UNDERGRADUATE GRADUATION REQUIREMENTS

For general information regarding graduation requirements, consult the KSU Catalog. For advice regarding specific program course requirements, see an advisor within your academic department.

PETITIONING TO GRADUATE

If you have petitioned for graduation, specific information regarding your graduation status has been posted at the “Display Petition Status” link in Student Records in Owl Express. If you have questions regarding the notes posted, contact your advisor and/or your specific auditor in the GATES office.

*Students will not be allowed to participate in the commencement ceremony early. Students will walk in the ceremony after all degree requirements have been completed.

UNDERGRADUATE STUDENTS PETITION STEPS:

1. Submit a formal petition for the degree through the online petition process.
2. Login to Owl Express; select Student Records tab; select Petition to Graduate.
3. The graduation petition process initiates a petition fee assessment, and the academic record will be audited to determine eligibility toward the degree.
4. Expect four to six weeks for results of an initial degree audit.
5. Audit Results are viewable at the Display Petition Status link in Owl Express, and you will be prompted by email to view status changes in addition to essential audit results and graduation policies.

UNDERGRADUATE GRADUATION REQUIREMENTS:

See “Academic Programs and Majors” link from the University Catalog. Additional Degree Policies and Requirements:

- Successful completion of courses listed as required in the catalog (“C” required in ENGL 1101, 1102 and ALL courses satisfying Lower Division Major Requirements Major course requirements, and Major Electives).
- Successful completion of Legislative Requirements (U.S./American History and U.S./American Government)
- Minimum Institutional GPA requirement as required in undergraduate catalog. (2.0 for most majors; some programs require a higher GPA).
- Minimum of 123 semester hours of college level work (some programs require additional hours).
- Minimum of 39 hours must be at 3000-4000 level.
- KSU residency requirement: Minimum of 33 hours must be completed in Coles for BBA - 30 hours must be completed at KSU for all other majors.
- Major residency requirement: 21 hours of 3000-4000 level major coursework must be earned at KSU.

Petition Dates and Deadlines

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Petition Acceptance</th>
<th>Petition Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Sem.</td>
<td>Jan. 1</td>
<td>April 15</td>
</tr>
<tr>
<td>Fall Sem.</td>
<td>April 1</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring Sem.</td>
<td>Aug. 1 of prev. yr.</td>
<td>Nov. 15 of prev. yr.</td>
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Graduation Fees

<table>
<thead>
<tr>
<th>Graduation Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Undergraduate Diploma</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Diplomas

Diplomas will be mailed approximately six weeks after graduation. The diploma is mailed to the mailing address submitted at the time of petitioning. For any changes to the diploma mailing address, contact GATES in the Office of the Registrar at registrar@kennesaw.edu.

Commencement Information

Visit Commencement site for all information pertaining to the ceremony: http://commencement.kennesaw.edu/index.php

Cont’d on back
• Minimum of 60 hours must be earned at KSU to be eligible for Honors.
• If an Academic Renewal student, 60 hours must be earned after the Academic Renewal.
• 3.5 cum laude, 3.7 magna cum laude, 3.9 summa cum laude – Grade point averages will NOT be rounded.

GRADUATING with HONORS
Graduation with honors for the Bachelor’s degree requires that students have an adjusted GPA of at least 3.5 and earn at least 60 semester credit hours in residence at Kennesaw State University.

Undergraduate Honors:
Summa Cum Laude (3.90 - 4.00)
Magna Cum Laude (3.70 - 3.89)
Cum Laude (3.50 - 3.69) and Honors

Membership in an honor society is independent from KSU graduation honor policy. See the honor society advisor for honor cords.

Acceptance into Honors College programs (University Honors Program, PEGS, and Great Books) is independent from KSU graduation honor policy. Please see your Honors advisor for cords and additional information.