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**GRADUATION APPLICATION FORM**

Please ensure that you have checked the requirements of your programme with your Calendar and ascertained that you qualify to graduate. Do this by comparing what you have studied (ASAS academic record) against the programme requirements. The data will facilitate evaluation of your eligibility for graduation. **PLEASE DO NOT FILL AND SUBMIT THIS FORM IF YOU STILL HAVE SOME COURSES/REQUIREMENTS TO COMPLETE IN THE NEXT SEMESTER(S).**

**PRINT YOUR NAME AS IT APPEARS ON ASAS AND ACADEMIC RECORD**

Student Number: ………………………………………………………………………………………..

Programme (e.g. BSc):…………… Majors/Minor(e.g.Fre&HIS) ………………………………….

(pls state your major/minor)

Surname: ………………………………………………………………………………………………

First Name**:** ………………………………………………………………………………………………

Telephone: …………….. Cellphone: …………… E-Mail Address:………………………………….

Contact Address**:** …………………………………………………………………………………………

**Policy**

For students registered before August 2002, the old system shall apply whereby Year 3 and 4 (and Year 5 where applicable) count towards the grade point-average (GPA). Where 2 years count towards the GPA a minimum of 60 credits is required; where 3 years count a minimum of 90 credits is required. For 3-year undergraduate Diplomas the Year 2 and 3 count towards the CGPA. For 1-year and 2-year Diplomas and Certificates both years count in the CGPA. A minimum of 30 credits is required where 1 year counts in the GPA. Exceptions to this policy may occur where course/credit exemptions have been approved.

**EFFECTIVE AUGUST 2002, ALL STUDY LEVELS/YEARS STUDIED COUNT IN THE CUMULATIVE GPA i.e. ALL YEARS/LEVELS OF YOUR STUDY PROGRAMME 1,2,3,4 AND 5 DEPENDING ON PROGRAMME LENGTH.**

To pass, you must achieve these: a minimum cumulative GPA of 2.0; a minimum of 50% or 2.0 in each core course including core general education courses; meet any specified requirements in your major(s) and /or minors; complete project/practicum/internship requirements; meet the minimum graduation credit requirements.

**Summary of Academic Requirements Completed and Credits Earned**

**Ensure that you have undertaken and passed the following core courses**

GEC 111 and GEC 112 or equivalents ……….

GEC 121 and GEC 122 or equivalents ……….

**TOTAL CREDITS (INCLUSIVE OF CORE GEC, CORE, OPTIONAL, ELECTIVE CREDITS):**

**……**

**Requirement Waivers, Substitutions, Exemptions or Adjustments**

List any courses, year/level from which you were exempted or which were waived or replaced with approval of the offering Department. These will be confirmed with the Department concerned when not reflected in the official computerized registration record.

I have met all the academic requirements for graduation and all the information I have reported above is accurate.

Student’s Signature: ………….…………………………………….. Date: …………..

**FOR OFFICE USE ONLY**

Date received: ………………………………………………

Date Processed: ……………………………………………… Initials: ………………………