

TO: Potential 2009-2010 Graduates

FROM: Cathy Day, Registrar

DATE: September, 2009

Congratulations!

We have you on our list of potential 2009-2010 graduates. Following are a number of items that are very important as you finish up your work at Carroll.

- 1) **Graduation evaluation of credits and courses:** Enclosed is a copy of your graduation evaluation showing exactly which courses you have left to complete. Please look this over very carefully. I will use this evaluation to determine if you have earned your degree and should receive your diploma. If you and your advisor know that a requirement has changed or that you are substituting one class for another, it is very important that I have this information as well. From past experience, I've learned that it is much easier to resolve these discrepancies now, rather than next summer when the faculty members are gone from campus, you've been offered the perfect job or admittance to a top graduate school, and I can't award your degree because of a missing requirement. If you feel an adjustment needs to be made to this evaluation, you can:
 - Contact me
 - Ask your advisor to contact me
 - If applicable, submit a completed course waiver/substitution form to the Registrar's Office

- 2) **Graduation Application:** Complete the enclosed graduation application and return it to the Office of the Registrar by November 6, 2009. If your application is submitted late, that may have an adverse effect on your inclusion in the graduation process and the actual commencement ceremony. **In addition, you'll be charged a \$50 late fee.** You'll find that **your advisor needs to sign your application.** This may be a good time to meet regarding your remaining requirements. If you do not plan to graduate this year, complete items 1 - 5 and 13. Write on the top of the form, "Will not graduate until _____." and return to the Registrar's Office.

- 3) **A couple of things to keep in mind:**
 - Only **2 PE** activity credits count toward the **122 credits** required to graduate.
 - Not all Military Science credits count toward the 122 credits required to graduate.
 - If you **repeat a course** in which you've earned a grade of "D", the course will only count **once** toward the 122 credits.

4) **Graduation with distinction and graduation with honors:**

- Students who graduate with a 3.25 cumulative GPA and who successfully complete an honors thesis will graduate with honors. For transfer students to be eligible for graduation with honors, you must have completed 60 semester hours of course work at Carroll College. The graduation honors levels are cum laude, magna cum laude, maxima cum laude and summa cum laude.
- Graduates with a 3.50-4.00 cumulative GPA will receive the “Graduation with Distinction” notation. For transfer students to be eligible for graduation with distinction, you must have completed 60 semester hours of course work at Carroll College.
- The calculation of cumulative grade point average and accumulated credits includes only credits and grades earned at Carroll College.
- ***Please keep in mind that the Commencement booklet is printed many weeks before final spring grades are submitted. Therefore, the grade point average and the 60 credit cut-off for transfers used to determine graduation with honors or graduation with distinction are your grade point average and credits at the conclusion of Fall 2009 semester.***
- If you graduate with honors, it is assumed that you are graduating with distinction. Therefore, only the honors notation will be printed.

5) **Career Counseling Information:** Now is the time to begin working with the Career Center to establish employment contacts or make arrangements for graduate school.

6) **PE Center Setup:** If you have special needs with regard to the physical set-up for the graduation ceremony (wheelchair ramp, etc.) please contact the Registrar’s Staff this fall at the numbers/addresses shown below or attach a note to your application when you submit it.

7) **Graduation Fee:** Included in your Spring 2010 charges will be the \$130.00 graduation fee. This amount is due whether or not you choose to participate in the Commencement ceremony.

If you have any questions or concerns about your remaining requirements, your graduation application or anything regarding graduation, please contact me at **447-5437** or cdday@carroll.edu

Feel free to stop by the Registrar’s Office in O’Connell Hall to meet with me or schedule an appointment.

I look forward to working with you as you complete your degree. Again, congratulations on your continued success at Carroll!