



## HONORS AT GRADUATION

### REQUIREMENTS FOR DEPARTMENTAL HONORS

College of Business and Public Management Degree Programs

Departmental Honors are granted to undergraduate students who demonstrate a high level of achievement in their majors. Departmental Honors will be awarded on the basis of a high-quality senior thesis/project and a minimum GPA of 3.6 in the major and 3.0 overall. All major courses with the exception of challenges must be taken for letter grades. A major is defined as follows:

- Students admitted to La Verne **prior** to Fall 2008, the major **includes** prerequisites to the major.
- Students admitted to La Verne **on or after** Fall 2008, the major **excludes** prerequisites to the major.

It is the responsibility of the student to apply for Departmental Honors. This form is to be completed and submitted to his/her Academic Advisor. To be recognized as a recipient of Departmental Honors at the commencement ceremony please adhere to the following deadlines:

Commencement Ceremony	Submit Departmental Honors Application to your Academic Advisor
Winter	December 1st
Spring	April 1st

In order to receive departmental honors, a student must meet all of the following criteria:

1. Receive an "A" or "A-" grade in the Culminating Activity (i.e., BUS 496, HSM 499, MGMT 496, MGMT 499, or PADM 499)
2. Receive a minimum 3.0 GPA overall (including transfer courses)
3. Receive a minimum 3.6 GPA in the major (including transfer courses)

Printing of Departmental Honors in the Commencement List will be based on the number of semester hours completed and the GPA reflected on the student's academic history at the time the list is prepared for printing. The posting of Departmental Honors to the student's academic history will be based on the semester hours completed and GPA at the time of the degree posting.

***Departmental Honors will be verified upon receipt of all final grades.***

### REQUIREMENTS FOR UNIVERSITY HONORS

Honors at graduation are based on GPA and units completed in residency. The minimum unit requirement for University Honors is based on the information in the catalog that corresponds to the student's admission date, e.g. catalog year. Students should refer to the Undergraduate Honors section of the University Catalog which corresponds to their catalog year.

Printing of Undergraduate Honors in the Commencement List will be based on the number of semester hours completed and the GPA reflected on the student's academic history at the time of the list is prepared for printing. The posting of University Honors to the student's academic history and diploma will be based on the semester hours completed and GPA at the time of the degree posting.

University honors are automatically bestowed; no application is necessary. University honors are printed on the diploma.



## HONORS AT GRADUATION

### APPLICATION FOR DEPARTMENTAL HONORS

Please complete **Section 1** and return this application to your Academic Advisor by the following deadline:

***Departmental Honors will be verified upon receipt of all final grades.***

Commencement Ceremony	Submit Departmental Honors Application to your Academic Advisor
Winter	December 1 <sup>st</sup>
Spring	April 1 <sup>st</sup>

#### SECTION 1 (to be completed by the student)

Date: \_\_\_\_\_ ID #: \_\_\_\_\_

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

Address: \_\_\_\_\_

La Verne Email Address: \_\_\_\_\_ @laverne.edu

Day time phone: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Campus Affiliation: \_\_\_\_\_

Has all transfer work been completed and submitted? **Y / N** (circle one)

If NO, list pending transfer work here: \_\_\_\_\_

#### SECTION 2 (to be completed by the Academic Advisor)

Student's Major: \_\_\_\_\_

Major GPA: \_\_\_\_\_

Units Completed in Major: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Units Completed Overall: \_\_\_\_\_

Grade Received in Culminating Activity: \_\_\_\_\_

Unit/GPA totals current as of (mm/dd/yy): \_\_\_\_\_

Comments: \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### REGISTRAR USE ONLY

GPA in Major: \_\_\_\_\_ GPA Overall: \_\_\_\_\_

Unit/GPA totals as of (mm/dd/yy): \_\_\_\_\_

Honors Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar – Please notify the Academic Advisor via email if the student is approved or denied departmental honors.