

**December 2009  
Undergraduate Candidates for Degree  
& Ceremony Participants**

**Commencement website**

<http://www.millersville.edu/commencement/>

*or click on 'Current Students' MU homepage & select Commencement Quick Link.*

Candidates for undergraduate degrees who plan to complete all degree requirements by the conclusion of the **Fall 2009** term and those students who will complete degree requirements during **Winter Session 2010**, must adhere to the following procedures and deadlines to apply for their degree:

- Complete application for degree. Please record ***both the term*** you plan to complete degree requirements and your plans to attend the December commencement.
- You must ***select the one (1) degree*** to appear on your diploma. You will be awarded only one degree even if you have multiple majors that involve different degrees, e.g., BSE English and BA Psychology.
- Obtain signature of advisor and department chairperson (*including second major and minor*).
- Candidates for departmental honors or university honors college candidates must obtain the signatures of the department chair & university honors college director respectively.
- Return signed form to the Registrar's Office by **Thursday, September 24**.

You will receive confirmation via marauder e-mail (*if address provided on application*) of receipt of your application for degree. There is no written confirmation that your application has been approved (*check your DARS status*). Applications for degree are reviewed and approved by the school dean. If there is a problem with your eligibility to graduate the dean will contact you in late October.

Information on standards and eligibility requirements for University Honors (*Latin Honors*) for students graduating in December 2009 can be found on the commencement website or in the 2008-2009 Undergraduate Catalog.

The commencement ceremony is scheduled for **Sunday, December 20 at 2:00 p.m. in Pucillo Gymnasium**.

Additional information and details concerning graduation will be e-mailed to all degree candidates and ceremony participants after the applications for degree have been processed in the Registrar's Office.

Questions concerning graduation applications should be directed to [Commencement @millersville.edu](mailto:Commencement@millersville.edu).



**Courses in Progress at Millersville University:** *(Include courses with incomplete grades pending)*

Term	Subject	Course #	Title	Credits	Required for Degree (✓)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Credits in Progress: *(including incomplete grades)* \_\_\_\_\_

**Courses Currently in Progress at another Institution**

College or University: \_\_\_\_\_ Term: \_\_\_\_\_

Subject	Course #	Title	Credits	Required for Degree (✓)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*I have reviewed the DARS and academic record of this degree candidate.*

Major 1 Advisor \_\_\_\_\_ Date \_\_\_\_\_ Major 1 Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Major 2 Advisor \_\_\_\_\_ Date \_\_\_\_\_ Major 2 Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Minor 1 Advisor \_\_\_\_\_ Date \_\_\_\_\_ Minor 1 Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Minor 2 Advisor \_\_\_\_\_ Date \_\_\_\_\_ Minor 2 Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Departmental Honors (Dept. Chairperson) \_\_\_\_\_ Date \_\_\_\_\_ University Honors College Director \_\_\_\_\_ Date \_\_\_\_\_

*Signatures required for Department honors and/or University Honors College designation*

**Official Use Only:** *Do not submit form to Dean's Office.*

The academic record & DARS of this degree candidate has been reviewed. The candidate is cleared for graduation pending successful completion of required courses in progress. Course substitutions, waivers of, or exceptions to, degree requirements have been processed and are noted on the student's degree audit.

Comments:

\_\_\_\_\_  
Signature of School Dean

\_\_\_\_\_  
Date