Send courtesy email below to SHADEGR AP Applicants AFTER Finished with 1st Posting of Degrees. (Must be 1-2 weeks prior to Requirement Completion Deadline.)

**Make sure bolds, italics & colors stay in email**

From: graduation@uvu.edu (Please set up Mach5 to have undeliverable e-mails bounce back to this e-mail.)
To: graduation@uvu.edu & BC SHADEGR Applicants on 'AP' Status for 201630 (their myUVU e-mail addresses)
Subject: GRADUATION WARNING – Summer 2016 Graduation

Dear Summer 2016 Graduation Applicant:

The graduation office is currently reviewing your graduation status. At this time, your graduation may be at risk of denial. **NOTE: All requirements must show as complete in Wolverine Track by September 15, 2016 or you will be required to reapply for a future semester.**

**WHAT TO DO:**

1) Review your Wolverine Track audit for outstanding requirements.
2) If missing requirements, contact your academic advisor ASAP with questions.
3) If requirements show as complete, please disregard this email.
4) If your requirements will not meet the September 15th deadline, reapply for a future semester.

Missing requirements may include, but are not limited to:

- Current Semester Grades
- Incomplete ('I') and/or Missing 'M' Grades
- Grade Changes
- Challenge and Experiential Credit
- Advanced Placement (AP) Credit
- CLEP and DSST Credit
- Departmental Exceptions
- Transfer Credit (from other institutions)

The deadline to apply for Fall 2016 graduation is October 7th (without a fee) or October 31st with a $25 late fee.

If you have questions, contact us or your Academic Advisor.

Sincerely,

UVU Graduation Office
graduation@uvu.edu
801-863-8438

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