Instructions for Application for Undergraduate Degree:

1. Verify your declared major and minor are correct in Campus Information Services.
2. Complete the Application for Undergraduate Degree.
3. Generate and print a DARS report to review with your advisor(s).
4. Obtain approval from your major advisor. Review the courses you need to satisfy major requirements. Have your major advisor sign the “Major Advisor” section under “Advisor Endorsement(s).”
5. Obtain approval from your minor advisor(s), if applicable. Review the courses you need to satisfy minor requirements. Have each minor advisor sign the “Minor Advisor” section under “Advisor Endorsement(s).” Please note: a minor can only be awarded along with a major. Students seeking dual minors should submit a second application with the advisor approval for the second minor. Candidates for a teaching minor must also apply for and complete a teaching major.
6. Receive approval from the Honors College advisor if you plan to complete the honors program with a thesis OR from both the Honors College advisor and the Departmental Honors advisor if you are completing the Departmental Honors program.
7. Report any repeated or duplicate coursework to the Registrar’s Office, Graduation Division. Failure to report repeated or duplicate courses may adversely affect credit hours, GPA, and delay your graduation.
8. Contact University College (801-581-8146 or 450 Student Services Building) for questions regarding deficiencies with your Bachelor’s degree and General Education requirements.
9. Verify all transfer work including test credits and study abroad courses have been posted to your academic record prior to the last day of the term in which you plan to graduate. Work posted after the last day of the term may delay your graduation plans.
10. Review your transcript to make sure all coursework has been completed. If any I or T grades remain, contact the instructor of each course to ensure a grade change is submitted prior to your final semester.
11. Submit this application to the Registrar’s Office, Graduation Division, Student Services Building, 2nd floor, Window 15 with picture ID. Applications will not be accepted from a third party without written release.
12. Check your Umail account for updates and information regarding progress toward your degree. All official communication from the University is sent via UMail.
13. Review your DARS report periodically as you work toward the completion of your degree. Candidates cannot graduate without all requirements completed on DARS.
14. Log into Campus Information Services (CIS) at cis.utah.edu to verify your Personal Graduation Information. Your diploma will be sent to the mailing address on record in CIS. It is your responsibility to keep this information up-to-date.

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<thead>
<tr>
<th>TERM</th>
<th>DEADLINE TO APPLY</th>
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<tbody>
<tr>
<td>Fall Semester (December)</td>
<td>June 1</td>
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<tr>
<td>Spring Semester (May)</td>
<td>November 1</td>
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<tr>
<td>Summer Semester (August)</td>
<td>February 1</td>
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*Applications will not be accepted more than one year in advance.

Diplomas will be mailed directly to graduates within 45 days after graduation, provided that ALL GRADUATION REQUIREMENTS HAVE BEEN MET. It is your responsibility to ensure that you have met all of the graduation requirements.

You can be charged with a violation of the Student Code if you forge signatures, alter, or misuse University documents.