To: Graduating Seniors

From: Cheryl Gravett, Registrar’s Office, Phone: 961-1734; FAX: 961-1310; e-mail: cheryl.gravett@simpson.edu

Commencement Ceremony dates: **December 2012 and April 2013**. The college has two commencement ceremonies; one after the fall term and one after the spring term. Qualified students may select which ceremony to attend, but cannot attend both. **Participation in the ceremony is not the same as completing your graduation requirements.** Once final grades have been verified and it has been determined that you have met all graduation requirements, the Registrar’s Office will post your degree to your academic record.

Simpson College has six completion dates in the academic year. A completion date is the date used to record a student’s completion of the degree requirements. Completion Dates: **End of T1 (10/22/12); End of T2 & Fall (12/20/12); End of T3 (2/28/13); End of T4 & Spring (5/2/13), May Term (5/17/13), End of S1 (date to be determined); End of S2 or SX whichever ends last (date to be determined).** IMPORTANT: Your degree will only be posted to your academic record at the end of one of the six completion dates.

A copy of your graduation analysis report is attached. **The analysis is a report dealing specifically with your graduation application.** If you are having trouble reading the attachment, click on view and then select print layout. Please review the entire report and contact your academic advisor to resolve the items listed.

Students are responsible for compliance with Simpson’s academic policies and procedures. The Registrar exercises all possible care in checking students’ records for graduation; however, it is the sole responsibility of the student to fulfill all requirements for a degree.

Your degree cannot be posted to your academic record (you will not graduate) if you have a course in progress, an incomplete(s) or are registered for future course work beyond the completion date listed on your graduation application. If you do not complete the requirement(s) of a minor or second major, you will not graduate until the requirement(s) have been fulfilled or you drop the second major or minor by notifying the Registrar’s Office. We cannot make changes in your academic record without your permission.

**REQUIREMENTS FOR GRADUATION HONORS** -64 Simpson Credits & GPA Requirement

Honors at graduation are based on a cumulative GPA of at least 3.60 and a minimum of 64.0 Simpson credits

Honors designations: Summa Cum Laude 3.9 or higher, Magna Cum Laude 3.75 through 3.899, and Cum Laude 3.6 through 3.749. The GPA is never rounded up. Honors designations for the commencement ceremony are based on grades earned through the last graded term (December participants end of T1 - 10/22/12, April participants end of T3 - 2/28/13); final designations are subject to change and determined upon completion of your degree requirements and may be different than the designation used for the commencement ceremony.

**PLEASE LET ME KNOW IN WRITING IF YOU:**

1) Change your completion date from that shown on the analysis report;
2) Make course substitutions in your major, minor, or general education requirements;
3) Do not follow the projected schedule exactly as submitted
4) **IMPORTANT:** Wish to change the way your name is to appear on your diploma and in the commencement program book (additional documentation is required for changes to your legal name). Name changes are needed no later than September 10, 2012 (December participants) December 3, 2012 (April participants).

**POLICY ON REPEATED COURSES:**

When a course is repeated, the credit credits are deducted from the transcript the first time the course was taken. Remember to take repeated courses into consideration when you plan for total credits required for graduation. A minimum of 128.0 credits are required for the Bachelor of Arts degree, and a minimum of 132.0 credits for the Bachelor of Music degree.

Graduation Analysis Letter
Revised 7/8/12