1. **Deadlines for completing graduation paperwork.**

Generally, the priority deadline for applying for graduation is about halfway through the semester prior to your graduation semester (e.g., ~October/November for Spring graduation; ~March/April for Summer graduation; ~June/July for Fall graduation). The absolute final deadline for applying for graduation is usually the early part of the graduation semester (e.g., ~Feb/March for Spring graduation; ~June/July for Summer graduation; ~October/November for Fall graduation).

More information, including exact dates for each deadline, is available at: [http://clas.ku.edu/undergrad/graduation/deadlines_requirements](http://clas.ku.edu/undergrad/graduation/deadlines_requirements).

Your SPLH advisor (Anna van Haandel in CLAS Student Academic Services- 109 Strong Hall and also has some student office hours in Dole) will only be able to assist you with your SPLH degree. For example, if you are an SPLH Major, refer to the instructions below related to major certification. If you are minoring in another area (e.g., LING), you will need to see your advisor in that area for minor certification instructions and signatures.

**Complete your major and/or minor certification sheet.**

The instructions below are for SPLH majors or SPLH minors.

The major certification sheet is available online at: [http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/SAS/Graduation/MCSForm.pdf](http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/SAS/Graduation/MCSForm.pdf). The minor certification sheet is available online at [http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/SAS/Graduation/minormcs.pdf](http://clas.ku.edu/sites/clas.drupal.ku.edu/files/docs/SAS/Graduation/minormcs.pdf). You should attempt to complete these sheets on your own and then contact Anna van Haandel in the CLAS Student Academic Services (109 Strong Hall). To make an appointment with Ms. van Haandel, please call 864-3500 M-F between the hours of 8-5 and request an “SPLH MCS appointment” with Anna van Haandel. Generally, the purpose of these forms is to show how you will complete any remaining (1) general education requirements (documented on the major certification sheet); (2) major requirements (documented on the major certification sheet); (3) minor requirements (documented on the minor certification sheet).

Note that EVERYONE will complete a major certification sheet. Only students pursuing a minor will complete a minor certification sheet. After you turn your MCS into Ms. van Haandel she will obtain a faculty signature on your behalf. This process will be faster than meeting with your assigned SPLH mentor.

**a. Major Certification Sheet.** Print or save a copy of the Major Certification Sheet from the link above. Complete the top portion of the form. This portion of the form should be self-explanatory, containing basic information about you.

The next portion of the form asks for basic information about your remaining requirements. You will find this information on your DPR. Copy the requested information from your DPR onto the left column of the certification sheet. The right column in this section sometimes confuses people. This column is asking whether any of your remaining requirements will be completed “outside” of a “standard” enrollment at KU. Put an “X” next to any of the items that apply to how you will complete remaining requirements. For example, if you plan to complete a remaining general education
requirement through completion of a course at a community college, put an “X” next to “Transfer credit from _ ” and insert the name of the community college on the blank. It is important to understand that the items in this column ONLY apply to your remaining requirements. For example, if you have already completed a course at a community college and that course now appears on your DPR as fulfilling a general education requirement, you do NOT need to mark “Transfer credit from _”. In this case, the transfer credit relates to a completed requirement rather than a remaining requirement.

The next section of the form focuses on your general education requirements. Any general education requirement that is not listed as completed on your DPR needs to be listed here. Look at your DPR to determine which general education requirements do not have a check mark next to them. For each “non-checked” requirement, list the course you are taking or will take to satisfy that requirement. In the advisor notes section, indicate what requirement the course meets (just list the abbreviation for the requirement) and when you will take it. For example, you would enter “NB – enrolled Fall 2014” in the advisor notes section for a course that meets the NB requirement. If the course fits any of the situations listed in the prior section, you should note that too. For example, “NB – enrolled Fall 2014 at JCCC” to indicate that the course will not be taken at KU (JCCC = Johnson County Community College).

The last section of the form focuses on your major requirements. Any major requirement that is not listed as completed on your DPR needs to be listed here. Once again, for each “non-checked” requirement, list the course you are taking or will take to satisfy that requirement. In the advisor notes, indicate when you will take the course and any special circumstances (e.g., taking the course at a different university). For example, if you still need to take SPLH 671, you would list the details of that course and then in the advisor notes enter “enrolled Fall 2014.”

Note that elective courses will NOT be listed anywhere on this form. Only remaining required courses for general education or major requirements are listed on the form. To double-check that you’ve appropriately completed the form, look at the courses you are currently taking or that you will take next semester (whether at KU or elsewhere). If you are taking that course to fulfill a general education requirement or a major requirement, then it must be listed on this form. If you are taking the course to maintain fulltime student enrollment, meet total credit requirements, meet jr/sr credit requirements, or just for fun, then the course is an elective and will not be listed on this form.

Now, contact Anna van Haandel to review your form. She will review/edit your form and obtain SPLH advisor’s signature. Once the form has been verified and signed, it will be returned to a CLAS Student Academic Services office Graduation Advisor in 109 Strong Hall.

NOTE: You may also have to complete a Graduation Information Sheet. Check the list of situations that require this sheet at: http://clas.ku.edu/undergrad/graduation/deadlines_requirements. This website also has a link to the Graduation Information Sheet.

b. **Minor Certification Sheet** Print or save a copy of the Minor Certification Sheet from the link above. Complete the top portion of the form. This portion of the form should be self-explanatory, containing basic information about you.

This form is a bit different than the Major Certification sheet. Here, you need to list every class that you have taken or will take for your minor. Begin by listing SPLH 261. This is a required
course for the minor. In the advisor notes column, list when you took (or will take) this course (e.g., Fall 2014). If there are special circumstances (e.g., course transferred from another university), note those too.

List any 100-200 level SPLH courses next. These count towards the 15 additional credits required for the minor. SPLH 261 does not count towards this 15 credit requirement. Thus, ultimately you will have 18 total SPLH credits (i.e., SPLH 261 + 15 additional credits). In the advisor notes column, list when you took (or will take) each course. Add any notes about special circumstances.

List any 300+ level SPLH courses next. These count towards the 12 junior/senior credits required for the minor. Again, SPLH 261 does not count towards this requirement because it is not a junior/senior level course. In the advisor notes column, list when you took (or will take) each course. Add any notes about special circumstances.

On the very last line in the advisor notes section, summarize your credits in the following way: 261 (3 credits) + xx jr/sr credits + xx fresh/soph credits = xx total credits; SPLH GPA x.xx. Note that your jr/sr credits must be 12 or higher and your total credits must be 18 or higher. For example, 261 (3 credits) + 14 jr/sr credits + 4 fresh/soph credits = 21 total credits; SPLH GPA 3.0. If you cannot find your SPLH GPA on your DPR, you can use the GPA calculator at http://clas.ku.edu/undergrad/tools/gpa. In the middle section of the calculator tool, enter all your completed SPLH courses in terms of the number of credits and the grade received. Next to semester GPA, click the calculate button. The number that appears in the semester GPA is your SPLH GPA. A minimum of 2.0 is required.

Now, contact Anna van Haandel to review your form. She will review/edit your form and obtain SPLH advisor’s signature. Once the form has been verified and signed, it will be returned to a CLAS Student Academic Services office graduation advisor in 109 Strong Hall.

2. **Apply for graduation on Enroll & Pay.**

Students must apply to graduate on-line by signing into the Enroll & Pay system. Click on the Enroll and Pay link from the KU Homepage and navigate to Degree Progress/Graduation. Click on Apply for Graduation.

3. **Make a diploma delivery request on Enroll & Pay.**

You may request to pick up your diploma at the Student Records Center, 121 Strong Hall (bring a picture ID) or you may request to have your diploma mailed to you.

**See University and Departmental websites for information on commencement ceremonies.**

The University holds Commencement ceremonies in May. The College holds commencement ceremonies in December for students who graduated in summer or fall. Visit the CLAS website for details.

The Department holds commencement ceremonies in May. See the SPLH website for details. http://splh.ku.edu/graduation-ceremony. The SPLH Administrative Associate (Becky Harris, becharris@ku.edu) can answer questions about the SPLH ceremony.