

## UNDERGRADUATE CANDIDATES FOR DEGREE & CEREMONY PARTICIPANTS

Candidates for undergraduate degrees who plan to complete all degree requirements by the conclusion of the Fall 2017 semester and students who will complete degree requirements during the Winter 2018 should follow these instructions to apply for a degree:

1. Print a degree application from the commencement website. List your name as you wish it to appear on your diploma.
2. List the term you plan to complete degree requirements.
3. Fall & Winter applicants will automatically be registered for the December 2017 Commencement ceremony.
4. Select the 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 & BA Psychology. Dual degrees are only awarded if you have taken more than 150 credits.
5. Obtain the supporting signatures of your adviser and department chairperson for your major and minor; if you have more than one major/minor, then the signatures of those advisers and department chairpersons are also required.
6. Obtain the supporting signature of the department chairperson if you are a departmental honors candidate. If you are a candidate for University Honors College graduation, obtain the supporting signature of the University Honors College director.
7. Submit the completed degree application to the Registrar's Office by **SEPTEMBER 28, 2017.**

### AFTER YOU SUBMIT YOUR APPLICATION

You will receive periodic emails with graduation/Commencement updates.

If there is a problem with your eligibility to graduate, your school dean will contact you in early November 2017. However, it is YOUR responsibility to monitor your degree audit for your academic progress. Your degree will not be conferred if your degree audit does not state that all requirements have been met.

Check the commencement website or the 2017–2018 Undergraduate catalog at <http://www.millersville.edu/catalogs/undergraduate/index.pdf> for information on standards & eligibility requirements for Latin Honors (summa cum laude, magna cum laude & cum laude.)

**THE COMMENCEMENT CEREMONY IS SCHEDULED FOR SUN, DECEMBER 17, 2017 AT 2:00 P.M. IN PUCILLO GYMNASIUM.**

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

COMMENCEMENT WEBSITE: [WWW.MILLERSVILLE.EDU/COMMENCEMENT/](http://WWW.MILLERSVILLE.EDU/COMMENCEMENT/) or click mu homepage > Site Index > C > Commencement

EMAIL FOR DEGREE APPLICATION QUESTIONS: [COMMENCEMENT@MILLERSVILLE.EDU](mailto:COMMENCEMENT@MILLERSVILLE.EDU)

# Application for Graduation *Undergraduate Degree*

Complete this form, obtain advisor and chairperson signatures, and **return to the Registrar's Office (Lyle Hall)** by the application deadline published in the academic calendar. You will be charged a \$30.00 degree/transcript fee when this application is processed.

\_\_\_\_\_ MU ID                              \_\_\_\_\_ Last name                              \_\_\_\_\_ First name                              \_\_\_\_\_ Mi

\_\_\_\_\_  
*Name as you wish it to appear on diploma and in commencement program DO NOT LEAVE BLANK*

This information must match your legal name on file in University records.

**Degree:** *Students must select only one degree to be printed on the diploma. Note for students with more than one major –you will be awarded only one degree, even if you have multiple majors that involve different degrees. For example, if you are pursuing both BSE English and BA Psychology, you must select which of these degrees will appear on your diploma and transcript.*

**Majors are not printed on University diplomas.** *Majors, minors and concentrations/options are printed on student transcripts.*

<input type="checkbox"/> Associate of Technology	<input type="checkbox"/> Bachelor of Arts	<input type="checkbox"/> Bachelor of Science in Education
<input type="checkbox"/> Bachelor of Fine Arts	<input type="checkbox"/> Bachelor of Science in Nursing	<input type="checkbox"/> Bachelor of Design
<input type="checkbox"/> Bachelor of Science		

Major _____	Option _____
Second Major _____	Option _____
Minor _____	Option _____
Minor _____	Option _____

**NOTE:** *Any student who is anticipating earning two degrees must complete a minimum of 150 undergraduate credits at the time of graduation. Students with two majors and less than 150 credits will be awarded the one degree chosen above, although all majors completed will appear on student transcripts.*

**Expected Completion of Degree Requirements:** *(Check one)*

<input type="checkbox"/> Winter Session ( <i>January</i> )	<input type="checkbox"/> Summer 2 Session ( <i>July</i> )
<input type="checkbox"/> Spring Semester ( <i>May</i> )	<input type="checkbox"/> Summer 3 Session ( <i>August</i> )
<input type="checkbox"/> Summer 1 Session ( <i>June</i> )	<input type="checkbox"/> Fall Semester ( <i>December</i> )

**All students who complete their degree requirements in Fall 2017 semester or Winter 2018 term will automatically be registered for the December 2017 Commencement ceremony.**

**Mailing Address (home):** Diploma will be mailed to this address.

\_\_\_\_\_ Street                              \_\_\_\_\_ City                              \_\_\_\_\_ State                              \_\_\_\_\_ Zip

( \_\_\_\_\_ ) \_\_\_\_\_ Home Telephone Number      All other graduation correspondence will be sent to your **Millersville email address.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

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

Term	Subject	Course #	Title	Credits	Required for Degree (✓)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Credits in Progress: <i>(including incomplete grades)</i></b>				_____	_____

**Courses Currently in Progress at another Institution**

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

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

*I have reviewed the degree audit 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***