

# PLAN FOR GRADUATION

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

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

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

1. **Calculate the total number of hours needed for graduation** (from the Student tab in my.bluffton.edu, click Academic Information, then "Click here to view the course needs for Your Name" under Graduation Report (with checkmarks), then click Printer Friendly Graduation Report):

	Example	Actual
1. <u>Hours Needed</u> (124, 125, or 126) Two hours of Arts & Lecture credit are included in this total. (Scroll to the last page to the Course Totals section to find your total number of hours needed)	124 hrs.	
2. <u>Subtract Hours Earned</u> (Found next to Hours Needed in Course Totals section)	- 80 hrs.	-
3. <u>Subtract Hours in Progress</u> (Found under Hours Needed in Course Totals section)	- 15 hrs.	-
4. <u>Repeated Course Hours</u> (If you will be repeating a course in which you previously earned a D grade, the hours earned the first time will no longer count. Add the hours from the first time taken to the hours still needed.)	+ 3 hrs.	+
5. <u>Hours Needed to Graduate</u> (This is the number of hours you need to meet the minimum total hours for graduation.)	= 32 hrs.	=

2. **List when you plan to take each of your remaining courses** (To find your remaining courses, click "Click here to view the course needs for Your Name" under Graduation Report (with checkmarks), then click Printer Friendly Graduation Report):

Summer 2019 (if applicable)		
Course	Title	Hours
TOTAL HOURS		

Fall 2019		
Course	Title	Hours
TOTAL HOURS		

Spring 2020		
Course	Title	Hours
TOTAL HOURS		

Summer 2020 (if applicable)		
Course	Title	Hours
TOTAL HOURS		

Notes (examples: repeated courses, substitute courses, or courses you plan to take elsewhere): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

December 2019   
  May 2020   
  August 2020   
  December 2020

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.

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

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

Do you have additional comments/questions? Check this box  and use back of this form.