

# PLAN FOR GRADUATION

Complete and sign this form with your advisor and return it to the Registrar's Office as soon as possible.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Major(s):		Minor(s):	
Concentration:		Licensure(s):	

**1. Calculate the total number of hours needed for graduation (See student's degree audit in Student Portal/ Faculty Portal.)**

	Example	Actual
<b>Hours Needed</b> (120, but hours may differ by major, double major or minors.)	124 hrs.	
<b>Subtract Hours Earned</b>	- 80 hrs.	-
<b>Subtract Hours in Progress</b>	- 15 hrs.	-
<b>Repeated Course Hours</b> (If you will be repeating a course in which you previously earned a low grade, the highest grade and hours will count.)	+ 3 hrs.	+
<b>Hours Needed to Graduate</b> (This is the number of hours you need to meet the minimum total hours for graduation.)	= 32 hrs.	=
<b>Total Hours of completed Upper-Level Courses</b> (300-400 level courses), <b>42 or 39 hours required.</b>	= 30 hrs.	=

**2. List when you plan to take each of your remaining courses**

FALL		
Course	Title	Hours
TOTAL HOURS		

Spring		
Course	Title	Hours
TOTAL HOURS		

FALL		
Course	Title	Hours
TOTAL HOURS		

Summer (if applicable)		
Course	Title	Hours
TOTAL HOURS		

**Notes (examples: repeated courses, substitute courses, or courses you plan to take elsewhere, must complete necessary forms.)**

**3. Select your anticipated graduation date (date when you will have completed all course work and requirements):**

DEC 2026     
  May 2027     
  AUG 2027     
  DEC 2027 (Students walk May 2028)

**4. Read the following statement and sign:** By completing and submitting this form you indicate that you understand the following: a) it is the student's responsibility to know and meet all requirements for graduation; and b) any changes to this plan or non-passing grades could result in a later graduation date. Please apply for graduation @: <https://kwc.edu/academics/registrar/application-for-degree/>

Student signature \_\_\_\_\_

Advisor signature \_\_\_\_\_