



# GRADUATION EVALUATION FORM FOR UNDERGRADUATE DUAL DEGREES

This **Graduation Evaluation Form for Undergraduate Dual Degrees** initiates the process which determines successful completion of degree requirements as indicated on your Programmes of Study/Advisement Forms. Completion of this form certifies that you have applied and are a candidate for graduation and that you are eligible to graduate provided you: (1) meet both degree/programme requirements; (2) are in good financial standing; and (3) have paid the requisite graduation fees.

**Students wishing to graduate with either a Single Major, Single Major with Minor or with Double Majors should complete the relevant Graduation Evaluation Form For Undergraduate Single Major, Graduation Evaluation Form For Undergraduate Single Major with Minor or Graduation Evaluation Form For Undergraduate Double Majors.**

**Instructions:**

1. Complete all sections of this form. **Print legibly and provide accurate and complete information.**
2. Secure the signatures of your Academic Advisors and Chairs of the Academic Units responsible for your programmes of study.
3. Pay the requisite graduation fee in the form of cash, bank certified cheque, debit card or credit card (Visa, MasterCard, Suncard) at the Business Office, 9:00 a.m. – 4:00 p.m. weekdays.
4. Submit completed form, copy of Programmes of Study/Advisement Forms and proof of payment of graduation fees to the **Registrar’s Office**, 9:00 a.m. – 5:00 p.m. weekdays. **The Registrar’s Office will not accept or process any graduation form without requisite signatures, advisement form and/or proof of payment.**
5. Complete the University of The Bahamas Exit Survey.

**Note:**

1. Failure to meet the published deadline for payment of graduation fees and submission of the **Graduation Evaluation Form for Undergraduate Dual Degrees** will delay the processing of your application and the ordering and receipt of your diploma. LATE PAYMENT may result in your graduation being delayed.
2. There is one graduation ceremony for Summer Graduates of the previous academic year and Fall and Spring Graduates of the current academic year. Your diplomas may be collected on a date to be published once you successfully complete programme/degree requirements and are in good financial standing.
3. **The Registrar’s Office will contact applicants who do not meet degree/programme requirements and who are ineligible for graduation.**
4. Visit [www.ub.edu.bs](http://www.ub.edu.bs) for additional information.

This is to certify that \_\_\_\_\_

Student No(s). \_\_\_\_\_ has applied and is a candidate for graduation at the end of the \_\_\_\_\_ Semester/Session, \_\_\_\_\_ Year and will be eligible if he/she meets programme/degree requirements, is in good financial standing and has paid the requisite graduation fees.

GRADUATION EVALUATION FORM FOR UNDERGRADUATE DUAL DEGREES DEADLINE FOR SUBMISSION		
<b>Fall Semester:</b> Last Workday in September	<b>Spring Semester:</b> Last Workday in January	<b>Summer Session:</b> Last Workday in May

<b>Business Office Stamp</b>	<b>Registrar’s Office Stamp</b>
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**SECTION 1: GRADUATION INFORMATION**

1. Your name will be printed on your degree as follows: Last Name, First Name, Middle Initial. (Ensure accuracy on transcript.)

2. Confirm the degrees and majors for which you are applying (e.g. BBA in Management):

\_\_\_\_\_ in \_\_\_\_\_  
Primary Degree Major

\_\_\_\_\_ in \_\_\_\_\_  
Secondary Degree Major

3. Do you plan to participate in the commencement exercise?  Yes  No *If yes, answer # 4 and 5 immediately below.*

4. Height: \_\_\_\_\_ Size: [  ] SM [  ] MED [  ] LG [  ] XLG [  ] XXLG [  ] XXXLG

5. Gender:  Male  Female

**SECTION 2: PERSONAL INFORMATION**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Student Number(s): \_\_\_\_\_

P. O. Box: \_\_\_\_\_ City: \_\_\_\_\_ Island/Country: \_\_\_\_\_

UB E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

# OF 200 LEVEL CREDITS: \_\_\_\_\_ # OF 300/400 LEVEL CREDITS: \_\_\_\_\_ TOTAL # OF CREDITS: \_\_\_\_\_

PRIMARY DEGREE MAJOR AREA GPA: \_\_\_\_\_ SECONDARY DEGREE MAJOR AREA GPA: \_\_\_\_\_

CUMULATIVE GPA: \_\_\_\_\_ DATE OF GRADUATION: \_\_\_\_\_

\_\_\_\_\_  
Signature, Records Assistant, Graduation Date

\_\_\_\_\_  
Signature, Registrar Date

**SECTION 3: PROGRAMME REQUIREMENTS** (*List all courses taken to fulfill programme requirements.*)

**General Education Courses** (The same Gen Ed courses shall be used to fulfill Gen Ed requirements of both degrees.)

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Student Develop	COUN 100	First Year Seminar	1			
Comp Literacy						
PE/Health/Nutrition						
Literacy	ENGW/ENGL 119	Writing & Rhetoric I	3			
	ENGW/ENGL 120	Writing & Rhetoric II	3			
	ENGW/ENGL 300	Advanced Composition	3			
Numeracy						
Foreign Language			3			
			3			
Humanities (HMNS)			3			
Natural Science (NASC)						
Social Science (SOSC)						

**Elective Courses** (The same Elective courses shall be used to fulfill Elective requirements of both degrees.)

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Lower Level (100-200 level)						
Upper Level (300-400 level)						

**Primary Degree Major Area Courses**

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Lower Level (100-200 level)						
Upper Level (300-400 level)						

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Primary Academic Advisor's Signature

\_\_\_\_\_  
Primary Chairperson's Signature

**Secondary Degree Major Area Courses**

	Abbrev/No.	Course Title	Credits	Sem/Year Taken	Final Grade	Quality Points
Lower Level (100-200 level)						
Upper Level (300-400 level)						

Number of Credits Earned	GENERAL ED	ELECTIVE	PRIMARY DEGREE MAJOR	SECONDARY DEGREE MAJOR	TOTAL CREDITS EARNED

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Secondary Academic Advisor's Signature

\_\_\_\_\_  
Secondary Chairperson's Signature