

UNDERGRADUATE CANDIDATES FOR DEGREE & CEREMONY PARTICIPANTS

Candidates for undergraduate degrees who plan to complete all degree requirements by the conclusion of the Fall 2020 semester and students who will complete degree requirements during the Winter 2021 should follow these instructions to apply for a degree:

1. Print a degree application from the commencement website or student forms center. 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 2020 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 24, 2020.**

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 be notified in early November 2020. 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 2020–2021 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 13, 2020 AT 2:00 P.M. 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. **You can also view developing details as they are available on the commencement website and the University's homepage which is updated with the most recent information regarding all University plans in light of COVID-19.**

COMMENCEMENT WEBSITE: WWW.MILLERSVILLE.EDU/COMMENCEMENT/

EMAIL FOR DEGREE APPLICATION QUESTIONS: 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) or email SIGNED completed PDF to degree.audit@millersville.edu by the application deadline published in the academic calendar. You will be charged a \$30.00 degree 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

You may select an approved preferred name or your legal name on file with the University. You may elect to print your full middle name, middle initial or no middle name, however, you must select a version of your legal name or preferred name as approved via the preferred name application in myVill. If you have had a legal name change, we will need the documentation (i.e. marriage license, divorce decree, legal name change court order, etc) for your name to be updated in the University student records system. Your transcript will be printed only with your LEGAL name.

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 (unless per note below you have earned more than 150 credits in which case you may elect both degrees.)

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

_____ Bachelor of Arts	_____ Bachelor of Science in Education
_____ Associate of Technology	_____ Bachelor of Fine Arts
	_____ Bachelor of Science in Nursing
	_____ Bachelor of Science
	_____ Bachelor of Design
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)

_____ Winter Session (January)	_____ Summer 2 Session (July)
_____ Spring Semester (May)	_____ Summer 3 Session (August)
_____ Summer 1 Session (June)	_____ Fall Semester (December)

All students who complete their degree requirements in Fall 2020 semester or Winter 2021 term will automatically be registered for the December 2020 Commencement ceremony.

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

Street City State Zip

All other graduation correspondence will be sent to your **Millersville email address**.
Telephone Number (Best number to reach student during business hours)

Applicant's Signature

Date

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 (✓)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Ensure credits indicated in-progress above will total 120 MINIMUM credits applied for the student's degree. Regardless of application approval, if student's credit total does not equal 120 credits applied a bachelor's degree cannot be awarded. **Developmental courses (i.e. MATH 090) do not apply to degrees and repeated classes will not gain credits for the student.** See degree audit for your total credits applied.

CREDITS EARNED TO DATE: + CREDITS IN-PROGRESS: = TOTAL CREDITS APPLIED TO 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