



Trinity College

HARTFORD CONNECTICUT

DATE: October 2017
TO: All Prospective Graduates, Class of 2018
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 195th academic year on May 20, 2018, 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 12th 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 (2.00). Students who matriculated prior to Fall 2013 must earn 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, please 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

.....

TIMETABLE FOR DEGREE CANDIDATES

October 27	Friday	Final deadline to have AP (Advanced Placement) scores sent from the College Board to the Registrar's Office for credit consideration. Deadline to submit Applications for Transfer Credit and official transcripts from host institutions to the Registrar's Office. NOTE: 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 12.
November 3	Friday	Deadline for all seniors to submit Degree Applications to the Registrar's Office for May 2018 graduation. This is also the deadline for students who plan to complete all degree requirements in Fall 2017. Degree applications are available in the Registrar's Office and online at: http://www.trincoll.edu/Academics/registrar/Documents/UGRD%20degree%20application.pdf Please note: December Completers will not receive their degrees, and will not have degree completion posted to their transcripts until May 2018, when the Board of Trustees has conferred degrees at Commencement Exercises. 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.
PLEASE NOTE: A HOLD WILL BE PLACED ON THE RECORDS OF ANY STUDENTS CURRENTLY IN THE CLASS OF 2018 WHO DO NOT SUBMIT A DEGREE APPLICATION BY FRIDAY, NOVEMBER 3. THIS HOLD WILL PREVENT ADVANCE REGISTRATION FOR THE SPRING 2018 SEMESTER		
December 19	Tuesday	Deadline to submit major or minor declaration forms (to add and/or drop majors and minors) for inclusion in the Commencement Program.
February 26	Monday	Deadline to report any corrections that need to be made to your transcript.
March 28	Wednesday	Final clearance by Registrar and Department Chairpersons of graduation requirements based on work completed prior to spring grades.
May 3 – 4	Thurs-Fri	General Examinations for Seniors (required for certain majors).
May 7 - 11	Mon-Fri	Final examinations for all students (seniors take final exams during this period).
May 12	Saturday	All Senior grades are due in the Registrar's Office (this includes grades for courses taken at other schools).
May 18	Friday	Faculty votes on the list of degree recipients for 2018.
May 20	Sunday	Commencement Exercises for the 195th Academic Year.

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!