),	1-3	
<b>Area C- Humanities (6 hours)</b>			
C1	<b>Select one:</b> ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, FREN 2001, FREN 2002, PHIL 2201, PHIL 2601, SPAN 2001, SPAN 2002	3	
C2	<b>Select one:</b> ART 2301, ART 2302, CMS 2100, FREN 2001, FREN 2002, MUSC 2101, MUSC 2301, PHIL 2401, SPAN 2001, SPAN 2002, THEA 1100	3	
<b>Area D- Natural Sciences Mathematics and Technology (10 hours) - <a href="#">Must complete sequence</a></b>			
D1	<b>Select one:</b> BIOL 1111, CHEM 1151, PHYS 1111	3	
D1	<b>Select one:</b> BIOL 1111L, CHEM 1151L, PHYS 1111L	1	
D1	<b>Select one:</b> BIOL 1112, CHEM 1152, PHYS 1112,	3	
D1	<i>This space is for math/science majors only</i>	1	
D2	<b>Select one:</b> MATH 1221, MATH 1231, MATH 1241, MATH 1113, MATH 1501, MATH 2502, [CPTG 1010 & CPTG 1111], CSCI 1301, SCI 1901	3	
<b>Area E- Social Sciences (12 hours)</b>			
E1	POLS 1101	3	
E2	<b>Select one:</b> HIST 1111, HIST 1112, SOSC 2501	3	
E3	<b>Select one:</b> HIST 2111, HIST 2112	3	
E4	<b>Select one:</b> PSYC 1101, SOCI 1101	3	
<b>Career Block (38 hours)</b>			
<b>Degree Awarded (Select one):</b> Associate of Applied Science		Associate of Applied Technology	
<b>Date Awarded (Please complete):</b>			
<b>Institution granting degree (Please complete):</b>			
<b>Program Major (Please complete):</b>			

	Grade	Credit	Comments
<b>Upper Division Major Requirements (31 hours) – Administrative Services Supervision Concentration</b>			
Required for all concentrations			
ENGL 3900 or COMM 3300		3	
TECH 3101		3	
TECH 3104		3	
TECH 3111**		3	
TECH 4115		3	
TECH 4850		1	
<b>Administrative Services Supervision Concentration</b>			
<b>Take 5 courses-15 hours listed below</b>			
OFFC 3810		3	
OFFC 3510		3	
TECH 3112***		3	
TECH 3115		3	
TECH 3160		3	
<b>Related Electives (6 hours)</b>			
<b>Select two courses from below; you must meet the prerequisites for the courses you select</b>			
FINA 3100		3	
HMSV 3010		3	
HCMG 3101		3	
HCMG 3112/3112L		3	
HFMG 3110		3	
MGMT 3101*		3	
MGMT 3520		3	
MGMT 4520		3	
MKTG 3100		3	
MKTG 3101*		3	
OFFC 4098		3	
OFFC 4800		3	
TECH 3120		3	
TECH 3130		3	
TECH 4101		3	
TECH 4111		3	
TECH 4120		3	
TECH 4130		3	
TECH 4800		3	
<b>Free Elective (3 hours)</b>			
<b>Select any upper division (3000-4000 level) course:</b>			
		3	

Note: Students should be aware that a course cannot be counted in two places, so if a course originally taken for the career block is applied to Areas A-E, then the student may be required to take additional career block work to equal 38.

Students should be aware that certain courses require prerequisites, particularly upper-division courses. Consult the Academic Catalog for course requirements and plan accordingly.

\*Preferred electives for students planning to continue to a MBA program.

\*\*Students with credit for ECON 2105-2106 may exempt this course and take an additional upper division elective.

\*\*\*Students with credit for ACCT 2101-2102 or OFF 2250-2251 may exempt this course and take an additional upper division elective

**You MUST have credit for 40 hours on this page**

**Please write any questions or concerns on the back of this form.**

**Turn this form into the Office of the Registrar (STC- 239) by the published deadline.  
Late applications will NOT BE ACCEPTED.**