


## McCoy College of Business Administration Advising Center Graduation Checklist

 WHAT to do...	WHERE to do it...	WHEN to do it...
Verify all degree requirements will be satisfied.	Schedule an academic advising appointment by calling 512-245-1993 or stop by McCoy 115	The semester before you apply to graduate.
<b>Apply</b> for graduation. *See notes for graduation with honors and University Honors College	Online using CATSWEB Student Services Menu, <a href="http://catsweb.txstate.edu">catsweb.txstate.edu</a>	Apply the first day of classes of the semester you would like to graduate. See Academic Calendar for required deadlines.
<b>Wait</b> for approval of your application	Sent to your Texas State email. You will only receive an immediate email if there are any problems with your application.	Approved students will receive further instructions via email following graduation application processing.
<b>If eligible</b> , apply for Tuition Rebate.	Submit to McCoy College of Business Administration Advising Center online: <a href="http://advising.mccoy.txstate.edu/degreeplanning/graduation">advising.mccoy.txstate.edu/degreeplanning/graduation</a>	<b>Rebate forms must be turned in no sooner than the first day of the semester in which you graduate and no later than 60 days after graduation.</b>
Send official transcripts if you are completing a course at another institution.	Undergraduate Admissions Center 429 N. Guadalupe St. San Marcos, TX 78666 512-245-2364	As soon as grades post at the institution. Follow-up with Undergraduate Admissions.
<b>Check</b> commencement website (graduation ceremony)	<a href="http://txstate.edu/commencement">txstate.edu/commencement</a>	Carefully review the website for times and directions to make arrangements for guests
<b>Check</b> for holds -parking tickets -financial aid -library fines	Online using CATSWEB Student Services Menu, <a href="http://catsweb.txstate.edu">catsweb.txstate.edu</a>	Prior to commencement resolve outstanding issues.
<b>Obtain</b> cap, gown, and announcements	Texas State Bookstore	Purchase prior to commencement if you are attending.
<b>Forward</b> your Texas State email so that you can continue to receive email after you graduate	Online Toolkit on the BobcatMail Main Menu	Stay in touch! This can only be done one time, so forward your mail to an account that you intend to keep for many years.
<b>Attend</b> graduation	Strahan Coliseum	Follow instructions that will be sent to you via email.
<b>Join</b> the Texas State Alumni Association	<a href="http://txstatealumni.org">txstatealumni.org</a>	Keep in touch with fellow alumni and support your Alma Mater.
All <b>diplomas</b> will be mailed to your permanent address.	Registrar's Office	Check your permanent address via CatsWeb to confirm it is correct.

### Important Information

#### Business GPA Requirement

In order to graduate, students must earn a 2.25 business GPA which includes common business core, department major(s), and restrictive/advanced electives. The business GPA calculation is listed on your degree audit report.

#### \*Honors Designations

To graduate with honors, a student seeking a bachelor's degree must have completed at least 54 semester credit hours preceding graduation at Texas State. Calculation of the GPA to determine honors status is based on all Texas State work applied to the bachelor's degree, including work completed in the final semester.

Undergraduate students earning a Texas State GPA of:

*3.40 to 3.59 will graduate Cum laude*

*3.60 to 3.79 will graduate Magna cum laude*

*3.80 to 4.0 will graduate Summa cum laude*

#### University Honors College

The Honors College is separate and requirements are determined by the college. To graduate in the Honors College, students must meet requirements set forth by the Honors College (<http://www.txstate.edu/honors/>).



## Do you want to graduate? Make sure you meet the requirements below:

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- Texas State GPA (2.0 or higher)
- Minimum of 120 hours completed<sup>1</sup>
- Texas State Core Curriculum completed
- Business GPA: 2.25 or higher<sup>2</sup>
- Business Core and Major Classes completed: 50% of all Business Courses must be completed at Texas State
- Residency Hours: 24 of Last 30 hours must be completed at Texas State
- 9 hours Writing Intensive coursework completed at Texas State
- Advanced hours (3000-4000): **36** advanced hours, **24** at Texas State, and **12** in major must be completed
- Proof of Enrollment submitted if taking course away from Texas State in last semester. Make sure to provide proof of enrollment before submitting graduation application.
- Meet with Academic Advisor to check if you are eligible for Tuition Rebate.
- Meet with Career Advisor, Bruce Howard (bhoward@txstate.edu), to check on career search resources.

<sup>1</sup> *Your degree may require more than 120 hours - see Academic Advisor for more information.*

<sup>2</sup> *Your major may have additional GPA requirements - see Academic Advisor for more information.*