

**Attention, December 2022 graduates:
Submit this form to Andrea Trautwein by April 22, 2022**

GRADUATION REQUEST

This request should be submitted to the Registrar by registration time at the beginning of the potential graduate's senior year (in November for May graduation and in April for December graduation).

Print your name as it should appear on your diploma:		
First name:	Middle name/initial:	Last name:
Degree program(s) and, if appropriate, Certificate(s):		Projected graduation date:
Print your name as you want it to be read aloud at Commencement ceremony:		
I request to be added to the graduation list and am on track to meet all graduation requirements by the end of my last semester (listed above). I have read and understand Louisville Seminary's graduation policy (listed below). I understand that if my graduation plans change, I must provide written notification to my faculty advisor and the Registrar.		
Student's signature:		Date:
I have reviewed the above-listed student's academic record and hereby approve him/her to be added to the graduation list as requested. I agree that this student is on track to meet all graduation requirements by the end of their last semester (listed above).		
Advisor's signature:		Date:
Registrar's signature:		Date:

GRADUATION POLICY Determining Your Graduation Date

Students who receive degrees dated in May or December must complete all academic, practicum, and field education, etc. work by the end of the semester that immediately precedes their graduation date with a minimum cumulative GPA of 2.50. There is no exception to the policy.

Occasionally, a student may have some incomplete work for a May graduation. With the approval of the faculty (officers of instruction), a student may walk in the May graduation ceremony (yet receive a degree dated the following December) if the following criteria are met:

1. Student lacks no more than 6 credit hours.
2. Student's statement of faith and ministry has been completed and has been awarded a Pass grade by the reviewing faculty team.
3. Student lacks fewer than 50 practicum hours or two Field Education units by the end of the spring semester.
4. Student reasonably expects this work to be completed on or before August 30 following the May graduation ceremony in which the student is asking to participate. Students completing Practicum hours during this time must have approval of their clinical supervisor.

Students with incomplete work who want to walk at graduation in May are, themselves, responsible for requesting and obtaining the approval of the faculty. Normally, this request should be made through the student's academic advisor and should be made in the March faculty meeting unless there are reasonable grounds for delay. Faculty may grant or reject the student's request based upon the student's academic record and/or other reasonable grounds.