

INTER-OFFICE CORRESPONDENCE

*Ac. Affairs
Council*TO Vice President EdgarDATE May 20, 1977FROM J. A. ScrivenSUBJECT Graduation Application Deadline

You are aware that this quarter seemed to produce more problems in regard to students applying late for graduation than any previous quarter. In order that hardship on students or academic deans not prevail, may I recommend the following:

1. The deadline date for filing for graduation as stated in the bulletin remain as printed.
2. The academic deans may determine that a student has a justifiable reason for filing the application after the deadline and may approve late application up to the end of the fourth week of any quarter. Only academic deans may grant this extension and then only for students enrolled in his college.
3. After the end of the fourth week of any quarter, extension of the application date may be approved only by the academic vice president and then only in the case of an administrative error.

RECEIVED
MAY 20 1977
DR. EARL E. EDGAR
VICE PRESIDENT
FOR ACADEMIC AFFAIRS