

IMPORTANT SENIOR EVENTS

The chart below contains a partial list of important senior events. Use the Academic Calendar to fill in dates and deadlines. Refer to it often.
Note: The dates and information are subject to change without prior notice.

EVENTS	Fall Semester Dates		Spring Semester Dates	
	Due	Done	Due	Done
Graduation Fee (Stud. Accounts)	Oct 15			
Application for Graduation	Oct 1		Feb 4	
Order Academic Regalia/Senior Presentation (Purchasing Office)	Oct 15			
Order Academic Regalia/ Graduation (Purchasing Office)			March 1	
Official Transcripts for Transfer Credits, Grade Changes			Feb 3	
Department Exit Exam (See dept.)				
English Proficiency	Sept 12 & Nov 4		Jan 23	
Senior Presentation			Feb 2	
Financial Clearance			April 11- May 6	
Final Graduation List			April 19	
Graduation Packet Distribution			May 5	
Nurses Pinning Ceremony & Senior/Parent/Guardian Dinner			May 5	
Final Exam Grades Due (It is your responsibility to view grades)			May 6	
Consecration			May 6	
Baccalaureate			May 7	
Commencement			May 7	
Degree Mailed			June 30	

DEGREE CANDIDACY GUIDE

A reference for prospective candidates



Oakwood University
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**Oakwood University
Graduation Requirements Status Sheet**



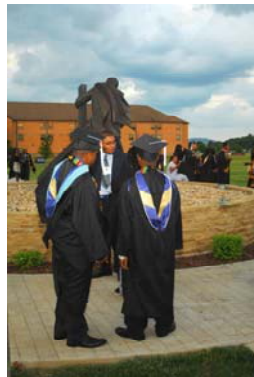
Name: _____ **Degree/Major (s):** _____
Diploma Name: _____ **Minor (s):** _____
Anticipated Graduation : _____

Requirements approved as submitted on Final Year Schedule. No change should be made without prior approval from your department chairperson. Any change may delay your date of graduation.

USE THE CHECKLIST BELOW TO REVIEW YOUR STATUS AND ANY UNRESOLVED PROBLEMS, YOU SHOULD TAKE CARE OF THESE IMMEDIATELY.

Dear Prospective Graduate,

Graduation can be a time of anticipation and excitement—one of your most memorable occasions. To help you stay on track for graduation, we have prepared a reference guide filled with valuable information. Please read this information carefully and use it as one of your tools to help you complete your degree program.



1. Number of hours remaining to complete 128 hour requirement. Remedial courses do not apply toward graduation (EN090, EN095, EN099, MA095, PY095). Note: Repeated courses can be counted only once. _____
2. Total number of hours remaining to complete 40 upper division hour requirement. _____
3. Current Cumulative Grade Point Average (CGPA) below 2.00. _____
4. Transfer equivalency by department (s) completed. _____
5. Transfer, Correspondence, or CLEP course (s) outstanding. _____
6. General Education requirements remaining. _____
7. Major, Minor, or Cognate grade (s) not acceptable. _____
8. Major course (s) requirements remaining. _____
9. Minor course (s) requirements remaining. _____
10. Cognate course (s) requirements remaining. _____
11. Free elective hours remaining. _____
12. English Proficiency Requirement not completed. _____
13. Department Exit Exam not completed. _____

GRADUATION INVITATIONS

Invitations are not included in class dues or graduation fees. Please contact the Oakwood University Purchasing/Copy Center for ordering information.

TIPS

Work closely with academic advisors;

Read the Oakwood University Bulletin thoroughly. The Bulletin identifies graduation requirements. This guide is only a reference;

Use Drop/Add Forms to make changes in your class schedule after registering and immediately submit them to the Records Office;

Identify any problem areas and resolve them as soon as possible;

If you are taking courses by CLEP, Home Study or other approved courses, set up a schedule, follow it closely, and complete it to ensure that the grades are in the Records Office by posted deadlines;

Prioritize your activities. Make your academic progress second only to your devotion to God.



Note: These dates and information are subject to change without prior notice.

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GENERAL UNIVERSITY REQUIREMENTS

- Satisfactory completion of required remedial courses and removal of admission deficiencies (if applicable).
- Satisfactory completion of general education requirements (53-64 hours).
- Satisfactory completion of a required major, including a minimum of 16 semester hours of upper division courses [except in Interdisciplinary Studies].
- Satisfactory completion of a minor (19-21 semester hours), if required, of which 9 semester hours must be upper division.
- Satisfactory completion of the English Proficiency requirements. You must take the exam and pass before processing your Application for Graduation and final year schedule (AFG/FYS).
- Satisfactory completion of required semester hours of “free” electives—courses outside the major and minor areas of study.
- Satisfactory completion of major Departmental Exit Exams.
- Satisfactory completion of 2 upper division writing emphasis courses, one of which must be in the major.
- Satisfactory completion of a minimum of 128 semester hours (excluding remedial courses), including 40 semester hours at the upper division level. There may be variations in the general education requirements, consult the appropriate academic advisors for details.

COMMENCEMENT PROGRAM BROCHURE

Disclaimer: Since the names of candidates must be furnished to the printer three weeks prior to Commencement, it is possible that persons listed in the program may not have completed degree requirements or that some candidates who completed degree requirements may not be listed. The inability to remove or include a candidate’s name in the program does not constitute graduation from this institution, the granting of a degree or denial of a degree. Any additions to the list will be announced during commencement.

FUTURE ALUMNI

All seniors automatically become Oakwood University Alumni after graduation. Being an alumnus of distinction includes:

- Upholding the high standards of the school even after graduation.
- Supporting the University in ways that positively impact its image through words, reflections and recommendations.
- Giving back to the University in time, talent and resources (financial and otherwise) to foster its progress and prosper.
- Being an active member of the local Alumni Chapter or taking the initiative to help build one. The Oakwood University Alumni Office can provide valuable assistance on how to do this.
- The Class President is responsible for staying in contact with the Alumni Office on behalf of the class and working to keep the class abreast of activities and changes at the university.

GOALS

The goal of the President, Administration, Faculty and Staff is to maintain an educational environment where all students will automatically and enthusiastically want to be active supporting alumni. Any practice or problem will be treated as a challenge to be solved. You are encouraged to inform the responsible University leader of challenges so that immediate and reasonable action can be taken to resolve them before you leave Oakwood University.

GRADUATION

SELECTION OF SPEAKERS

Graduation weekend is the high point of the Senior Year. This period is the culmination of the work and dreams of the graduating seniors and the supporting faculty, staff and administrators. The success of the weekend is a result of the collaboration of the senior class, the university administrators, and other contributing officers, faculty and staff.

Historically, the Senior Class nominates the speakers for the Consecration and Baccalaureate services. The Senior Class recommends three speakers in order of preference for the Consecration and Baccalaureate services and submits them to the Vice President for Academic Affairs.

The Vice President refers them to the President, who acts on them. These names should be submitted before the Thanksgiving Break to allow time for contacting the speakers. The University President contacts the speakers on behalf of the Senior Class and the university. The University President informs the Vice President for Academic Affairs and the Senior Class President of the speakers' responses. The President of the University selects the speaker for Commencement Service and keeps the Senior Class President informed of plans.

PROGRAM PARTICIPANTS

Responsibilities for graduation weekend activities rest with the University President, Vice President for Academic Affairs, Commencement Coordinator, and the Records Office staff. The Aeolians and/or the University Choir generally provide music.

All music for the programs is selected by the Music Department Chairperson.

- Maintenance of a cumulative GPA of 2.00 or above on a 4.00 grading scale for course work completed.
- Maintenance of a minimum overall GPA of 2.25 or above in the major and 2.00 or above in the minor fields. *[No grade below "C" (2.00) may apply towards the major or minor. No grade below "D" (1.00) may apply towards the general education requirements or "C-") (1.70) for ENG 111 Freshman Composition and ENG112 Freshman Composition J.*

RESIDENT REQUIREMENTS

- Satisfactory completion of a minimum of 32 semester hours at Oakwood University of which 24 semester hours must be taken during the senior year.
- Satisfactory completion of a minimum of 20 semester hours at Oakwood University at the upper division level.
- Satisfactory completion of 8 upper division semester hours at Oakwood University in the major field.
- Satisfactory completion of 3 upper division semester hours at Oakwood University in the minor field, if applicable.

OTHER REQUIREMENTS

- Completion of an Exit General Interview (Financial Aid)/ Survey Form
- Completion of a Future Plans/Location Form
- Satisfactory compliance with the Code of Standard Conduct Student Handbook Guidelines

ACADEMICS

Oakwood University grants degrees three times during the academic year:

1. End of the last summer session semester (September 1)
2. End of the fall semester (December 31)
3. End of the spring semester (May)

Formal commencement exercises are held once a year, at the end of the spring semester. Students having degrees conferred in the summer and fall will belong to the class of the next spring commencement exercise. They will be entitled to participate in the commencement exercises then, provided they give sufficient notice for their names to be included in the program.

APPLICATION FOR GRADUATION (AFG)

Prospective graduates must file an AFG form at the Records Office no later than the date set forth in the Academic Calendar. The AFG documents the student's responsibility to abide by the program approved by the advisor and any necessary changes required by the Records Office in completing graduation requirements. Submit the AFG only after the English Proficiency requirement is satisfied.

The University assumes no responsibility for making special adjustments for students who file late AFG. Failure to file an AFG or to meet graduation requirements by the designated dates may hinder candidacy for that particular graduation.

FINAL YEAR SCHEDULE (FYS)

The FYS is the tool used to assist the graduation candidate in outlining course work assessments. The FYS outlines the senior year course schedule by Department, Course Number, Course Title, Credit Hours, and Grade (The FYS is a part of the Application for Graduation).

CLASS SPONSOR

The University requires that every recognized campus organization has an approved sponsor (s). The Senior class submits a list of nominations for senior class sponsors to the Records Office. The Records Office forwards the list to the Vice President for Academic Affairs, who presents the list to the University President. From this list, the University President appoints two sponsors.

The duties of the class sponsors include:

- Guides the class in their plans and projects and the selection of their class gift to the university.
- Advises as it relates to class activities.
- Attends all class meetings and occasions.
- Providing counsel and direction for any challenges or obstacles that may arise.
- Works with the commencement coordinator in all matters affecting the class, the university and graduation procedures.
- Assists with the processional at Senior Presentation and during Commencement weekend.
- Reminds the class of all official dates and occasions.
- Serving as an official member of the Commencement Committee.

CLASS PROGRAMS

There are many events that the senior class may conduct during the academic year. During Commencement weekend, special arrangements may be made with the University Church for the Seniors to lead in Sabbath School, Sabbath Afternoon Musicals, and Vespers.

CLASS GIFT

Traditionally, the senior class gives a gift to the university. The gift is an item of lasting and enduring significance to the institution. Seniors make contributions for the gift through their class dues.

SENIOR PRESENTATION

Senior Presentation is held in January or February on a Wednesday evening at 7:30 P.M. Senior Presentation is an early official recognition by the university of those who are being recommended for graduation by the Academic Departments. The Academic Departments present the prospective graduates to the Vice President for Academic Affairs, who presents the class to the University President.

Each participant in senior presentation must:

- Be officially recommended by their department for graduation
- Have a completed Application for Graduation/Final Year Schedule (AFG/FYS) and submitted in the Records Office for evaluation
- Pay the required graduation fee in full, see Student Accounts
- Wear academic regalia (cap and gown), see Purchasing/Copy Center

SENIOR CLASS CONCERNS

CLASS OFFICERS

In September, class offices are filled by an election process. The Records Office is responsible for coordinating this event.

The officers of the Senior Class include:

President	Sergeant-at-Arms
Vice President	Social Activities Coordinator
Secretary	Assistant Social Activities Coordinator
Assistant Secretary	Public Relations Coordinator
Treasurer	Assistant Public Relations Coordinator
Assistant Treasurer	Chaplain
Special Events Coordinator	<i>(This position is appointed by the Senior Class President)</i>

Responsibilities:

1. Scheduling regular meetings in cooperation with the class sponsors to plan activities and prepare for graduation.
2. Choosing class motto, aim and colors and submit to the Records Office before the Thanksgiving break.
3. Class president serving as an official member of the Commencement Committee.

The student must prepare the AFG/FYS with the assistance of the Academic Advisor. Completed AFG/FYS form must be submitted to the Department Chairperson during the spring semester of the junior year. Forms are available to juniors and seniors and can be obtained from the Records Office. Applications are due fall semester by October 1 and spring semester by February 1. This allows the Records Office and seniors adequate time for:

- Review of AFG/FYS
- Student clearance with respect to Senior Presentation participation
- The preparation of the official list of candidate and diploma orders
- Seniors to order the academic regalia for Spring Graduation

DEGREE AUDITS

Degree Audits are planning tools that document the student's course work. Degree audits are available and can be obtained from the Oakwood University Website or from your major department chair or advisor's office.

CLASSIFICATION AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

At Oakwood University, a student is classified as a senior upon completing a minimum of 93 semester hours while maintaining a cumulative grade point average (CGPA) of at least 2.00.

TRANSFER CREDITS

Credit hours earned at another institution should be sent via official transcript to Oakwood University, Records Office for documentation of credit. A transient letter should be processed prior to taking a class at another institution while enrolled as a student at Oakwood University. Transcripts should be sent as soon as possible to receive academic credit (only grades of "C-" and above are transferable, see page 5).

SPECIAL EXAMS

All seniors are required to pass the English Proficiency Exam and the Departmental Exit Exam in their major area of study prior to graduation.

At junior status, students who fail the English Proficiency Exam twice must take and pass EN250 [English Fundamentals] with a “P” grade. The grade received for EN250 does not count toward the student’s cumulative grade point average (CGPA).

The English Department administers the English Proficiency Exam. The Academic Profile Assessment and any other Departmental Exit Exam is administered by your major department. See your academic department chairperson for details.

GRADUATION WITH DISTINCTION

Baccalaureate graduates maintaining high scholastic averages may be awarded the following honors (Cords are to be worn with academic regalia):

- **Summa Cum Laude:** 3.90 to 4.00 (Three honor cords)
- **Magna Cum Laude:** 3.75 to 3.89 (Two honor cords)
- **Cum Laude:** 3.50 to 3.74 (One honor cord)
- **Honorable Mention:** 3.25 to 3.49

See 2001-2003 Bulletin, page 45. Criteria voted February 2000. Honors are listed/highlighted in the Commencement Program and is calculated on the previous fall semester’s cumulative grade point average (CGPA).



ADVISOR/ADVISEMENT

While it is the responsibility of the University to provide competent advisors, it is the responsibility of the prospective graduate to take time to understand, review and affirm degree requirements as published in the official bulletin under which the student enrolled.

FINANCIAL RESPONSIBILITIES

The Senior Year, particularly the Graduation period can be stressful. The prospective graduate can make this period much smoother and more manageable by ensuring, through personal effort and planning, that all financial obligations by posted deadlines are met. It is the policy of Oakwood University, that a graduate can receive a diploma and transcripts only if financial obligations are met by the posted deadlines.

GRADUATION FEES

The university requires each degree candidate to pay a graduation fee of (See Student Accounts Office) which assists with:

- Academic regalia* (Cap/, tassel, gown & hood)
- The Kente Shawl
- Diploma
- Diploma jacket
- Program brochures (Consecration, Baccalaureate, Commencement)
- Senior Presentation, additional expenses, speakers, etc.

A second degree is an additional cost (See Students Accounts Office).

GRADUATION IN ABSENTIA

All degree candidates are expected to participate in the Commencement exercises. Request to graduate in absentia must be sent to the Records Office and an additional \$40 fee is required. Pay this fee to the Student Accounts Office

***The Oakwood University Purchasing/Copy Center will order your regalia after the graduation fee has been paid (See the Student Accounts Office).** The Records Office is not responsible for furnishing regalia.