

# COLLEGE OF JUSTICE AND SAFETY

## Application for Graduation Instruction

1. Complete the Undergraduate application for graduation. Read and follow the instructions listed for each section. Incomplete applications will not be accepted!
2. Read the information sheet from Student and Alumni Services.
3. Read and complete the ECU Alumni Association Application.
4. Complete the Departmental Undergraduate Online Survey. Please indicate the date the survey was completed on the instruction sheet.
5. Complete the University Undergraduate Online Survey. Include the completion verification form when returning the graduation packet.

You will be assessed a graduation fee, which will be charged to your student account. A statement will be sent to you from Billings and Collections prior to graduation. Graduation fee is \$50.00 and includes cap and gown, diploma processing, diploma cover and an official transcript. **YOU MAY SCHEDULE YOUR GRADUATION CHECKOUT AFTER THE DEADLINE, BUT YOUR APPLICATION MUST BE TURNED IN BY THE DEADLINE.** After you have completed your graduation application, please call 622-7216 and ask for a graduation checkout appointment with the Academic Administrative Specialist. You must have a checkout in order for your application to be processed.

### \*\*\*GRADUATION APPLICATION DEADLINE\*\*\*

SPRING COMMENCEMENT	OCTOBER 31
SUMMER COMMENCEMENT	OCTOBER 31
FALL COMMENCEMENT	APRIL 30

**NOTE:** It is YOUR responsibility to notify the Advising and Academic Success Center, in writing to the address below, of any name, address, phone, or e-mail changes, OR where your diploma should be mailed to ensure that you receive your final transcript and diploma. It is also YOUR responsibility to notify the Advising and Academic Success Center if you plan to change the date of your graduation.

Eastern Kentucky University  
College of Justice and Safety  
Advising and Academic Success Center  
345 Stratton Building  
521 Lancaster Avenue  
Richmond, KY 40475-3102

**APPLICATION FOR GRADUATION**  
**College of Justice and Safety**  
**Stratton 345**

Date Received:
Date Entered:
Office Staff Initials:

\*\*\* Please read carefully and complete by printing in blue or black ink or typing. Print your name EXACTLY as you want it to appear on your diploma. You must provide all information requested. Also, please fill out reverse side of form. \*\*\*

**Diploma Name:**

First Name	Middle Name or Initial	Last Name	EKU ID:
Street Address – Permanent or Home Address (Diploma will be mailed to this address)			Date of Birth:
City	State	Zip	Home Phone:

**Email Address:**

**Current Address: (if different from above)**

Street Address:	Local Phone #:		
City	State	Zip	Other Phone #:

<b>Graduation Date: (indicate year beside term)</b> _____ Spring (May) _____ Summer (July/August): If Summer Graduate, please specify if you are walking in: Spring _____ OR Fall _____ _____ Fall (December)	<b>Degree: (check the degree that you will be awarded)</b> _____ AA Associate of Arts _____ AS Associate of Science _____ BS Bachelor of Science _____ BA Bachelor of Arts in General Studies _____ Certificate
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Major :	Option:
Second Major:	
Minor:	
Second Minor:	

**List Any Courses you plan to take by correspondence, transfer, or challenge examination.**

Semester	Course number and Title	Institution

**NOTE:** All Correspondence course lessons must be completed and final examination taken no later than November 15<sup>th</sup> for December Graduation, April 19<sup>th</sup> for May Gradation, and July 15<sup>th</sup> for summer graduation.

Beginning with this semester, list the courses in which you are currently enrolled and the courses you are going to take to complete the requirements for your degree. Mark any course that you are repeating or will repeat. List correspondence courses, transfer courses, or credit by examination. Minimum number of hours required for an associate degree is 64 semester hours and 125 semester hours (depending on your degree) for a baccalaureate degree.

Please Print Name: \_\_\_\_\_ EKU ID #: \_\_\_\_\_

<i>Semester: (circle term –indicate year)</i>	FALL	SPRING	SUMMER	Year: 20__
Course Prefix and Number	Course Title		Repeat?	Semester Hours

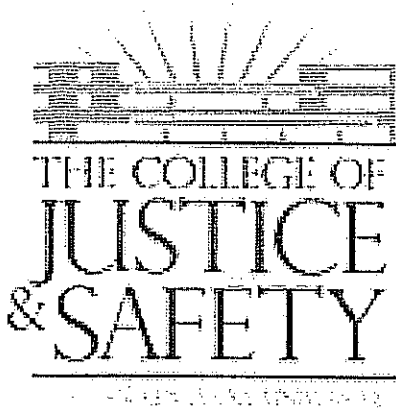
<i>Semester: (circle term –indicate year)</i>	FALL	SPRING	SUMMER	Year: 20__
Course Prefix and Number	Course Title		Repeat?	Semester Hours

<i>Semester: (circle term –indicate year)</i>	FALL	SPRING	SUMMER	Year: 20__
Course Prefix and Number	Course Title		Repeat?	Semester Hours

<i>Semester: (circle term –indicate year)</i>	FALL	SPRING	SUMMER	Year: 20__
Course Prefix and Number	Course Title		Repeat?	Semester Hours

\*I understand that it is my responsibility to notify the office of Advising and Academic Services immediately of any changes in the information provided on this application.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## *Student & Alumni Services*

Congratulations on reaching this important milestone! Following graduation the office of student and alumni services encourages you to stay in touch with the College of Justice and Safety and Eastern Kentucky University. Our office coordinates student and alumni activities exclusively for the college of justice and safety.

We invite you to check the Alumni & Friends section of our web site at [www.justice.edu.edu](http://www.justice.edu.edu) to connect with classmates, continue association with faculty and to learn and trends and upcoming activities within the college. You can also update your contact information and submit news items for the alumni inquirer on the web site. Be sure to mark your calendars in the fall for homecoming and the colleges annual Keeneland outing and in the spring for career day and our visit to Applebee's park for the legends game.

Best wishes for Continued Success,

Pauline Lively

Elizabeth Ballou



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Alumni  
Association

Jackie Collier  
Director of Alumni Relations  
Alumni House, 521 Lancaster Ave.  
Richmond, Kentucky 40475  
(859) 622-1260 Fax (859) 622-6620  
Jackie.Collier@eku.edu

Dear Future EKU Alum,

Congratulations on this approaching milestone in your life! We look forward to your continued relationship with your alma mater in the coming years. By completing this enclosed information sheet, we will have your initial contact information. It is our hope that as you approach other milestones in your life; a new job, a new home, birth of a child, etc., that you will continue to keep us updated.

The enclosed sheet will be the beginning of your permanent record with the Alumni Association. It is important that it be as complete as possible, including the activities section on the back page. This information will be used to keep you informed of Homecoming, local alumni groups, student organization reunions and other departmental activities.

As you move or relocate throughout your life, please let us know either by sending us an update through our website at [www.eku.edu/alumni](http://www.eku.edu/alumni); phone call at 859-622-1260, or mail c/o Alumni House, 521 Lancaster Ave., Richmond, KY 40475.

Again, congratulations to you. This brings our best wishes. We look forward to your becoming an active participate in the EKU National Alumni Association.

Sincerely,

Jackie Collier  
Director

*Kentucky*  
UNBRIDLED SPIRIT



# Eastern Kentucky University International Alumni Association Information Sheet

**Please Print**

EKU ID Number \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Preferred First \_\_\_\_\_  
Other names under which records may be listed

Home Address \_\_\_\_\_  
Street  
City State Zip

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

Phone ( ) \_\_\_\_\_

Preferred Email Address \_\_\_\_\_

Marital Status: M \_\_\_ S \_\_\_ Spouse Name \_\_\_\_\_ Spouse EKU Grad? Yes \_\_\_ No \_\_\_ Year \_\_\_\_\_

\_\_\_\_\_  
If EKU Grad, Spouse Name at Graduation

\_\_\_\_\_  
Spouses EKU ID Number

Graduation Class: Spring Summer Fall Year \_\_\_\_\_

Degree receiving from EKU

Please list name at time each degree was received

Current College: \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_ Name \_\_\_\_\_

Please list other degrees received from EKU

Previous Degree \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_ Name \_\_\_\_\_

Previous Degree \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_ Name \_\_\_\_\_

Please give parents' address and one other persons' address who will always know how to contact you

Referral's Name \_\_\_\_\_

Referral's Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City State Zip

City State Zip

( ) Phone Relationship

( ) Phone Relationship

Signature

Date

**Please See Other Side**



# Eastern Kentucky University

## College of Justice & Safety

### Instruction for Web Survey

#### *Quick Tips:*

Log on to EKU Direct at:

<http://www.eku.edu/online/>

- your User ID and PIN
- Go to Blue Personal Information Tab
- Select Answer a Survey
- Select the major that you will be graduating from (ex. PLS, CRJ, and so on)
- Complete the Survey

#### Date Completed

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The advising and academic services office will verify you completed the survey with your graduation application packet.



**Congratulations** on your impending graduation from Eastern Kentucky University and the College of Justice and Safety. Before you leave our college, the Program of Criminal Justice would like to know your opinions on various issues relating to your individual learning experiences, your level of satisfaction and reactions to your education in our Program is important to us and can assist us in keeping things you like and perhaps revising or restructuring things you didn't like for future students going through our program.

For your convenience, we have developed an on-line program survey. The survey is completely anonymous and data is reported in aggregate form – so your opinions and comments cannot be linked back directly to you.

Because the survey is anonymous, you must be prepared to complete the survey in it's entirely when you log on to the survey. You will only be able to complete the survey once. Upon completion of the survey, turn in your graduation application packet to the advising and academic services office. Before the application packet can be processed we will verify that you have completed our survey.

Should you have any questions OR trouble accessing the survey, please e-mail [Aaron.Raider@eku.edu](mailto:Aaron.Raider@eku.edu). Please note "Need Permission to Online Survey" in subject headline and in body of e-mail include your name, student ID number, and major.

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*Again, congratulation on your impending graduation from Eastern Kentucky University!*



