

Graduation Application Undergraduate 2017-2018

Name: _____
Print Last First Middle

Address: _____ ID #: _____

City: _____ State: _____ ZIP: _____ Phone: _____

UTM Email Address: _____

Major: **Criminal Justice** Concentration: _____ Minor: _____

Are the concentration catalog numbers correct in Banner? If no, what is correct number? _____

2nd Major: _____ Concentration: _____

Academic Year of Catalog Used for Graduation Requirements: _____

Graduation Term: Spring (May) Summer (August) Fall (December)
 Year _____

Completed form must be submitted online or to the Academic Records Office by the deadline date listed on the Registrar's Website

To be completed by the Office of Academic Records and the Academic Department/College:

Degree (Circle):

BA BAM BFA BM BS BSAg BSBA BSCh **BSCJ** BSEd BSE BSFCS BSHHP BSNRM BSN BSSW BIS

Graduation Catalog Year: _____

1st Major: _____ Concentration: _____ Minor: _____

2.0 UTM & Overall GPA	Minimum grade of C in major courses	Minimum total hours completed	General Education requirements met
Maximum 9 hrs UD transfer	60 hours from 4-yr Institution	25% of hours completed at UTM	Gen Ed and Major Field Tests complete

College Dean Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

2nd Major (if applicable) _____ Concentration: _____

Minimum grade of C in major courses	30 hours above 1 st degree completed
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College Dean Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Records Office	Academic Department	✓ when complete	
Catalog			
		Catalog year:	<ul style="list-style-type: none"> • Check SHATERM to verify student was enrolled at UTM or another public institution in the catalog year selected.
Testing			
		ETS Proficiency Profile Date of completion _____	<ul style="list-style-type: none"> • Check "Post-Comp Test" – needs to be taken at 100 earned hours. Check in CAPP (shows as 3)
		Major Field Test – To be taken in CJ 460 Date: _____	<ul style="list-style-type: none"> • Check in Banner or CAPP (shows as a 3)
High School Deficiencies			
		Deficiencies:	<ul style="list-style-type: none"> • All deficiencies removed English Mathematics Natural/Physical Science U.S. History Social Studies Foreign Language (removed with 111 or 115) Visual/Performing Arts
		High School Foreign Language	
		American History	<ul style="list-style-type: none"> • State law requires all students to take American History either in high school or college
Hours			
		Total hours for degree (120)	<ul style="list-style-type: none"> • Hours in parenthesis have already been counted – may not count again toward the 120 hours total • Ps count in overall total hours
		25% from UT Martin	
		60 hours from 4-year institution	
		Quarter hours at UTM or transfer	<ul style="list-style-type: none"> • Must be entered manually

Records Office	Academic Department	✓ when complete	
		Residency	
		Last 30 hours must be taken at UTM	<ul style="list-style-type: none"> • 2000-2008 Catalogs – check for transfer credit in last 30 hours • Ps count in last 30 hours for residency purpose
		75% upper division hours in major taken at UTM	<ul style="list-style-type: none"> • 2009-2011 Catalogs
		No more than 9 hours of upper division transfer work	<ul style="list-style-type: none"> • 2012-2015 Catalogs
		No portfolio credit in last 30 hours	<ul style="list-style-type: none"> • 2000-2008 Catalogs
		No CLEP or Proficiency credit in last 30 hours	<ul style="list-style-type: none"> • 2000-2008 Catalogs
		Hours in single discipline	
		Maximum of 8 hours PACT credit applied toward any degree	
General Education			
		General Education Requirements	
		English 111-112	<ul style="list-style-type: none"> • Grade of C or better
N/A	N/A	Foreign Language BLANKET WAIVER	Foreign Language no longer required for CJ degree
GPA			
		2.0 GPA	<ul style="list-style-type: none"> • Ps do not count in GPA • Incompletes become permanent Fs after 1 year
		GPA Overall hours _____	
		GPA UTM hours _____	
		GPA Last 30 hours _____	<ul style="list-style-type: none"> • 2000-2008 Catalogs
Courses			
		All degree requirements met	
		Equivalent courses	<ul style="list-style-type: none"> • Check for equivalent courses
		Repeated courses	<ul style="list-style-type: none"> • Check for repeated courses
Degree Adjustments			
		Special requests	<ul style="list-style-type: none"> • Need BS/BA approval? • Need UGC approval?
		Blanket substitutions	<ul style="list-style-type: none"> • Check the blanket substitutions book
Minor/Second Major			
		BA – minor or second major requirements	
		BS – minor or second major requirements	
Second Degree			

Records Office	Academic Department	✓ when complete	
		All requirements met	
		30 hours above first degree	

Criminal Justice Faculty Advisor Name: _____

CJ Faculty Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____