LABOVITZ SCHOOL OF BUSINESS AND ECONOMICS Hold released \_\_\_\_\_

**GRADUATION CLEARANCE FORM**

**Steps to resolve the RK Graduation Plan hold:**

1. Create a Graduation Plan in Grad Planner which includes all degree requirements.
2. Click the APAS symbol at the top of Grad Planner to access the ***planned-course APAS***. NOTE: The ***planned-course APAS*** within Grad Planner is different from the regular APAS report. Click the ***printer-friendly link*** to print a planned-course APAS (or save as .pdf). Discuss this ***planned-course APAS*** with your faculty advisor. **Have the advisor sign and date (or email you) that the *planned-course APAS*** certifying your plan contains all remaining degree requirements. ***If completing more than one LSBE major, you must attach a planned-course APAS for each program***.
3. Fill out the upper portion of this form.
4. Bring the *signed planned-course APAS* and this form to Advising & Academic Services in LSBE 111A **OR** ***VIRTUAL OPTION****:* Forward an email from your advisor approving your plan to [**lsbeadv@d.umn.edu**](mailto:lsbeadv@d.umn.edu) with 2 attachments: 1) **"Graduation Clearance Form"** (this form) 2) A copy of your **Planned Course APAS.**

We will remove the hold from your record. You will receive a preliminary credit check one term before you graduate. You are responsible for all degree requirements, residency requirements, and having ≥2.00 GPA in the required areas.

**NOTE**: You will also need to Apply to Graduate & complete the Commencement questionnaire to graduate.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@d.umn.edu

Last semester and year of planned courses: Fall Spring May Session Summer

Year Year Year Year

1. Are you completing a non-LSBE degree simultaneously? If yes, name of second degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. My major is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. My second major is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My minor is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*Note: A second major or a minor is required for Economics BA degree program.***

4. Apply LSBE minor or LSBE 2nd Major Credits (12 max.) to Supporting Course Credits: YES\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

5. If you are completing an *optional* “Course Cluster” indicate which one:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

---------**DO NOT WRITE BELOW THIS LINE**------------------------------------------------------------------------------------------------------

Academic standing through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Overall Coursework \_\_\_\_\_\_\_\_ GPA \_\_\_\_\_\_\_\_ ***Tentative* Program Honors:**  YES NO

UMD Overall (Cumulative) \_\_\_\_\_\_\_\_ GPA \_\_\_\_\_\_\_\_ ***Tentative* Latin honors:** SUMMA MAGNA CUM

U of MN (Resident) \_\_\_\_\_\_\_\_\_ GPA \_\_\_\_\_\_\_\_ (Any *tentative* honors received will be circled above.) (All must be 2.00 or better to graduate) (\*FINAL honors determined after last semester’s grades post)

Has student completed at least 15 of the last 30 credits while in residence? \_\_\_\_\_YES \_\_\_\_\_NO

Has student completed at least 50% of all upper division credits while in residence? \_\_\_\_\_YES \_\_\_\_\_NO

Has student completed 50% of required LSBE courses while in residence? \_\_\_\_\_YES \_\_\_\_\_NO

**CLEARANCE FOR DEGREE**. **The student is cleared when the following courses are completed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advising and Academic Services Staff

BBA PLANNING TOOL (OPTIONAL)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BBA SUPPORTING COURSES (18 cr. pre Fall 2016 catalog/17 cr. Fall 2016 Catalog and later)** | | | | |
|  | How credits are used in Supporting Courses: | | | |
| U.D. Econ Elective: | **0 cr.** (usedin major) | OR | | **3 cr.** (used in Supptg. Crs.) |
| U.D. Int’l Req: | **0 cr. (**used in major) |  | | **3 cr.** (used in Supptg. Crs.) |
| LSBE Internship:  (total of 6 cr.) | **\_\_ cr. (≤3) (**used in major) | OR | | **\_\_ cr. (≤5) (**used in Spptg. Crs.) |
| ***Additional Options to reach 18/17 Supporting Credits:***  Upper Division Non-LSBE electives  12 Credits (MAX) of LSBE minor or 2nd Major  LSBE Cluster Courses | | | | |
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|  | | |  | |
|  | | |  | |
| TOTAL (needs to be 17/18): | | |  | |

|  |
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| **BBA Major Requirements (21 cr.)** |
| 1) |
| 2) |
| 3) |
| 4) |
| 5) |
| 6) |
| 7) |

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ACCOUNTING PLANNING TOOL (OPTIONAL)

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| --- | --- |
| **BACC SUPPORTING COURSES 6cr. pre Fall 2016 catalog/5 cr. Fall 2016 Catalog and later)** | **Credits** |
| U.D. Int’l Requirement |  |
| Upper Division Non-LSBE Electives: | |
|  |  |
|  |  |
| Total (needs to be 5/6cr.): |  |