INSTRUCTIONS FOR COMPLETING GRADUATION REQUIREMENTS

Please complete the attached forms and return to Student Records, Room 375A Ralph G. Anderson Building.

*Failure to complete the proper requirements could result in the postponement of your graduation.*

1. Complete the attached permanent record sheet, application for degree, and senior survey and return to Room 375A RGAN *when you pre-register for your final semester.*

2. The University holds only one commencement, in May. You may participate in the first ceremony following the semester or term in which you complete your graduation requirements.

**ALL DIPLOMAS ARE MAILED TO GRADUATES FROM THE REGISTRAR'S OFFICE.** The diplomas are mailed by first class mail and can be forwarded to you if necessary. These should be mailed out approximately 60 days after graduation.

3. A copy of the yearbook Kentuckian may be reserved in Room 26 of the Journalism Building or by calling 257-4005. Black and white pictures are taken in September and October each year for the yearbook.

4. To receive your diploma, you must have met all financial obligations to the University, your fraternity or sorority, and other campus organizations. This includes parking tickets, library fines, married housing, etc.

5. **ALL seniors MUST** have their pictures made for the composite to be posted in the College as well as attached to the permanent record sheet. Please see student records office room 375A RGAN for dates when pictures will be taken. **Pictures are mandatory.**

6. Caps and gowns can be purchased at the University Bookstore at a minimal price.

Each degree candidate must take the responsibility to ensure that the above requirements have been fulfilled. Your degree will not be issued until all requirements have been completed.
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