



Office of Student Records
800 Lakeshore Drive
Birmingham, AL 35229
Ph: (205) 726-2911 Fax: (205) 726-2908

Required information:

Anticipated Actual Graduation Year: _____

Anticipated Actual Graduation Term: _____
(Fall, Spring, Summer)

Walk Early Term: _____ (Additional paperwork required.)

APPLICATION FOR UNDERGRADUATE DEGREE

It is the responsibility of the student to properly declare an academic program, including all majors and minors, by the beginning of the junior year. By the beginning of the senior year, the student should submit a completed Application for Undergraduate Degree to Student Records to begin the graduation check-out process. Student Records will contact the student's advisor-of-record and conduct a graduation degree audit based upon the student's declared academic program. **IMPORTANT:** An undergraduate student may not be graduated without completing the degree requirements listed on his/her degree audit. Once this application has been submitted to Student Records and the degree audit completed, the student will receive the official audit results via his/her Samford University e-mail. **STUDENTS:** If your academic program needs to be updated, please submit a completed Change of Academic Program form with this application; these forms are available in Student Records and in most academic departments. You must apply to graduate by the application deadline before a degree audit will be performed to evaluate your projected completion of degree requirements. **IMPORTANT NOTE:** Submission of this application is not a guarantee that you will be graduated, nor is it a certification that you have completed all requirements for graduation.

Deadlines for Application to Graduate: Fall – April 1st; Spring – October 1st; Summer – February 15th

PERSONAL INFORMATION

Name: _____ SUID Number: 9 _____
Last First Middle

Local Address: _____
City State Zip

Local Phone: _____ Samford E-mail Address: _____@samford.edu

NAME TO BE PRINTED ON DIPLOMA: _____
(Please print name clearly exactly as you wish it to be on your diploma.)

HOMETOWN & STATE (or COUNTRY): _____
(List only one for both the commencement program and newspaper notification.)

Please check one of the following:

When my diploma is ready (approximately one month after Commencement):

_____ I will pick it up in Student Records.

(When diplomas are ready for pickup, notification will be sent to the student's Samford e-mail address.)

_____ Mail my diploma to me. (If not the same address as that listed above, please enter mailing address below):

Questions or concerns? E-mail dkcrowso@samford.edu or contact by phone at 726-2589.

Write or e-mail the Dean of Academic Services (pgaucoin@samford.edu) if you cannot attend the commencement ceremony.

ACADEMIC INFORMATION (Use 3-4 digit major/concentration/minor codes, if known)

1st Degree: Bachelor of _____ 1st Major: _____ Conc: _____ Minor: _____
(Arts, Music, Science, etc.) 2nd Major: _____ Conc: _____ 2nd Minor: _____

2nd Degree: Bachelor of _____ 1st Major: _____ Conc: _____ Minor: _____
(Arts, Music, Science, etc.) 2nd Major: _____ Conc: _____ 2nd Minor: _____

I am officially applying to be graduated from Samford University. I understand that if I fail to satisfy degree requirements in the term identified above, I must notify Student Records immediately.

Signature (required)

Date

My advisor is: _____
(Required to initiate graduation degree audit)

Office Use Only: STDN _____ DEGR _____
Grad check requested: _____
Grad check received: _____
Student/advisor notified: _____