APPLICATION FOR UNDERGRADUATE DEGREE
MINNESOTA STATE UNIVERSITY MOORHEAD

Purpose: All candidates for a baccalaureate degree must declare their intent to graduate so that the University acknowledges and records all degrees, program majors and minors on the final academic record. ALL REQUIREMENTS ON YOUR DEGREE AUDIT MUST BE MARKED AS COMPLETE IN ORDER TO GRADUATE.

Deadline: If you are graduating:
Fall Semester
Submit completed form: no later than the 1st week of September
Spring or Summer Semester
no later than the third week of January

Submit completed form to: Registrar’s Office, Owens Hall 104 (Forms without department signatures will not be accepted)

Diploma Mailing: Diplomas will be mailed about 2 months after the last day of the semester you graduate.

PRINT LEGIBLY AND COMPLETE IN FULL

I. Name: __________________________ Dragon ID: __________________________
The legal name currently listed in with the Registrar’s Office is how your name will appear on your diploma and in the Commencement Program. If you wish to change this name, you must provide official documents to the Registrar’s Office, Owens Hall 104.

MSUM E-mail: __________________________ Advisor: __________________________

Permanent Address (diplomas will be mailed to this address about 2 months after the last day of the semester you graduate):

Street Address ____________________________________________ Hometown & State (to be listed in the Commencement Program)
City, State & Zip

II. Semester and year you expect to complete all requirements (select one):
☐ FALL ☐ SPRING ☐ SUMMER YEAR 20__________

Commencement – Do you plan to attend:
☐ Yes ☐ No ☐ Don’t Know

Degree:
☐ A.A. ☐ B.A. ☐ B.F.A. ☐ B.M. ☐ B.S. ☐ B.S.N. ☐ B.S.W. ☐ CERTIFICATE

College (select one):
☐ Arts, Media & Communications ☐ Business & Innovation ☐ Education & Human Services
☐ Humanities & Social Sciences ☐ Science, Health & the Environment

Major(s): 1 __________________________ 2 __________________________

Emphasis: 1 __________________________ 2 __________________________

Minor(s): 1 __________________________ 2 __________________________

Honors (students must earn a minimum of 60 MSUM resident credits):
☐ Cum Laude (3.40 - 3.59) ☐ Magna Cum Laude (3.60 - 3.79) ☐ Summa Cum Laude (3.80 - 4.00)

III.

Student signature __________________________ Date __________________________

Academic Advisor signature __________________________ Date __________________________

FIRST MAJOR Department Chair signature __________________________ Date __________________________
SECOND MAJOR Department Chair signature __________________________ Date __________________________

Departmental Request for Course Exception Forms need to be submitted to the Registrar’s Office. MINOR(S) do not require a department signature.