

APPLICATION FOR UNDERGRADUATE DEGREE

MINNESOTA STATE UNIVERSITY MOORHEAD

Purpose: All candidates for a baccalaureate degree must declare their intent to graduate so 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:** **Submit completed form:**
Fall Semester 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 210 *Forms without Department signatures will not be accepted*
A non-refundable \$30 commencement fee will be required for students planning to participate in the commencement ceremony.

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 preferred name listed 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 update your preferred name with the Registrar's Office.

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 **45 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.**