UNDERGRADUATE GRADUATION INFORMATION

KENNESAW STATE UNIVERSITY

Undergraduate students should submit a formal petition for the degree through the online petition process no later than the published deadline and pay the graduation fee. Once submitted, the graduation petition process will initiate a petition fee assessment and a review of the student's academic record to determine eligibility toward the degree. Expect up to eight weeks for a completed degree audit. Petition status changes are viewable at the Display Petition Status link in Owl Express, and the student will be prompted by email to view status changes in addition to essential audit results and graduation policies. A student may request in absentia status by writing to the Registrar prior to the graduation exercises. 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 GRADUATION

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.

STUDENT PETITION STEPS

Submit a formal petition for the degree through the online petition process.

1. Login to Owl Express; select Student Records tab; select Petition to Graduate.
2. The graduation petition process initiates a petition fee assessment, and the academic record will be audited to determine eligibility toward the degree.
3. Expect four to six weeks for results of an initial degree audit.
   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.

Petition Dates and Deadlines

Graduation Term	Petition Acceptance	Petition Deadline
Summer Sem.	Nov. 1	July 1
Fall Sem.	March 1	Aug. 22
Spring Sem.	Oct. 1 of prev.	Feb.1

*Dates and deadlines may be subject to change. Confirm specific dates through Office of the Registrar.

Graduation Fees

Graduation Type	Cost
Certificate fee	*$15.00*
Undergraduate Diploma	*$50.00*

Diplomas

Diplomas will be mailed approximately six to eight 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

GRADUATION REQUIREMENTS

See "Academic Programs" link from the online 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).
- Complete a minimum of 120 semester hours. Specific degree programs may require additional hours. A minimum institutional grade point average of 2.0 on all course work attempted at KSU is required. No course may be counted more than one time in meeting the total credit hours required for the degree.
- 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.
- Earn at least 25 percent of the credit hours required for a baccalaureate degree, exclusive of the university-wide requirements (WELL 1000 and the first-year seminar/learning community), through instruction offered by Kennesaw State.
- 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.
- Satisfactorily complete any grades of I (Incomplete), IP (In Progress), or NR (Not Recorded).
- Satisfactorily complete a minimum of 39 semester hours at the 3000-4000 level, including at least 21 semester hours at the 3000-4000 level in the major field of study.
- Satisfactorily complete all requirements for the degree no later than the last day of finals in the term in which the degree is to be awarded. Students who fail to meet this deadline will not receive their degrees until the next posting period.

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.

DIPLOMAS

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