

APPLICATION FOR BACCALAUREATE DEGREE

*Students graduating in the Spring must file this form with the Registrar's Office by October 1st of the preceding Fall Semester.
Students graduating in the Summer or Fall must file this form with the Registrar's Office by March 1st of the preceding Spring Semester.
Former students, who are graduating the semester of their return, must file this form with the Registrar's Office by the 15th semester day.*

➡ This application is for my (choose one): **Primary Degree:** **Secondary Degree:**

I am also pursuing the following credentials for completion at this time and will submit separate applications* for university review:

Second Major: _____ **Second Degree:** _____

Minor(s): _____ *Each credential, other than 2nd concentration, requires a *unique* form.

2nd Major: must meet all departmental requirements for the major. Core completion for one major satisfies Core for all additional majors. Completion of an additional major is indicated on transcripts; diplomas list only the primary major. **2nd Degree:** requires 30 additional, unique credits, and nine additional, unique, upper-division credits, and must meet all departmental requirements for the degree. Core completion for a first degree satisfies Core for all additional degrees. Additional degrees are indicated on transcripts, and each degree is awarded an individual diploma.

Full Legal Name (Last, First Middle):			Student ID#:	
Type of Degree:	Bachelor of Science <input type="checkbox"/>	Bachelor of Arts <input type="checkbox"/>	Bachelor of Fine Arts <input type="checkbox"/>	Bachelor <input type="checkbox"/>
Graduation Semester:	Spring Semester <input type="checkbox"/>	Summer Semester <input type="checkbox"/>	Fall Semester <input type="checkbox"/>	Graduation Year:
Major:	Concentration:	Additional Concentration:	Program Code:	
College of Major:	Department of Major:		Catalog Year:	
Mailing Address, City, State, Zip:			Phone Number(s):	
Preferred Email Address:				

Student ➡ From the DegreeWorks templates, I have created a plan for my advisor to activate and lock.
Student initials: _____ **Date:** _____

Advisor ➡ I have locked and activated the student's DegreeWorks Final Semester Plan. Once the plan is successfully completed, the student will have met the department's academic program requirements.

OR

Successful completion of the requirements, as defined within the DegreeWorks Worksheet, will result in the student having met the department's academic program requirements.

IF NEEDED

Any anomalies in the above cited approval are recorded in a DegreeWorks "Final Semester Advisor Note..."

Advisor initials: _____ **Date:** _____

Certifying Officer ➡ I have entered the "Final Semester Certified" note in DegreeWorks. Provided the student meets the above mentioned advisor-directed criteria and any additional criteria within the "Final Semester Certified" note, the student fulfills all departmental requirements for this academic program.

Certifying Officer initials: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Certifying Officer: _____ **Date:** _____

Students filling a Baccalaureate Degree application will be coded as a Degree Candidate resulting in a Processing Fee and a Registration Hold (which prevents registration in subsequent semesters until the degree has been awarded).

~ Registrar's Office Use Only ~

Student Name: _____	Student ID#: _____
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1st Check: Date Reviewed: _____ **Reviewed By:** _____

SHADEGR: DC Correct Curricula Correct Minor Multiple Degrees

SGASTDN: Correct Date Correct Degree Correct Minor Multiple Degrees

Required total credits for degree (circle one): 120 126 128 or Total credits required for two degrees: 150 156 158
or Total credits required for PostBacc or other degree situation* : _____ *

Has total number of required credits? Yes No Planned *Comment:* _____

Has total number of required upper division credits? Yes No Planned *Comment:* _____

Has completed core requirements? Yes No Planned *Comment:* _____

Has completed major requirements? Yes No Planned *Comment:* _____

~ Final Degree Audit ~

Total Credits: _____ Upper Division Credits: _____ MSU Credits: _____ Transfer Credits: _____

Cum GPA: _____ Honors Highest Honors

Date Degree Requirements Completed: _____

Date Additional Requirements Completed: _____

Additional Concentration 2nd Major Minor Other: _____

Notes: _____

DegreeWorks: _____ Comment in DegreeWorks: _____ Email to Student: _____ Email to Dept.: _____