

GRADUATION PRE-APPLICATION WORKSHEET (undergraduate)

Submit this form along with your PRIMARY MAJOR DEGREE APPLICATION to the Registrar's Office

Student Name _____

Banner ID _____

Anticipated Graduation Date (circle one): MAY AUGUST JANUARY YEAR: _____

At the time you apply for graduation, ALL areas of your degree audit should say "MET or YES" for ALL programs. You must review your degree audit now BEFORE you apply to graduate. CHECK ONE:

_____ ALL sections of my degree audit now say "MET" and/or "YES". In this case, STOP HERE, sign below and return this form with your degree application to the Registrar's Office as soon as possible!

_____ One or more sections of my degree audit show "UNMET" or "NO". In this case, you may not be ready to graduate at this time. Please CORRECT your audit now before you apply to graduate (as outlined below) OR complete the Exceptions Section at the bottom of this form – See NOTE†

† NOTE: You cannot apply to graduate at this time if any of the first three areas listed below appear as UNMET on your degree audit, unless one or more of the permitted exceptions apply:

1. **"USED" Credits must list 120 credits or more at this time †**
If Used Credits do NOT say "Met", you must enroll in and/or complete additional credits before you can apply for graduation. Or, if a permitted exception exists, please indicate the exception below.
2. **ALL Core/GER Courses and Areas must say "YES" or "MET" at this time†**
If all Core/GER areas do NOT say "Met", you must enroll in and complete these courses; or FIRST submit an approved **General Education Requirement** or **Core Curriculum Requirement Substitution Form** to the Registrar's Office. Or, if a permitted exception exists, please indicate the exception below. [NOTE: If missing LIBR 102, contact the Humanities and Social Sciences Associate Dean's Office and pass the waiver exam before you apply to graduate.]
3. **All Major and Minor Requirements must say "YES" or "MET" at this time†**
If ALL Major/Minor Requirements do NOT say "Met", you must enroll in and complete these courses; or FIRST submit an approved **Substitution of Course Requirement within Major or Minor Form** to the Registrar's Office. Or, if a permitted exception exists, please indicate the exception below.
4. **All Grade Point Averages (Cumulative, Major, Minor) must say "YES" or "MET" at the point of graduation (if any of your GPAs are currently below the required minimum, you must check the last statement listed below *)**

ONLY THE FOLLOWING EXCEPTIONS ARE PERMITTED AT THIS TIME TO UNMET SECTIONS OF YOUR DEGREE AUDIT:

_____ An approved **Request for the Transfer of Undergraduate Credit Taken After Admission** form is on file in the Registrar's Office, and I am currently enrolled elsewhere (transfer schedule of courses must be attached). I understand an official transcript must be received by the Registrar's Office within two weeks of course completion.

College/University Name _____ Course No(s) _____
Crs Title(s) _____ To fulfill the following BSU requirement(s) _____

_____ I am currently enrolled at BSU in a course listed as "Unmet", but it is not showing on my degree audit due to a grade repeat. I know I cannot receive duplicate credit for this course. Course Number: _____

_____ I have an Incomplete (IN or IP) grade in the following course(s) and plan to complete all work and receive a grade by the graduation date listed above. Course Number(s): _____

_____ A course substitution was approved in writing and submitted to the Registrar's Office, but it has not yet been processed, for the following missing course requirements: _____

_____ I have submitted an approved Internship or Directed Study Form to the Registrar's Office, but it has not yet been processed. Course Number _____ Credits _____ Semester _____

_____ My only missing requirement is Student Teaching and I have not yet been registered for it via CoED.

_____ My last course will be a January "intersession" course. Course Number _____ (January applicants ONLY)

_____ *I know my GPA is below the minimum required, and that I cannot graduate unless my cumulative GPA, and all major and minor GPAs meet the minimum university and departmental standards as outlined in the BSU Catalog.

Student Signature (REQUIRED) _____ **Date** _____