**Graduation** **Check** **Form** **Complete** **and** **submit** **to** **Academic** **and** **Student** **Services**

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| **Student** **Information** |  |
| **Last** **Name,** **First** **Name,** **MI** | **Phone** **Number** | **Campus** **ID** |
| **Email** **Address** | **Expected** **Graduation** **Term** **Spring** **Summer** **Fall** **20\_\_\_\_\_\_** | **Academic** **Plan** **/** **Sub-Plan** **(BATCMG-TM,** **BATN-PP,** **BETB-MT,** **etc.)** |

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| **Current** **and** **Future** **Transfer** **Courses** **Required** **for** **plan/subplan** |
| **Institution** | **Term** **(S12,** **etc.)** | **Subject** **(ENGL,** **etc.)** | **Catalog** **No.** **(302,** **etc.)** | **Units** **(credit** **hrs.)** | **Class** **Title** **(Technical** **Writing,** **etc.)** | **OFFICE** **USE** **ONLY** |
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| **Current** **and** **Future** **K-State** **Courses** **Required** **for** **plan/subplan** |
| **Term** **(S21,** **etc.)** | **Subject** **(ENGL,** **etc.)** | **Catalog** **No.** **(302,** **etc.)** | **Units** **(credit** **hrs.)** | **Class** **Title** **(Technical** **Writing,** **etc.)** | **OFFICE** **USE** **ONLY** |
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| **Signatures** |
| **1** | **Student’s** **Name** **(Please** **Print)** | **Student’s** **Signature** | **Date** **(MM/DD/YY)** |
| **2** | **Advisor’s** **Name** **(Please** **Print)** | **Advisor’s** **Signature** | **Date** **(MM/DD/YY)** |
| **3** | **Academic** **and** **Student** **Services** **Name** **Kathy** **Sanders** | **Academic** **and** **Student** **Services** **Signature** | **Date** **(MM/DD/YY)** |

**45** **Upper** **Level** **Cr** **Hr** **Check** **K-State** **8** **Check** **Application** **Status** **Emailed** **Yes** **No** **N/A** **Yes** **No** **AP** **DN** **Met** **All** **Req** **Date:**

**Rev** **4/1/22**

**Instructions** **for** **Completing** **the** **Graduation** **Check** **Form**

***Purpose*** ***of*** ***this*** ***Form:***

The Graduation Check Form is to be completed by the student ***during*** ***the*** ***semester*** ***before*** ***graduating***. You and your advisor will use the data on this form and the appropriate DARS report to ensure that all degree requirements are (or will be) met. The intent of this process is for you to have a clear plan, including an up-to-date DARS report that reflects all in-progress and past coursework, ***before*** beginning the semester of graduation.

***Specific*** ***Instructions*** ***for*** ***Completing*** ***this*** ***Form:***

Part 1: Student Information

Complete the student information section, including your campus ID (also referred to as the WID – found in the upper left corner of your ID card), the term for which you plan to apply for graduation, and your academic plan and sub-plan (if applicable).

Part 2: Current and Future Transfer Courses Required for this plan/subplan

List any courses you are or will be taking at other institutions that will apply toward this plan/subplan. Previous coursework for your degree should already be listed in your DARS report. NOTE: The student is responsible for requesting official transcripts from other institutions. Delays in receiving transcripts from other institutions may delay the awarding of your K-State degree.

Part 3: Current and Future K-State Coursework Required for this plan/subplan

List all K-State courses for the current semester and future semesters that will apply toward this plan/subplan. Remember to list any K-State courses for which you received a grade of “I” (incomplete) that are required to meet the graduation requirements.

Part 4: Signatures

Review the course information on the form with your advisor. Once everything is correct, sign and return this form to Academic and Student Services.

***Deadline*** ***for*** ***submitting*** ***this*** ***form:***

• **The** **deadline** **for** **spring** **and** **summer** **graduation** **candidates** **is** **October** **15** **during** **the** **semester** **prior** **to** **graduation.**

• **The** **deadline** **for** **fall** **graduation** **candidates** **is** **March** **15** **during** **the** **semester** **prior** **to** **graduation.**