

MINNESOTA STATE UNIVERSITY MANKATO

UNDERGRADUATE APPLICATION FOR GRADUATION

PLEASE READ CAREFULLY!

Office of the Registrar, Minnesota State University, Mankato, 132 Wigley Administration Center, Mankato, MN 56001
507-389-6266 Toll free: 800-722-0544 http://www.mnsu.edu/registrar

PLEASE PRINT CLEARLY AND COMPLETE FULLY (IN BLACK OR BLUE INK)!

(Please print legal name for your diploma. Use capital letters only when capitalized in your name.)

Name: Enter legal name - what you want on your diploma
FIRST IF DESIRED: INITIAL, MIDDLE NAME OR MAIDEN NAME LAST

Enter the academic year you started taking classes. If you started before 2011/12 - please still enter 2011/12.

Proposed Graduation Term/Year: Enter term (Spring, Summer or Fall) and year The Bulletin/Catalog followed is: _____

Have you applied for graduation before? Yes ___ No ___

Your tech ID
Student Campus (Tech) ID
(on transcript)

See back of this page for definition of 2nd degree and/or adding a major.

FOR OFFICE USE ONLY

Matriculation date

FOR OFFICE USE ONLY
_____-_____-_____
Student (File) Number

IMPORTANT: The diploma will be mailed to the address listed below unless you change your diploma address online or contact the Graduation Department directly to have your diploma address changed. The University is **not** responsible for an undelivered diploma due to an incorrect or non-forwardable address.

You must contact the Graduation Department directly if you have a name change that affects your diploma.

A \$25.00 charge is assessed for all diploma **replacements**.

This diploma address **must** be filled in. It will also be used for publicity purposes.

Diploma Address: Enter the address where you want your diploma mailed.
Street Address City
State Zip Code Enter contact phone # Phone Number with area code Foreign Country (Please Print)

1st Degree (for which you are currently applying; i.e., BS, BA, etc.) Education

BS (Please code correct degree abbreviation from the list supplied – last page.)
(No new diploma when adding a major or minor)

Please code major/minor abbreviations from the list supplied – last page. Accreditation
1st Major 2nd Major 3rd Major 1st Minor 2nd Minor Cert

DNOL _____

FOR OFFICE USE ONLY
_____-_____-_____-_____-_____-_____

Emphasis, track, option, area of concentration or specialty in major/minor if listed in bulletin:

2nd Degree (if any)
1st Major 2nd Major 1st Minor 2nd Minor 3rd Minor
_____-_____-_____-_____-_____

Emphasis, track, option, area of concentration or specialty in major/minor if listed in bulletin:

FOR OFFICE USE ONLY
Res. _____
300-400 Level cr. _____
CD _____
Gen. Ed. _____
Hours _____
GPA _____
Prof. Ed. _____
GT _____
deg posted _____
diploma sent _____
cf pd _____

FOR OFFICE USE ONLY
Proposed Graduation Date _____
Year/Term _____
Checkout Status _____

Graduation Policy

Transfer:

List all educational institutions that you have attended beyond high school.

It is the student's responsibility to provide Minnesota State Mankato, prior to graduation, official transcripts of all transfer work not already evaluated on your Minnesota State Mankato records. Do **not** submit duplicate copies of transcripts already evaluated.

	Name of College/University	Location	Dates of Attendance
1.	<div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;">Enter all higher education institutions that you have attended.</div>		
2.			
3.			
4.			

Students Applying for Teaching Degrees, Please Note:

We check only graduation requirements, not Licensure (certification) requirements.

If you have any questions concerning your Licensure (certification) requirements, contact the College of Education, 118 Armstrong Hall.

All Applicants, Please Note:

Application for Graduation. An application for graduation must be made no later than one calendar year prior to the expected graduation term. A minimum of two months must be allowed for application processing and notification. Forms are obtained from the Campus Hub or Office of the Registrar's reception area and are processed in the order in which they are returned to the Office of the Registrar.

Cultural Diversity:

Students who entered Minnesota State Mankato after Summer, 1992, and who are following the general education requirements for the baccalaureate degree under the terms of a bulletin from 1999-2000 and beyond, need to take at least 6 semester hours in courses designated as cultural diversity courses with the following distribution: At least one course must be taken from the list of courses designated as Cultural Diversity-Core. At least two different departments must be represented. For a list of courses, see the book "General Education & Cultural Diversity Bulletin" (same year as your catalog), available from the Office of Institutional Diversity, 265 Morris Hall (Phone: 507-389-6125).

Students who entered Minnesota State Mankato after Summer, 1992, and who are completing an Associate's degree under the terms of a bulletin from 1999-2000 and beyond, need to take at least 3 semester hours in courses designated as cultural diversity courses with the following distribution: At least one course must be taken from the list of courses designated as Cultural Diversity-Core.

Pursuing a 2nd degree, major or minor:

Students having obtained either a BA/BS from Minnesota State Mankato may return to seek another degree, major or minor under the following guidelines; 1) the new degree must be different than original (i.e., if you currently have a BS, you must pursue a BA only; having the same type of baccalaureate degrees is not permissible per University policy); 2) adding a major means you can complete another program under your current degree (e.g., your current BS, plus your 2nd major in addition to your 1st major); and 3) financial aid awards may vary depending on a student's educational interests (e.g., it is possible adding a minor may not qualify a student for financial aid assistance). Please contact Student Financial Services/HUB for information at 507-389-1866.

I have read and understand all information above and on the attached pages.

Signature Be sure to sign application _____

Majors-Minors

ACCT	Accounting	ECED	Early Childhood Education	NTIS	Networking & Inf. Security (minor only)
ALCO	Alcohol & Drug Studies	EGEO	Earth Science: Geology option	INST	Applied Music (Instrument)
AIS	American Indian Studies	ESCI	Earth Science	ORGN	Applied Music (Organ)
ANTH	Anthropology	ESED	Earth Science & Education	PIAN	Applied Music (Piano)
AQUA	Aquatics (minor only)	ECON	Economics	VOIC	Applied Music (Voice)
ART	Art	ENGR	Electrical Engineering	MUED	Music: Education
ARTS	Art Studio (minor only)	EET	Electronics Engineering Tech	MUIN	Music Industry
ATED	Art Education	ELEM	Elementary Education	NURS	Nursing
ARTH	Art History	ENG	English	OPEN	Open Studies
ASTR	Astronomy	EFLM	English: Film Studies (minor only)	PHIL	Philosophy
COCH	Athletic Coaching (minor only)	%ENSP	English/Speech Education	PPE	Philosophy, Politics and Economics
ATHL	Athletic Training	ENVS	Environmental Science	PHET	Philosophy: Ethics (minor only)
AET	Automotive Engineering Tech	ESL	English as a Second Language (minor only)	PED	Physical Education (Teaching)
AVIA	Aviation (major only)	%ESSP	Special Ed: Developmental Disabilities	PEDG	Physical Education - General
AMGT	Aviation Management (minor only)	ETHN	Ethnic Studies	PENT	Physical Education (Non-Teaching)
BCHE	Biochemistry	ETHU	Ethnic Studies/Humanities (minor only)	PHYS	Physics
BIOL	Biology	FCS	Family Consumer Science	PHTE	Physics Teaching
^ BIOB	Biol: Bio-Business	FCED	Family Consumer Science Education	POLS	Political Science
BICY	Biol: Cyto technology/Genetics	FINA	Finance	PSYC	Psychology
BIOE	Biol: Ecology	FPLN	Financial Planning (minor only)	REC	Recreation (minor only)
BIOH	Biol: Human Biology	FST	Food Science Technology	RPLS	Rec, Parks & Leisure Services (major only)
BIOM	Biol: Microbiology	FRCH	French	SCND	Scandinavian Studies
^ BIOP	Biol: Physiology	FNED	French Education	SENG	Software Engineering
BIOS	Biol: Plant Science	GWS	Gender and Women's Studies	SHED	School Health Education
BTOX	Biol: Toxicology	GEOP	Geography	SMGT	Sport Management
BIOZ	Biol: Zoology	GEOL	Geography: Professional	SSED	Social Studies & Education
BIOT	Biotechnology	GER	Geology (minor only)	SSGN	Social Studies General
BAGE	Bus Ad: General (minor only)	GNED	German		Anthropology Pol Sci
BUSL	Business Law (minor only)	GRNT	German Education		Economics Psychology
CHEM	Chemistry	GRNT	German Education		Ethnic Studies Sociology
CHTE	Chemistry Teaching	GISP	Gerontology (minor only)		Geography Women's Studies
ACS	Chemistry: ACS	HIST	GIS/Plant Science		History
CIVE	Civil Engineering	HONR	History	SWEL	Social Welfare (minor only)
COGS	Cognitive Science	HRES	Honors Program (minor only)	SOCVW	Social Work (major only)
CALE	Communication Arts & Lit: English (teaching)	HUMN	Human Resource Mgmt (minor only)	SOC	Sociology
CALS	Communication Arts & Lit: Speech (teaching)	INFM	Humanities	SDEV	Software Development (minor only)
CMIN	Communication: Interdisciplinary (minor only)	ISYS	Informatics	SPAN	Spanish
CDIS	Communication Disorders	ITEC	Information Systems	SEDU	Spanish Education
CMST	Communication Studies	+ ID	Information Technology	SPEE	Special Education
CMHL	Community Health	IBUS	Interior Design	# SPEE	Speech Communication
CENG	Computer Engineering	IREL	International Business	SPMD	Sports Medicine (minor only)
CET	Computer Engineering Technology	LATA	International Relations	STAT	Statistics
%CIS	Computer & Information Science	LAVE	Latin American Studies (minor only)	TCOM	Technical Communication (minor only)
COMS	Computer Science	LBRL	Law Enforcement	THRT	Theatre Arts
CTEC	Computer Technology (minor only)	LSCI	Liberal Studies	URBS	Urban and Regional Studies
CM	Construction Management	LING	Life Science (Biology)	# WOMN	Women's Studies
CORP	Corporat & Comm Fitness/Wellness (minor only)	MGMT	Linguistics (minor only)		
		%MIS	Management		
CORR	Corrections	MET	Management Information Systems (major under CIS Dept. only)	NPL	Non-Profit Leadership
CVVRT	Creative Writing (minor only)	MRKT	Manufacturing Engineering Tech	TECO	Technical Communication
DANC	Dance	MASS	Marketing	LAWM	Law Enforcement Management
DNED	Dance Education	MATH	Mass Communications	GISC	Certificate in Geographic Information Science
DK12	Dance Education (K-12)	MATE	Mathematics		
DHYG	Dental Hygiene	MENG	Mathematics Teaching	DTEC	Database Technologies
DTEC	Database Technologies (minor only)	MEDT	Mechanical Engineering	ISEC	Information Security
PEDA	Developmental Adapted PE (minor only)	MILT	Medical Technology	NTTC	Networking Technologies
		MUSI	Military Science (minor only)	SDEV	Software Development
			Music	MINC	Music Industry

Certificates:


NPL	Non-Profit Leadership
TECO	Technical Communication
LAWM	Law Enforcement Management
GISC	Certificate in Geographic Information Science
DTEC	Database Technologies
ISEC	Information Security
NTTC	Networking Technologies
SDEV	Software Development
MINC	Music Industry

Undergraduate Degrees Available

CODE		CODE		CODE	
AA	Associate of Arts	BS	Bachelor of Science (Teaching & Non-Teaching)	BSME	Bachelor of Science in Mechanical Engineering
BA	Bachelor of Arts	BSCE	Bachelor of Science in Civil Engineering	BSSW	Bachelor of Science in Social Work
BFA	Bachelor of Fine Arts	BSEC	Bachelor of Science in Computer Engineering	BATR	Bachelor of Athletic Training
BMUS	Bachelor of Music	BSEE	Bachelor of Science in Electrical Engineering		

Symbol Legend

^ Expires with 2004-05 Bulletin	+ Expires with 2007-08 Bulletin
* Expires with 2005-06 Bulletin	# Expires with 2008-09 Bulletin
% Expires with 2006-07 Bulletin	

Please refer to graduation information on reverse side. 

Graduation Information

PLEASE REMOVE AND KEEP FOR YOUR RECORDS

Bulletin Expiration Policy. The privilege of graduating under the requirements of an Undergraduate Bulletin extends no longer than seven years from the term of your original enrollment.

The requirements of any Undergraduate Bulletin become effective at the beginning of a fall term. Although you cannot graduate under requirements outlined in a bulletin of more than seven years preceding the date of graduation, you may elect to graduate under a more recent bulletin. However, you must complete all the requirements under a single bulletin, except for new programs.

Scholastic Requirements. A minimum grade-point average of 2.0 for all coursework earned at Minnesota State Mankato. In addition, a minimum cumulative grade-point average of 2.0 is required for graduation from any undergraduate degree program. (Please check: certain departments may require a different GPA.)

No degree will be awarded until all grades are finalized. "I", "IP" and/or "Z" grades cannot remain on the permanent record.

Minimum Credits. Graduation with an associate degree is based upon successful completion of a minimum of 64 semester hours of credit. Graduation with a baccalaureate degree requires a minimum of 120/128 semester hours of credit, based on a particular major.

Residency Requirements. To be eligible for graduation with a bachelor's degree, you must have earned at least 30 semester hours of undergraduate credit from Minnesota State Mankato. Departments and Colleges may have more stringent residency requirements.

To be eligible for graduation with an associate degree, a minimum of 20 of the last 30 semester hours must be earned from Minnesota State Mankato.

Transfers from junior or community colleges must earn a minimum of 64 semester hours of credit from four-year institutions to meet minimum graduation requirements. Beginning with the 2005-2006 Undergraduate Bulletin students do not have a limit on the number of credits accepted from a 2-year school. However, please note the residency requirements listed above.

Also, beginning with the 2005-2006 Undergraduate Bulletin, students must have completed at least 40 semester credits of upper division (300-400 level) courses.

University Holds. University holds will not allow a degree to be posted.

Commencement Ceremonies. For all questions visit www.mnsu.edu/graduation

Graduation Honors. To qualify for graduation honors, you must:

1. meet all requirements for a baccalaureate degree;
2. earn a minimum of 40 semester hours of credit from Minnesota State Mankato after attaining junior classification; and
3. have a minimum cumulative grade-point average to satisfy honor requirements - 3.3, Cum Laude; 3.5, Magna Cum Laude; 3.8, Summa Cum Laude.

There are no exceptions to these requirements.

Grade-point average for determining graduation honors is calculated on the basis of all work attempted and completed, including transfer credits. The 40 semester hour requirement pertains to credits earned at Minnesota State Mankato. While the number of credit hours and quality points earned during the graduation term do not affect the determination of graduation honors for recognition at commencement, credit hours and quality points earned during the graduation term are considered when determining graduation honors for the transcript and diploma.

During the graduation term, a preliminary list of students earning graduation honors is prepared for publication in the graduation program and other publicity purposes. Because this list is prepared before the current term's coursework is completed and evaluated, graduation honors are based on the grade point average *prior* to that term. Thus, the preliminary list may not reflect the final, official determination of graduation honors, which will appear on the diplomas and academic transcripts.

To be recognized in the commencement program as achieving graduation honors and to wear an academic honors medallion, you must be graduating in the term for which commencement is held.