October 8, 2015

Dear Member of the Class of 2016,

This announcement is a follow-up to our summer mailing to your home address concerning your earned credits to date and completion of General Education Distribution requirements.

Students intending to graduate in May 2016 must file a completed Degree Application with the Office of the Registrar no later than Friday, November 6. A copy of the degree application has been attached to this e-mail for your use. You can also print your Degree Application directly from our web page at http://www.trincoll.edu/Academics/registrar/Pages/default.aspx under Registrar’s Office Forms.

Please note that your advisor must also sign your degree application, indicating that you and your advisor have discussed any degree requirements you have not yet met. We recommend that you bring your degree application to your regularly-scheduled appointment with your advisor during Advising Week, in preparation for the Spring 2016 Advance Registration.

Although some students may believe that they can graduate or “walk” with their class at Commencement Exercises, even if there is some small requirement that has not been fulfilled; only those students who have fulfilled each and every degree requirement are permitted to participate. Therefore, the discussion you have with your advisor concerning outstanding degree requirements is a serious and critical matter.

Again, students who have not fulfilled each and every degree requirement will not be allowed to graduate or participate in Commencement Exercises.

If you have listed a major or minor on your degree application, but have not actually declared the major or minor, please note that you must do so no later than December 22nd, the final day of the Fall 2015 semester.

On the next pages you will find a memo listing graduation requirements, and the degree clearance timetable. Please read it carefully and retain it for your reference during the coming months. This memo is also available on our web page, “Information for Current Students.”

Best wishes,

The Office of the Registrar
DATE: October 2015

TO: All Prospective Graduates, Class of 2016

FROM: The Registrar’s Office

SUBJECT: COLLEGE REQUIREMENTS AND THE DEGREE CLEARANCE TIMETABLE

To assist you in completing your final year at Trinity so that you may participate in Commencement for our 193rd academic year on May 22, 2016, the Registrar’s Office is providing you with this timetable of preparatory deadlines and summary of College graduation requirements. Please review this material very carefully and retain it as a source of reference throughout your senior year.

Please note: You must complete ALL degree requirements and fulfill ALL financial obligations to the College to graduate this May, to participate in the commencement ceremony, and to remain a member of the current Class. Failure to do so BY MAY 14th will result in your being moved to the next graduating class.

College Requirements:

The Registrar’s Office oversees only one aspect of your degree clearance; that of the verification of the Trinity College general degree requirements. These are summarized below and explained in greater detail in the current Bulletin, in the section entitled “Requirements for the Bachelor’s Degree:"

1. Complete 36 course credits.
2. Satisfy the requirements for a major.
3. Satisfy the General Education Requirements: Writing Foundation, Quantitative Literacy, Distribution, and other General Education Requirements (see the current Bulletin for details).
4. Attain a minimum cumulative grade point average of C- (1.667).
5. Earn at least 18 course credits in courses taught or supervised by Trinity faculty.
6. Pass a General Examination, if required for the major.
7. Not count toward the degree more than the maximum number of course credits allowed in Internships, Teaching Assistantships, Physical Education, Techniques and Application of Theater and Dance, Applied Music, or courses taken in duplication of those for which credit has already been earned.

Transcript Review:

By now, you and your major advisor will probably have reviewed your progress toward completion of the major. It is essential that you also check 1) that all of your College requirements will be or have been met, and 2) that the requirements of the Major, Minor (if applicable), and General Education requirements have been completed, or that their completion is imminent. If you perceive problems, omissions, or discrepancies, bring them to the attention of your advisor immediately. Special concerns should be directed in the following manner:

Questions about AP Credit and Transfer Credit ..................The Registrar’s Office
Grades or Grade Changes ...........................................The Registrar’s Office
Questions about your General Education requirements ...........The Registrar’s Office
Questions about your Major requirements .......................Your Faculty Advisor
Questions about your Minor requirements ........................Your Minor Coordinator

(over)
# TIMETABLE FOR DEGREE CANDIDATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>October 30</strong></td>
<td>Final deadline to have AP (Advanced Placement) scores sent from the College Board to the Registrar’s Office for credit consideration.</td>
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<td>Deadline to submit Applications for Transfer Credit and official transcripts from host institutions to the Registrar’s Office. <strong>NOTE:</strong> Students enrolled in courses away from Trinity in their final term will not be able to graduate on time unless a final transcript of grades earned and credit received from the host institution is received on or before May 14.</td>
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<td><strong>November 6</strong></td>
<td>Deadline for all seniors to submit Degree Applications to the Registrar’s Office for May 2016 graduation. This is also the deadline for students who plan to complete all degree requirements in Fall 2015.</td>
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<td>Please note: December Completers will not receive their degrees, and will not have degree completion posted to their transcripts, until May 2015, when the Board of Trustees has conferred degrees at Commencement Exercises.</td>
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<td>Deadline for all students with the following majors to select the Bachelor of Science instead of the Bachelor of Arts: Biology, Biochemistry, Chemistry, Computer Science, Economics, Engineering, Environmental Science, Mathematics, Neuroscience, Physics, Psychology, or in an interdisciplinary science major such as Physical Sciences.</td>
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<td><strong>December 22</strong></td>
<td>Deadline to submit major or minor declaration forms (to add and/or drop majors and minors) for inclusion in the Commencement Program.</td>
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<td><strong>February 29</strong></td>
<td>Deadline to report any corrections that need to be made to your transcript.</td>
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<td><strong>March 30</strong></td>
<td>Final clearance by Registrar and Department Chairpersons of graduation requirements based on work completed prior to spring grades.</td>
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<td><strong>May 5 – 6</strong></td>
<td>General Examinations for Seniors (required for certain majors).</td>
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<td><strong>May 9 - 13</strong></td>
<td>Final examinations for all students (seniors take final exams during this period).</td>
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<td><strong>May 14</strong></td>
<td>All Senior grades are due in the Registrar’s Office (this includes grades for courses taken at other schools).</td>
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<tr>
<td><strong>May 20</strong></td>
<td>Faculty votes on the list of degree recipients for 2016.</td>
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<tr>
<td><strong>May 22</strong></td>
<td>Commencement Exercises for the 193rd Academic Year.</td>
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**PLEASE NOTE:** A HOLD WILL BE PLACED ON THE RECORDS OF ANY STUDENTS CURRENTLY IN THE CLASS OF 2016 WHO DO NOT SUBMIT A DEGREE APPLICATION BY FRIDAY, NOVEMBER 6. THIS HOLD WILL PREVENT ADVANCE REGISTRATION FOR THE SPRING 2016 SEMESTER.

**Remember that all requirements for the degree must be earned and “in hand” by the deadlines above. The faculty cannot grant your degree if any aspect of your requirements is incomplete, insufficient, or missing. So do not hesitate to ask now, if you have questions about your progress toward completion.**

Best wishes for a successful final year!