

TRUMAN STATE UNIVERSITY

Bachelor Degree Application

Application Instructions:

- ❖ Apply at the completion of 75 semester hours and after the attainment of the proper grade point averages (cumulative, Truman, and major grade point averages). Application deadlines are included in the Schedule of Classes and the Truman Web Page.
- ❖ File separate application form for each degree to be received (e.g. BS and BA).
- ❖ A double major requires two worksheets, but only one application (e.g. BA degree with majors in Communication and Psychology). Worksheets are available in the Registrar's Office and in each Division Office. 1998-1999 and subsequent worksheets are available on the Truman web page.
- ❖ Submit a listing of course work and grades earned for each minor (include courses in progress).
- ❖ Submit a completed worksheet, if applying for General Honors in Arts and Sciences. Worksheets are available in the Registrar's Office and on the Truman web page.
- ❖ Review completed worksheet(s) with your academic advisor(s) and obtain advisor's signature(s) on the degree application form.
- ❖ Submit completed worksheet(s) and application(s) to the Registrar's Office. Allow 4-8 weeks for processing. More time may be required if a large percentage of applicants wait until the deadline to submit applications.

Sample Application (Partial Course Listing)

Please indicate the undergraduate courses you are currently taking and expect to take during subsequent semesters to complete degree requirements. Please designate Writing-Enhanced courses with "WE."

<u>Fall</u> Semester Year <u>2002</u>	<u>Spring</u> Semester Year <u>2003</u>				
Discipline & Number	Title	Credit	Discipline & Number	Title	Credit
<u>MATH 198</u>	<u>Analytic Geom & Calc. I</u>	<u>5</u>	<u>POL 161</u>	<u>American Nat'l Gov'T</u>	<u>3</u>
<u>ENG 225</u>	<u>World Literatures</u>	<u>3</u>	<u>ENG 209</u>	<u>Writing About Literature</u>	<u>3</u>

WE

Note:

- ❖ The catalog year by which requirements will be met cannot be more than five years earlier than the date of the issuance of the degree. A student cannot use a catalog issued prior to matriculation at Truman.
- ❖ Both the major and minor requirements must be from the same catalog.
- ❖ Graduation information and clearance materials are mailed to all degree candidates approximately six weeks prior to commencement. These materials are mailed to the student's local address indicated on the student record system. Please be certain that your local address is current. Address updates should be submitted to the Registrar's Office.
- ❖ Additional information regarding graduation procedures and requirements can be found in the catalog and on the Truman web page: www.truman.edu.

TRUMAN STATE UNIVERSITY

Bachelor Degree Application

Check if applying for General Honors in Arts & Sciences

(Instructions on reverse)

A completed Honors worksheet must be attached. Candidacy requires committee approval.

Please Type or Print Neatly

Name of Applicant, EXACTLY as it should appear on the diploma; including appropriate capitalization and punctuation:

First Middle Last

Student Identification Number _____ E-Mail Address _____

Current Address and Phone:

Street City State ZIP Phone Number

Intended Degree BA BFA BM BS BSN Catalog year by which requirements will be met _____
(Indicate only one degree)

First Major: _____ First Minor: _____

Second Major: _____ Second Minor: _____

Please indicate the undergraduate courses you are currently taking and expect to take during subsequent semesters to complete degree requirements. Please designate Writing-Enhanced courses with "WE."

Semester Year _____ Semester Year _____

DISCIPLINE & NUMBER TITLE CREDIT DISCIPLINE & NUMBER TITLE CREDIT

Semester Year _____ Semester Year _____

DISCIPLINE & NUMBER TITLE CREDIT DISCIPLINE & NUMBER TITLE CREDIT

Semester Year _____ Semester Year _____

DISCIPLINE & NUMBER TITLE CREDIT DISCIPLINE & NUMBER TITLE CREDIT

Advisor's Approval _____

ACADEMIC ADVISOR'S NAME (PLEASE PRINT)

ADVISOR'S SIGNATURE/DATE

IMPORTANT: It is the student's responsibility to notify the Registrar's Office if changes are made to this degree completion plan.

SEMESTER AND YEAR OF GRADUATION

Year

May, August or December

Middle

First

Last

NAME OF APPLICANT