



**Clayton State University
Graduation Application
Catalogs Fall 2011 --**

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 application.

Return your completed application with the \$35 graduation application fee to the Registrar's Office located in STC 239. **Applications must be received by the published deadline.**

There are several key points you should be aware of:

- The application fee of \$35 must be paid when the application is turned in.
- Applications are reviewed in the order they are received.
- Processing time of applications can be several weeks. You are urged not to wait until the deadline.
- Please make sure you keep a copy of your application.
- Graduation Evaluations are sent to your Clayton State University e-mail account




**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:

Fall Semester	June 1
Spring Semester	September 15
Summer Semester	January 30

INSTRUCTIONS FOR COMPLETING YOUR WORKSHEETS

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. **DO NOT WRITE IN THE GRADE COLUMN IF YOU HAVE NOT COMPLETED THE COURSE.**
5. Write the number of credit hours earned in the HOUR column. If you completed a course under the quarter system, cross out the semester hours, and write in the quarter equivalent.
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 POLS 1101 during the Spring Semester 2013, put POLS 1101 in the course column and SP13 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.
8. **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.
-  9. **Submit your graduation application along with the \$40.00 graduation application fee to the Registrar's Office (located in the Student Center, suite 239) by the application deadline.** Graduation applications are reviewed in the order they are received. **Late applications will not be accepted.**
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?** You will need to contact the Registrar's Office to move your graduation date.

TIPS

- **Time Requirement:** This application will take a *minimum* of 30 minutes to complete. Please do not wait to the last minute to complete your application. It is highly recommended to meet with your advisor prior to completing your application.
- **Legislative Requirement:** The State of Georgia requires any person receiving a degree from a state supported college, to 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 exams. **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.
- **Grade/GPA Requirements:** You must meet the all grade/GPA requirements for your degree. 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 CSU 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, announcements, 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 and on your permanent records to the Registrar's Office. 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 on file by submitting a written request to the Registrar's Office.



Clayton State University
Graduation Application

Last Name: _____ First Name: _____
Laker ID: _____ CSU Email: _____
Address: _____
Day Phone: _____ Night Phone: _____
Do you have an Associate Degree from a University of Georgia System Institution?
(Please select one) YES NO
If yes, what is the name of the degree granting Institution? _____

Indicate the Semester and Year you are applying to graduate:
 Fall Spring Summer 20_____
 Certificate Associate Bachelor
Major: _____ History _____
Minor/Concentration: _____

This application is for students using the Academic Catalog for Fall 2011 or later

Please print legibly in the box below, EXACTLY how you would like your name to appear on your diploma. If this information changes between now and the time you graduate, you must notify the Office of the Registrar in WRITING to change the name on your diploma.

**Please be aware that it is highly recommended to meet with your advisor to complete the graduation application. Not doing so, may result in a delay in the awarding of your degree or the need to take additional classes. Please meet with your advisor prior to turning your graduation application in! Do not leave your application with your advisor.
IT IS YOUR RESPONSIBILITY TO TURN YOUR APPLICATION IN TO THE REGISTRAR'S OFFICE**

Signature: _____ Date: _____

Legislative & Regents' Test Requirements: Please indicate the status of each with a √ :

Requirement	Satisfied	Not Satisfied	Requirement	Satisfied	Not Satisfied
U.S. History			Georgia Constitution		
Georgia History					
U.S. Constitution					

Required Course		Grade	Credit	Comments
Area A- Essential Skills (9 hours)				
A1	ENGL 1101		3	
A1	ENGL 1102		3	
A2	MATH 1101, MATH 1111, MATH 1113, MATH 1241 OR MATH 1501		3	
Area B- Critical Thinking & Communications (4 or 5 hours)				
B1	CRIT 1101		3	
B2	Select one: COMM 1001 (1), COMM 1002 (1), COMM 1110 (3), FREN 1002 (3), SPAN 1002 (3),			
B2	(Optional) Select one: COMM 1002 (1), COMM 1110(3), FREN 1002 (3), SPAN 1002 (3)			
Area C- Humanities (6 hours)				
C1	Select one: ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, FREN 2001, FREN 2002, PHIL 2201, SPAN 2001, SPAN 2002		3	
C2	Select one: ART 2301, ART 2302, CMS 2100, FREN 2001, FREN 2002, MUSC 2101, MUSC 2301, PHIL 2401, PHIL 2601, SPAN 2001, SPAN 2002, THEA 1100		3	
Area D- Natural Sciences Mathematics and Technology (10 or 11 hours)				
D1	Select one: ASTR 1010, BIOL 1107, BIOL 1111, CHEM 1151, CHEM 1211, PHYS 1111, PHYS 2211, SCI 1111		3	
D1	Select one: BIOL 1107L, BIOL 1111L, CHEM 1151L, CHEM 1211L, PHYS 1111L, PHYS 2211L, SCI 1111L		1	
D1	Select one: ASTR 1020, BIOL 1108, BIOL 1112, CHEM 1152, CHEM 1212, PHYS 1112, PHYS 2212, SCI 1112		3	
D1	<i>This space is for math/science majors only</i>			
D2	Select one: MATH 1221, MATH 1231, MATH 1241, MATH 1113, MATH 1501, MATH 2502, [CPTG 1010 & CPTG 1111], CSCI 1301, SCI 1901			
Area E- Social Sciences (12 hours)				
E1	POLS 1101		3	
E2	Select one: HIST 1111, HIST 1112		3	
E3	Select one: HIST 2111, HIST 2112		3	
E4	PSYC 1101 or SOCI 1101 or WST 2010 or AFAM 2010		3	
Area F- Lower Division Core Requirements (18 hours)				
Foreign Language Option (0-6 hours) :				
	Select one: HIST 1111 or HIST 1112		3	
	Select one: HIST 2111 or HIST 2112		3	
	Select one: HIST 2265 or HIST 2750		3	
	HIST 2500		3	
Related Electives (0-6 hours): Select any ENGL course not taken in Area C or any of the following: ECON 2105, ECON 2106, MATH 1231, PHIL 2201, PHIL 2401, PHIL 2601, POLS 2101, POLS 2401, PSYC 1101, PSYC 2101, PSYC 2103, SOCI 1101, SOCI 2293				
			3	
			3	

Course	Grade	Credit	Comments			
Upper Division Major Requirements (12 hours)						
HIST 3001		3				
HIST 3010		3				
HIST 3110		3				
HIST 4850		3				
Required Upper Division United States History Core (12 hours)						
Select 4 courses from among: HIST 3120, HIST 3125, HIST 3130, HIST 3132, HIST 3135, HIST 3140, HIST 3150, HIST 3245, HIST 3330, HIST 3420, HIST 3450, HIST 3501, HIST 3700, HIST 4001, HIST 4003, HIST 4004, HIST 4010, HIST 4020, HIST 4030, HIST 4440, HIST 4450, HIST 4900						
		3				
		3				
		3				
		3				
Required Upper Division World History Core (9 hours)						
Select 3 courses from among: HIST 3210, HIST 3215, HIST 3220, HIST 3225, HIST 3230, HIST 3240, HIST 3245, HIST 3250, HIST 3255, HIST 3260, HIST 3265, HIST 3270, HIST 3275, HIST 3500, HIST 3800, HIST 4110, HIST 4115, HIST 4120, HIST 4130, HIST 4200, HIST 4250, HIST 4350, HIST 4900						
		3				
		3				
		3				
Upper Division Major Concentration or Minor or General History Option (18-21 hours)						
Complete One of the five Concentrations listed below or an approved Minor (including HIST):						
1) Southern Studies (21 hours)		2) World Cultures (21 hours)		3) Archival Studies (21 hours)		
Select 3 to 4 of the following courses not taken in Required Upper Division United States History Core above: HIST 3120, HIST 3125, HIST 3130, HIST 3132, HIST 3135, HIST 3420, HIST 3501, HIST 3700, HIST 4001		Select 3 of the following courses not taken in Required Upper Division World History Core above: HIST 3210 HIST 3215 HIST 3220 HIST 3225 HIST 3230 HIST 3240 HIST 3245 HIST 3250 HIST 3255 HIST 3260 HIST 3265 HIST 3270 HIST 3275 HIST 3500		Course	Grade	Credit
				HIST 3901		3
				HIST 3401		3
				HIST 3410		3
				HIST 3420		3
				HIST 4401		3
				HIST 4902		3
				See advisor		3
Course	Grade	Credit	4) Public History (21 hours)			
		3	Course	Grade	Credit	
		3	HIST 3901		3	
		3				
		3	HIST 3800		3	
HIST 4020		3	HIST 4250		3	
HIST 4030		3				
Select 1 to 2 of the following: ENGL 3410, ENGL 3420, ENGL 4130, POLS 4422			Select 1 : PHIL 4400 HUMN 3101 HUMN 3102 HUMN 4800			Select 5 of the following: HIST 3401, HIST 3410, HIST 3420, HIST 4440, HIST 4450,

					HIST 4900			
Course	Grade	Credit	Course	Grade	Credit	Course	Grade	Credit
		3			3			3
		3	Select 1 : CMS 3101, CMS 3810, CMS 4500, CMS 4810, FREN 3110, INTL 3800, POLS 4452, POLS 4453, POLS 4454, POLS 4455, SOCI 3310, SPAN 4334, SPAN 4335, WST 3400					3
			Course	Grade	Credit			3
					3			3

5) General History Option: Take 6-7 additional HIST courses (3000-4000 level).

Major Related Electives (3-6 hours)

Select from among: AFAM 3100, ART 3401, CMS 3200, CMS 3310, CMS 3340, CMS 3810, ENGL 2111, ENGL 2112, ENGL 2121, ENGL 2122, ENGL 2131, ENGL 2132, ENGL 3200, ENGL 3300, ENGL 3410, ENGL 3420, ENGL 3501, ENGL 3620, ENGL 4100, ENGL 4110, ENGL 4120, ENGL 4130, ENGL 4140, ENGL 4150, ENGL 4200, ENGL 4210, ENGL 4220, ENGL 4241, ENGL 4242, ENGL 4250, FREN 3110, FREN 3120, FREN 4030, FREN 4200, HUMN 3101, HUMN 3102, INTL 2800, INTL 3800, MUSC 2611, MUSC 3101, MUSC 3612, MUSC 3613, PHIL 3200, PHIL 3400, PHIL 3600, PHIL 3800, PHIL 4200, PHIL 4400, POLS 3350, POLS 3360, POLS 3370, POLS 3382, POLS 4420, POLS 4421, POLS 4422, POLS 4426, POLS 4450, POLS 4451, POLS 4452, POLS 4453, POLS 4454, POLS 4455, SOCI 3310, SPAN 4231, SPAN 4234, SPAN 4334, THEA 3101, THEA 4520

Course	Grade	Credit	Comments
		3	
		3	
		3	
		3	

Free Elective (3 hours)

		3	
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You MUST have credit for 60 Upper Division hours
Turn this form into the Office of the Registrar (STC- 239) by the deadline.
Late applications will NOT BE ACCEPTED.