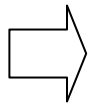


**The School of Arts & Sciences  
Graduation Application for AY 2008-2009  
Bachelor of Arts – English (Literature Emphasis)**

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 worksheets. **Graduation evaluations are sent to your CSU e-mail account.** Applications are reviewed in the order they are received. Please be advised the processing time can be several months. **Please make sure you keep a copy of your worksheets.**

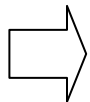
Return your completed application to the Registrar's Office located in STC 239. **Applications must be received by the published deadline.**



**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 and Tips can be found on the next two pages.**

## 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.
5. Write the number of credit hours earned in the HOUR column.
6. Areas A - F refers to your freshman and sophomore level major courses. Please consult your college catalog for specific requirements for your major and degree.
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 INTE 4500 during the Spring Semester 2005, put INTE 4500 in the course column and SP05 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.
9. **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.
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?** If you kept a copy of your worksheets, all you need to do is make another copy and update that to reflect your current status. Submit the new copy to the Registrar's Office. Please be sure to write the word "**UPDATE**" in the top margin. If you did not keep a copy of your worksheets, it will be necessary for you to complete a new set.
-  12. **Please return the attached graduation application and worksheets to the Registrar's Office (located in the Student Center, Room 216) by the application deadline.**

## TIPS

- **Legislative Requirement:** The State of Georgia requires any person receiving a degree from a state supported college, must 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 exam. **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.
- **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 CCSU 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, invitations, 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. **In addition, you must submit a *second request* to the Registrar's Office to change your name on your permanent records.** 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 by calling 770.960.5110.

## GRADUATION APPLICATION

Name		
Laker ID	900	
Address		
Phone	<b>Day</b>	<b>Night</b>
E-Mail		

<b>Check the appropriate boxes below. Indicate the semester and year you will complete your degree requirements.</b>			
<b>Fall (December)</b> Application Deadline: <b>June 1</b> <input type="checkbox"/>	<b>Spring (May)</b> Application Deadline <b>September 15</b> <input type="checkbox"/>	<b>Summer (August)</b> Application Deadline <b>January 30</b> <input type="checkbox"/>	<b>What Year</b> 2008 <input type="checkbox"/> 2009 <input type="checkbox"/> 2010 <input type="checkbox"/>

**Please Note:** Graduation applications are reviewed in the order they are received. Priority is given to those students who meet the application deadline for their respective term. Graduation applications will not be accepted after the deadline.

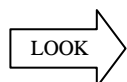
<b>Degree Information</b> – Please indicate the following below:		
1. Degree	2. Major	3. Catalog Year
Associate <input type="checkbox"/>		
Bachelors <input type="checkbox"/>		

Please **PRINT LEGIBLY** in the box below, exactly how you would like your name to appear on your diploma.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return your graduation packet to the Registrar's Office (STC 216) by the published application deadline.**



**DO NOT LEAVE YOUR APPLICATION WITH YOUR ADVISOR.**

## Bachelor of Arts – English Literature Emphasis

Name	Graduation Date
Laker ID	Catalog Year

**Instructions:** Please list the courses required for your degree in the spaces below. If you have completed the course, be sure to write your grade in the Grade column. If you have not yet taken the course, please write the term you hope to take the course in the Future column. For example, if you will be taking ENGL 4800 Spring 2008, write ENGL 4800 in the course column and SP08 in the Future column. The Registrar’s Office will notify you via your student e-mail account once your application has been reviewed. Please note the following:

- If you completed a required course under the quarter system, please cross out the semester course, and write in the quarter equivalent.
- You must submit your graduation application to the Registrar’s Office by the published application deadline.

Areas A-F							
Course	Grade	Hours	Future	Course	Grade	Hours	Future
<b>Essential Skills (Area A) 9 Hours Required</b>				<b>Social Sciences (Area E) 12 Hours Required</b>			
ENGL 1101		3		POLS 1101		3	
ENGL1102		3		HIST		3	
MATH		3		HIST		3	
<b>Critical Thinking and Communication (Area B) 5 Hours Required</b>						3	
CRIT 1101		3		<b>Area F - 18 Hours Required</b>			
		3 or 1				3	
		1 (if needed)				3	
<b>Humanities (Area C) 6 Hours Required</b>						3	
		3				3	
		3				3	
<b>Natural Sciences and Mathematics (Area D) 10 Hours Required</b>						3	
		3					
		1					
		3					
		3					

**Note:** The hours on this page should total 60.

Junior—Senior Requirements

Upper Division English Core Requirements – 12 Hours Required. The fourth course must be an additional writing course.*							
Course	Grade	Hours	Future	Course	Grade	Hours	Future
ENGL 3100		3		ENGL 4011		3	
ENGL 4700		3		ENGL		3	

\* The additional writing course is a new requirement for those entering CSU for Fall 2006. The older 9-hour requirement may be used by students who entered the program before Fall 2006. For those students, an additional course is required in the English Electives.

Emphasis: Literature Core – 15 Hours Required			
Cultural Studies – 3 hrs. Choose ONE from the following: ENGL 3300, ENGL 3410, ENGL 3420, ENGL 3501, or ENGL 3620.			
Course	Grade	Hours	Future
		3	

British Literature before 1660 – 3 hrs. Choose ONE from the following: ENGL 3150, ENGL 3200, ENGL 4200, or ENGL 4210.			
Course	Grade	Hours	Future
		3	

British Literature after 1660 – 3 hrs. Choose ONE from the following: ENGL 4220, ENGL 4241, ENGL 4242, ENGL 4250, or ENGL 3620 (if not applied in Cultural Studies).			
Course	Grade	Hours	Future
		3	

American Literature before 1850 – 3 hrs. Choose ONE from the following: ENGL 4100, ENGL 4110, or ENGL 3410 (if not applied in Cultural Studies).			
Course	Grade	Hours	Future
		3	

<b>American Literature after 1850 – 3 hrs. Choose ONE from the following: ENGL 4120, ENGL 4130, ENGL 4140, ENGL 4150, ENGL 3420 (if not applied in Cultural Studies), or ENGL 3501 (if not applied in Cultural Studies).</b>			
Course	Grade	Hours	Future
		3	

<b>English Electives – 24 hours Required. Choose EIGHT 3000- or 4000-level ENGL courses not used in the areas above.</b>							
Course	Grade	Hours	Future	Course	Grade	Hours	Future
		3				3	
		3				3	
		3				3	
		3				3	
*		3					

\* This additional course is for those students who entered CSU before Fall 2006 and who choose to graduate under the earlier 9-hour core requirements.

<b>Guided Electives – 9 Hours Required. These must be 3000-level or 4000-level Arts &amp; Sciences courses, and two must have prefixes other than ENGL, e.g., HIST or CMS. Lower-division credit may be applied (with courses in a second foreign language being especially encouraged).</b>							
Course	Grade	Hours	Future	Course	Grade	Hours	Future
		3				3	
		3					

**NOTE:** The number of hours on the Upper Division Requirements pages should total 60.

**Legislative Requirement and Regents' Test– please check the following:**

Requirement	Satisfied	Not Satisfied
US history		
Georgia history		
US Constitution		
Georgia Constitution		
Regents' Exam – Writing		
Regent's Exam - Reading		

**Comments:** If you have any questions/comments regarding your application, please write those in the section below. Please remember that if you are using a different course from what is listed/required in the catalog, you must have a course substitution on file in the Registrar's Office. Please contact your advisor for details.

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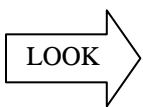
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Signature\_\_\_\_\_

Date\_\_\_\_\_



Don't forget to make a copy of your application for your personal records before you submit your form to the Registrar's Office.

**Do not leave your application with your advisor;** it is your responsibility to see that it is submitted to the Registrar's Office.