



Degree Application

1. Fill in the biographical data and academic plan information. The name currently associated with your record on file with the University Registrar will be used on any future diploma upon completion. If this is not correct, please initiate a formal name change with the Office of the Registrar.
2. Emory College of Arts and Sciences students MUST apply for either a Bachelor of Arts Degree or a Bachelor of Science Degree. If you have completed/will complete a double-major, and one concentration leads to a B.A. and the other concentration leads to a B.S., you MUST CHOOSE ONE degree for diploma purposes.
3. Complete the online Senior Survey. Print your confirmation page and submit it with your degree application. [\(Click here to complete the Survey\)](#)
4. [Print a current degree audit from OPUS](#) and submit it with your Degree Application.
5. If you received a GER exception from the Committee on Academic Standards, please submit a copy of the letter with your degree application.
6. Contact your major and minor advisers for a review of your courses and their signatures.
7. Submit your Degree Application to White Hall between 10AM and 3:45PM Monday through Friday. An initial review of your degree application will be conducted at the time of submission for completion of requirements. Please allow approximately 15 minutes for this review.
8. Expect long lines on the day of the Spring Degree Application deadline. If your application is submitted after the published deadline, please include the \$25.00 late fee proof of payment. The late fee is payable to Student Financial Services, (B. Jones Center, 1st Floor, Cashier Window) and is non-refundable.
9. If you are taking less than 12 hours or more than 19 hours (without a 3.0 GPA), you must complete a Senior Underload/Overload form. [Click here](#) for information about the Underload/Overload process.
10. If this is your last semester and you are studying abroad, [click here](#) to review the process for graduation certification.
11. If you indicate on the degree application that you will participate in the Commencement Exercises, the Office of the Registrar will include automatically your name on the list to walk at the Emory College of Arts and Sciences diploma ceremony in the spring. This applies to all students who earn their undergraduate degree from Emory College of Arts and Sciences, whether they graduate in the summer, fall, or spring.
12. If you do not meet the requirement for graduation and this is your expected graduation year, you can petition to walk with your class. For more information on this process, [click here](#).

	Tasks	Complete
Step 1	<ul style="list-style-type: none"> • Complete PART I – Emory University Application for Degree. 	<input type="checkbox"/>
Step 2	<ul style="list-style-type: none"> • Complete PART II - Emory College - Office for Undergraduate Education Application. 	<input type="checkbox"/>
Step 2a	<ul style="list-style-type: none"> • Major/Minor Requirements - Schedule a meeting with your major/minor adviser. Please list any required course work that remains to be completed before you are eligible for graduation. If a specific course is required, list the department and number (i.e., ENG 181). Both student and adviser should initial this section. 	<input type="checkbox"/>
Step 2b	<ul style="list-style-type: none"> • Major/Minor Advisor Signature - Provide the information requested and obtain the signatures of your major/minor advisers to certify that you will complete the requirements for those majors/minors by the time of your graduation. • 	
Step 2c	<ul style="list-style-type: none"> • General Education Requirements (GER) - List course you will be taking in your last semester to satisfy General Education Requirements (GERs). 	<input type="checkbox"/>
Step 3	<ul style="list-style-type: none"> • Complete Part III- Student Activities Questionnaire 	<input type="checkbox"/>
Step 4	<ul style="list-style-type: none"> • Attach Academic Advising Report - Please attach to the back of your application a printed copy of your Academic Advising Report (Degree Audit). Note: If sections I - IX of the GER audit have the BOLD 'Requirement Not Satisfied' indicator or you have not registered for the necessary courses in your final semester to satisfy requirements, you have NOT satisfied the requirements for the Emory diploma and your application will NOT be accepted. <p>To get to your Academic Advising Report, go to:</p> <ul style="list-style-type: none"> • OPUS> Degree Planning > Select the "Advisement Report Request" tab > Academic Institution: Emory University > Report Type: Degree Audit – Emory College > GO. <p>To print your Academic Advising Report:</p> <p>Step 1: Highlight the report (Ctrl + A) Step 2: Please use the print icon from your browser. Use the drop-down menu to select "Print Preview." Step 2: Select "As selected on screen". Step 3: Select "Print"</p> <p>You may also use the print icon located at the top of the page.</p>	<input type="checkbox"/>
Step 5	<ul style="list-style-type: none"> • Complete Online Senior Survey - Fill out the Senior Survey at http://vovici.com/wsb.dll/s/cf9eg4dfb1. Print the confirmation you receive at the end of the survey process and hand it in with your degree application. Your answers to all survey questions are completely confidential. • Print the confirmation page BEFORE you click the "Submit Survey" button. 	<input type="checkbox"/>
Step 6	<p>Submit Degree Application – Please return originals Parts I-III of the degree application by the deadline listed in the Academic calendar (http://www.registrar.emory.edu/calendars/calendars.html).</p> <p>Submit your Degree Application to White Hall between 10AM and 3:45PM Monday through Friday. An initial review of your degree application will be conducted at the time of submission for completion of requirements. Please allow approximately 15 minutes for this review.</p>	<input type="checkbox"/>

Part I – Degree Application



Office of the Registrar

Application for Degree

Da

For a degree to be conferred, this application must be completed and submitted to your school dean prior to the degree application deadline for the semester you apply to graduate. Dual degree applicants must complete a form for each degree.

**PLEASE PRINT CLEARLY
OFFICIAL STUDENT NAME WILL APPEAR ON DIPLOMA**

Name _____
(First) (Middle) (Last)

Degree _____ School _____ Term & Year _____
(Bachelor of Arts, PhD, Master of Science, etc.) (Emory College, Theology, Public Health, etc.) (Fall, Spring or Summer when conferred)

Student ID Number _____ Student Signature: _____

Academic Plan Information

1st Major: _____

(If applicable, please circle one below)

2nd Major / Co-major / or Minor _____

Name of advisor: _____

Graduation Attendance

SPRING SEMESTER GRADUATES ONLY:

Attendance at commencement is obligatory unless your Academic Dean has sent to the Registrar, in advance, special permission for your degree to be awarded in absentia. In this case, the diploma will be mailed at a later date to the “diploma address.” **Students who wish to graduate in absentia must get written permission from their school dean.**

SUMMER OR FALL GRADUATES ONLY:

Your diploma will be mailed to the address listed below. There are no formal commencement exercises at the end of the summer or fall semesters. If you choose to participate in the following spring commencement exercises please indicate below:

___ **I will participate in the Spring Commencement Exercises.**

Department/School Use	
Primary Plan:	_____
Secondary Plan:	_____
Authorized Signature:	_____
(as determined by school policy)	

Address Information

DIPLOMA ADDRESS –Please provide your mailing address.

This address will be used to mail your diploma for any of the following reasons:

- Rain on Commencement Day
- Summer or Fall Graduates
- Honors Diploma
- Graduating in absentia (with Dean’s permission)

Street Address: _____

City: _____ State: _____ Zip: _____

POST GRADUATION EMAILADDRESS: _____

POST GRADUATION TELEPHONE NUMBER: _____



Student Activities Questionnaire

Name (First, Middle, Last): _____ Preferred Name: _____
Today's Date: _____ Student ID: _____

DEGREE INFORMATION

School: _____ Year of Graduation: _____
Degree: _____ Major: _____
Major: _____

CONTACT INFORMATION

Preferred Mailing Address (Home or Business)

Circle one

Home

Home Address: _____

Home Phone: _____
Mobile Phone: _____

Employment:

Employer: _____
Business Address: _____

Business Phone: _____
Business Fax: _____
Job Title: _____
Career Category: _____

E-mail:

Primary (Preferred) E-mail: _____
Alternate E-mail: _____

EMORY ACTIVITIES AND OFFICES HELD

(For all information below, please list the years in which you participated. Add additional pages if necessary)

Student Organizations and Clubs: _____

Greek Organizations: _____

Religious Activities: _____

Study Abroad (when and where): _____

Athletic Groups and Sports Teams: _____

Honors and Awards: _____
