

# KU SCHOOL OF BUSINESS

## Undergraduate Graduation Checklist

\*\*This checklist should be completed at least one semester prior to anticipated graduation term\*\*

- \_\_\_\_\_ 1. Degree Program  
Make sure your ARTS form accurately reflects all majors, business concentrations, and non-business concentrations (if applicable). If it does not, fill out a Change of Major form in 206 Summerfield.
  
- \_\_\_\_\_ 2. Complete an official graduation check (by appointment) or a self-grad check packet. Go online and complete your application for degree. You can do this by signing on to Enroll & Pay as usual, then click on graduation and then click Apply for Graduation. If your graduation date changes from the term you applied for, you **must** fill out a new AFD form online, as **they do not carry over to the next semester.**

| Graduation Month | AFD Deadline |
|------------------|--------------|
| May (Spring)     | March 2      |
| August (Summer)  | July 15      |
| December (Fall)  | December 1   |

NOTE: The University does **NOT** accept late applications.

**When you get to the step of the Online AFD process that identifies your major and concentration(s), verify this information! If this is wrong, you must make a change BEFORE you complete the AFD process. Come to 206 Summerfield to make the change.**

- \_\_\_\_\_ 3. Complete a Graduate Reporting Form at [www.business.ku.edu/graduatereporting](http://www.business.ku.edu/graduatereporting)  
The School of Business uses students' data in aggregate form to report to such entities as the Kansas Board of Regents and the Chancellor's office, as well as prospective students and their parents. This data is also used by agencies that rank business schools across the nation, such as the U.S. News & World Report. **Specific information on individual students is never reported to any external sources.**
  
- \_\_\_\_\_ 4. Contact Information  
Make sure that you have updated your address, phone number, and registered E-mail with KU. Updates may be made online through the Enroll & Pay system (<https://sa.ku.edu>) or at the University Registrar's office in 150/151 Strong Hall.

### Contacts for Graduation/Post-Graduation Questions:

|  |   |                                      |
|--|---|--------------------------------------|
| Recognition Ceremony Coordinator<br>(general info, tickets, etc.)      | Monica Lemmons<br>203 SUM                           | 864.7369<br>bschoolgraduation@ku.edu |
| Academic Graduation Coordinator<br>(processes grad checks, AFDs, etc.) | Jessica Wilson<br>206 SUM                           | 864.7496<br>jessicawilson@ku.edu     |
| Diplomas   | University Registrar's Assistant<br>121 Strong Hall | 864.4422<br>www.registrar.ku.edu     |
| Business Career Services Center  | Jolene Byer, Undergraduate<br>Director<br>125 SUM   | 864.4581<br>jmbyer@ku.edu            |

Student & Academic Services • 206 Summerfield • 785-864-7500 •  
bschoolundergrad@ku.edu • www.business.ku.edu