**GPA & HOUR REQUIREMENTS**
- 2.0 Min UofU GPA
- 122 Credit Hours

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours In Progress</td>
<td></td>
</tr>
<tr>
<td>Credit Hours Needed</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>40 Upper Division Hours</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>UD Hours Earned</td>
<td></td>
</tr>
<tr>
<td>UD Hours In Progress</td>
<td></td>
</tr>
<tr>
<td>UD Hours Needed</td>
<td></td>
</tr>
</tbody>
</table>

**RESIDENCE HOURS**
- Min 30 Hours in Residence
- Last 30 hours

**COMMUNICATION BA/BS REQUIREMENT CHECKLIST (Effective Fall 2012- last updated 4/2015)**

To apply for Graduation, you must complete this worksheet and submit it along with your Application for Undergraduate Degree. Use your DARS report to complete this worksheet. To generate a DARS, click on your major in the student profile section of CIS.

**University and Bachelor Degree Requirements**

**ELECTIVES TO CONSIDER FOR ALL SEQUENCES:**
- CW several options
- DV 3070 Communication and Gender
- DV 3190 Intercultural Communication
- DV 3290 Native American Activism
- DV 5540 Media and Diversity
- IR 3770 Cross Cultural Documentary
- IR 5610 IT & Global Conflict
- IR 5620 International Communication
- QB 1270 Analysis of Argument
- QI 3710 Introduction to Quantitative Research
- QI 5710 Communication Research

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**University and Bachelor Degree Requirements**

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**University and Bachelor Degree Requirements**
Graduation Worksheet
Communication Major

Before a Communication Advisor signs your Application for Undergraduate Degree, you must agree to the following, check each box to indicate that you have read it.

☐ I have read and understand the Instructions for Application for Undergraduate Degree that are printed on the back of the application.

☐ I know how to read my DARS report and understand that I am ultimately responsible for fulfilling all graduation requirements as listed on DARS.

☐ I understand that my Advisor’s signature on the application does not clear me to graduate. The Graduation Division will use DARS to clear me to graduate.

☐ I understand that if anything on my DARS is not reported correctly I will discuss it with an advisor in a timely manner, including but not limited to:
    a. DARS exceptions (primarily for students with transfer courses or petitions)
    b. duplicate or repeated coursework.

☐ I understand that once my application is signed by an advisor, I must submit it to the Graduation Division for processing; that I must be proactive in reviewing my DARS any time I make changes to my courses and when grades are posted; and that the Graduation Division and my Advisor may send important graduation information to my UMail account.

☐ I understand that it is my responsibility to be familiar with and meet all requirements for graduation; the Advisor’s review is preliminary; and final certification requires an audit by the Graduation Division of the Registrar’s Office after grades are posted in my final semester.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>uNID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Next Steps For Graduation Candidates

1. Obtain any additional signatures needed for minors, second majors, or honors.

2. Submit your application to Graduation Window #15 of the Registrar’s Office on the second floor of the Students Services Building (west of the Union). You must present a photo ID (and pay $25 if your application is late).

3. This worksheet is for planning purposes only, keep it for your records. Use DARS to successfully complete all in progress and outstanding requirements for graduation and to make sure you have not received credit for any duplicate courses (the same course taken at different institutions).

4. Generate a new DARS after enrolling in your final courses to make sure all requirements are listed as complete or in progress.

5. Check out Career Services! For help with resumes, cover letters, interviews, finding internships or to discuss career planning, consider meeting with your Career Counselor. Take advantage of Career Services workshops during the current and your final semester. Go to careers.utah.edu to look up workshop and career counselor information and explore UCAREERPATH.

6. Graduation Ceremonies: The University of Utah commencement and convocation ceremonies are held annually at the conclusion of spring semester. Commencement and Convocation Ceremonies are open to the public and free to attend. No tickets or RSVP required. Summer graduation applicants can choose to participate either the spring prior to graduation or the following spring. Participation in these ceremonies is not required to obtain your degree and does not guarantee graduation.

Go to http://commencement.utah.edu/ for details about commencement and links to the convocation websites. The Communication major is part of the College of Humanities.
I understand that it is my responsibility to be familiar with and meet the departmental, Bachelor’s degree, and General Education requirements for graduation; the Advisor’s review is preliminary; and final certification requires an audit by the Graduation Division of the Registrar’s Office after grades are posted in my final semester.

**Honors degree candidates**: If you plan to complete the honors program with a thesis, you must have this application signed by your major advisor, Departmental Honors Advisor, and the Honors College Advisor. Specific courses are required for an honors degree and should not be confused with graduating with honors.

This student and I have reviewed the corresponding degree audit for the student’s declared plan(s) and catalog year. We have discussed plans to fulfill any outstanding requirements. I have entered all approved exceptions to requirements into DARS. If questions remain regarding General Education and Bachelor’s degree requirements I have referred the student to University College for further advising. If questions remain regarding total or upper division hours, I have referred the student to the Registrar’s Office.

**FOR REGISTRAR’S OFFICE USE ONLY**

Entered: __________________ Evaluated: __________________ Audited: __________________ Posted: ____________

Updated: 2/11/2014
Instructions for Application for Undergraduate Degree

<table>
<thead>
<tr>
<th>Anticipated Graduation Term</th>
<th>Due Date to Apply*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester (December)</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester (May)</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Semester (August)</td>
<td>February 1</td>
</tr>
</tbody>
</table>

*Applications will not be accepted more than one year in advance. Late applications will be assessed a $25 late fee.

All students must meet with their major (and minor/honors, if applicable) academic advisor(s) in order to declare candidacy for graduation. Students seeking multiple majors/minors must meet with the advisor for each major/minor. Complete a separate application for each additional major.

Before meeting with an advisor:

☐ Verify your declared major(s), emphasis, minor(s), and catalog year(s) are correct in CIS.
☐ Review your DARS (click: Generate Degree Audit for My Major(s)/Minor(s) in CIS) and bring a copy to your meeting(s) with advisor(s).

During the meeting with your advisor(s):

☐ Discuss plans to complete University graduation requirements: minimum GPA 2.0, 122 total minimum credits; minimum 40 credits of upper division (3000 level or higher) courses, and the residency requirement. Questions can be referred to the Registrar’s Office, Graduation Division.
☐ Discuss plans to complete General Education, Bachelor’s degree, and major and/or minor requirements. Additional questions can be referred to University College.
☐ Discuss any plans to repeat courses.
☐ Review U of U and transfer coursework to identify any repeated or duplicated courses.
☐ Discuss plans to resolve any I (incomplete) or T (work in progress) grades.

After the meeting with your advisor(s):

☐ Submit this form to the Registrar’s Office, Student Services Building, 2nd Floor, Window #15, with picture ID. Applications will not be accepted from a third party without a written consent.
☐ Report any repeated or duplicated courses to the Registrar’s Office Graduation Division that have not already been noted on your academic record.
☐ Verify all transfer work, test credits and study abroad courses will be posted to your academic record prior to the last day of the term in which you plan to graduate. Work posted after the last day of the term will delay your graduation to a subsequent semester.
☐ Communicate (from your Umail account) any changes to your plans to graduate to graduation@utah.edu.
☐ Check your Umail for status changes and other communications related to graduation.
☐ Review your DARS report periodically to ensure that all requirements are showing “in progress” or “completed.”
☐ Review your Personal Graduation Information on CIS. Your diploma will be mailed to the address on record in CIS.

Important Information:

• Degrees are posted and diplomas mailed daily once grades are available and the Registrar’s Office certifies all requirements have been met. This process cannot be expedited and may take up to 45 days after the last day of the term to complete.
• Teaching minors can only be paired with teaching majors.
• Minors and emphases are not awarded separately from degrees. If these components are not complete you will need to decide to graduate without them (if possible) or delay your graduation to a subsequent term. Requests to delay graduation, drop an emphasis and/or minor must be made from Umail to graduation@utah.edu.

Note: You can be charged with a violation of the Student Code if you forge signatures, alter, or misuse University documents.